

Module Title Personal and Professional Skills Development	Reference AS1999 SCQF SCQF Level 7 SCQF Points 15 ECTS Points 7.5 Created April 2005 Approved July 2005 Amended May 2011 Version No. 4
Keywords Expectations of a health professional, biomedical science, equal opportunities, practice, IT, communication and self-management skills.	

This Version is No Longer Current

The latest version of this module is available [here](#)

Prerequisites for Module

None in addition to standard entrance requirements.

Corequisite Modules

None.

Precluded Modules

None.

Aims of Module

To provide students with an understanding of the expectations of a healthcare or bioscience professional, an understanding of the obligation to maintain fitness to practice, and to enhance communication, self-management and study skills.

Written communication skills; principles and practice of presentation skills, use of visual aids, answering and asking questions, body language. Study, time management and personal reflection skills; identification and use of secondary and primary sources of information. Accessing library resources, electronic databases, citing reference sources, styles of note taking, goal setting, time management, preparation for assessments, portfolio submission and examination technique. Study skills and the need for life-long learning.

Indicative Student Workload

<i>Contact Hours</i>	Full Time
Lectures/Seminars	20
Tutorials	20

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

1. Communicate effectively, retrieve and store required information appropriately and accurately, and record, request and report, drawing appropriate conclusions from observations in a meaningful and accurate manner.
2. Show understanding of the term 'equal opportunities' and appreciate the need for career-long self-directed learning and initiate this through the development of a personal and professional development portfolio.
3. Explain the role of the Health Professions Council, the requirements for registration and the role of the Institute of Biomedical Science.
4. Explain the implementation of and advantages of quality assurance e.g. NEQAS, quality control and selected accreditation systems for pathology laboratories in the UK.
5. Summarise the principles of automated and manual methods of pathological analysis and understand the significance of reference ranges and reference materials.

Directed Study

Coursework	20
Preparation	
Directed Study	70

Private Study

Private	
Study/Reflection	20

Mode of Delivery

Communication and study skills will be delivered with lectures supported by tutorials and student centred IT sessions where students will practice and apply skills. Lectures will cover the aspects relating to the roles and expectations of a health professional and the Portfolio, with appropriate tutorial support and guidance.

Assessment Plan

	Learning Outcomes Assessed
Component 1	1
Component 2	2,3,4,5

Component 2 consists of several assessed components which must be passed. Some of these components will contribute to the overall grade.

Component 1 is an oral presentation.

Indicative Module Content

The role of the Institute of Biomedical Science in the professional development of biomedical scientists.

Professional ethics: competence, inter-professional relationships, confidentiality and integrity.

The role of the Health

Professions Council;

requirements for registration as a biomedical scientist, Standards of Proficiency for biomedical scientists; their relationship to the Certificate of Competence Portfolio of Registration, assessment procedures and placement handbook.

Equal opportunities policy and the importance of practising in a non-discriminatory manner.

Indicative Bibliography

- 1.HEALTH AND CARE PROFESSIONS COUNCIL. *Guidance on Conduct and Ethics for Students*. Current Edition. Health and Care Professions Council.
- 2.AHMED, N., GLENCROSS, H. and WANG, Q. *Biomedical Science Practice: Experimental and Professional Skills*. Current Edition. Oxford University Press.
- 3.PITT, S.J. and CUNNINGHAM J.M. *An introduction to Biomedical Science in Professional and Clinical Practice*. Current Edition. Wiley-Blackwell
- 4.REED, R., HOLMES, D., WEYERS, J. AND JONES, A. *Practical Skills in Biomolecular Sciences*. Current Edition. Pearson Education Ltd.
- 5.JOHNSON S. and SCOTT J. *Study and Communication Skills for the Biosciences*. Current Edition. Oxford University Press