

IDSc Technical Certificate

Guidance for Managers and Mentors

- 1. Managers and mentors should ensure they are familiar with the technical knowledge contained within the IDSc Technical Certificate Training Pack**
- 2. It is essential that both managers and mentors show commitment to the candidate**
- 3. Set out an agreed study plan**
- 4. Provide regular feedback to their candidate(s) in a timely manner**

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Guidance for Managers and Mentors

Managers and mentors should ensure they are familiar with:

- **Technical Certificate Syllabus**
- **Teaching Notes**
- **Teaching and Training Manual***
- **Standards and Practice Guidance Document***
- **Candidates Workbook**

NOTE:

*** these are supplied in CD format and can be printed as an aid to learning**

Candidates Workbook

- It has found to be beneficial to leave the Microbiology module till the end
- Microbiology is referred to throughout the other modules and during these they explain the importance of the decontamination process in the destruction of pathogenic organisms
- At the end of each module the candidate should:
 - ✓ complete all the questions in the workbook
 - ✓ the multiple choice questions should be answered and marked within the workbook
 - ✓ the questions requiring a written answer should be submitted on a separate sheet(s), marked and attached to the relevant module within the workbook
 - ✓ no supporting evidence is required

Candidates Workbook

- **The manager/mentor must assess the competency of the candidate in all areas of the decontamination process**
- **Each candidate should have all modules recorded on a spreadsheet showing start, completion and sign-off dates along with signatures of the candidate and the mentor see slide 5 for example**
- **A written statement of competency must accompany the submission of the workbook one month prior to sitting the examination see slide 6 for example.**

Example of Module sign off

Module name / number	Start date	Candidate signature	Hand in date	Candidate signature	Mentor sign off date	Mentor signature
1						
2						
3						
4						
5						
6						

Example of Competency sign off

I confirm that

Has demonstrated competence in the completion of the following assignments:

Assignment 1 - Introduction to Decontamination Sciences

Assignment 2 - Basic Microbiology and Infection Prevention & Control

Assignment 3 - Containment, Transportation and Risk Management

Assignment 4 - Receiving, Cleaning and Disinfection of Reusable Medical Devices & Accessories

Assignment 5 – Inspection, Function Testing, Assembly, Packaging

Assignment 6 – Terminal Processing (Sterilization)

Assignment 7 – Storage and Distribution

All questions have been answered satisfactorily and the candidate has been assessed as ready to undertake the exam.

Signed.....

Designation

Date

Preparing for the exam

1. Exam are available twice a year
2. Exam dates can be found on the IDSc website:
www.idsc-uk.co.uk
3. Register for exam through the Technical Certificate Portal
4. All modules must be signed off
5. A copy the candidates written work should be kept for future revision
6. Workbook must be completed and submitted to the exam board one month prior to sitting the exam by recorded, next day delivery
7. Preparation and sitting of mock exams following exam conditions
8. Feedback to the candidate on the results of their mock exams