

**CHECKLIST ON SUBMISSION AND ASSESSMENT OF PORTFOLIO OF EVIDENCE:  
MEDICAL BIOLOGICAL SCIENTISTS**

*ALL requirements have to be met before assessment of Portfolio of Evidence will be considered.*

- 1. Please use this list in the assessment process to ensure a standardized national quality of performance.**
- 2. This list is a summary of the National Curriculum and Assessment Guidelines for Medical Biological Scientists.**

<b>3. ADMINISTRATIVE REQUIREMENTS</b>	
Application received on	
Full names	
MSIN number	
MSIN date of registration	
Non-compliant	Return
<b>COMPLIANT:</b>	
Identity document (Notarised)	
Qualifications (Notarised)	
HPCSA intern certificate	
Fees for assessment	
Fees for registration as Medical Scientist	
Form 36 MS	
Form 24 MS	

#### 4. MINIMUM REQUIREMENT FOR PORTFOLIO OF EVIDENCE

<b>a. Cover page:</b>	
Full names	
Discipline	
Affiliation	
Period of internship	
Contact details	
If shortened internship provide approval letter from HPCSA and evidence of diagnostics in a clinical setting	
Name of coordinator	
Date of submission	
<b>b. Content page (numbered)</b>	
<b>c. Letter from coordinator:</b>	
Period of internship	
List of all elements of the training program	
List of all competencies	
List of responsibilities of intern	
Other relevant information	
<b>d. Copy of HPCSA-approved training program</b>	
<b>e. Rotation roster</b>	
<b>f. CV of candidate</b>	
<b>g. List of Activities</b>	
<b>4.1 Overall outcomes:</b>	
<i>MUST be performed in a diagnostic setting</i>	
<i>Knowledge, application, skills and degree of experience in:</i>	
Application of basic scientific principles	
Performance of laboratory methods and interpretation of patients results in a diagnostic environment (clinical practice)	
Administration and management in a diagnostic laboratory	
Application of ethical principles, good clinical practice (GCP) and good laboratory practice (GLP) in clinical diagnostics	

Laboratory Information Systems/Statistics/Bioinformatics	
Proof of assessment	
<b>4.2 Discipline-specific outcomes:</b>	
<i>MUST be performed in a diagnostic setting</i>	
<i>Knowledge and understanding of:</i>	
Medico-legal and ethics	
Guidelines and Acts	
Proof of assessment	
<b>4.2.1 Good Laboratory Practice and Laboratory Safety</b>	
<i>MUST be performed in a diagnostic setting</i>	
<i>Knowledge and understanding of:</i>	
Personal Protective Equipment (PPE)	
Safe handling, storage and disposal of chemicals	
Safe handling, storage and disposal of biological samples	
Manage chemical and biological spills	
Fire hazards and safety drill	
Importing/exporting of biological material (if applicable)	
Physical and ergonomical hazards	
Safe handling of equipment	
Proof of assessment	
<b>4.2.2 Laboratory methods</b>	
<i>MUST be performed in a diagnostic setting</i>	
<i>Knowledge and understanding of:</i>	
SOP's and guidelines	
Operation and maintenance of lab equipment	
Validation of test methods	
Compilation, trouble-shooting and interpretation of patient reports	
Proof of assessment	
<b>4.2.3 Laboratory accreditation</b>	
<i>MUST be performed in a diagnostic setting</i>	
<i>Knowledge and understanding of:</i>	
Quality management	
Quality Assurance	

Laboratory accreditation	
Internal and External Quality Assessment programs	
Proof of assessment	
<b>4.2.4 Scientific knowledge</b>	
List of lectures (text books)	
List of journals attended / presented	
List of seminars/workshops/conferences/courses	
List of assignments / case studies	
Proof of assessment	
<b>4.2.5 Competency training</b>	
<i>MUST be performed in a diagnostic setting</i>	
List of all practical competencies	
Competency level	
Ability to interpret a finding in clinical practice	
Proof of assessment	
<b>4.2.6 Research methodology</b>	
<i>Knowledge and understanding of:</i>	
Approved protocol	
Ethical application	
Funding and budgeting	
Research report	
Presentation	
Peer-reviewed assessment	
<b>4.2.7 Final exit exam by training facility (Coordinator and Head of Department)</b>	
<b>Final outcome by HPCSA</b>	Approved / Failed / Revised
<b>Registration</b>	