IVF LAB PERSONEL NEW EMPLOYEE TRAINING PROTOCOL AND CHECK LIST

Prepared by	EFFECTIVE Date	

Medical Director		
Review Date	**Revision Date**	**Signature**

As a first step of the training process the trainee must review the procedure and QA manual and have all questions answered to his/her satisfaction by the laboratory director or supervisor. New employee must sign both manuals after reviewing them.

Throughout the training process, the trainee must observe all procedures numerous times prior to actually performing the task independently.

Following observation sessions trainee will perform certain tasks while being observed by a supervisor (e.g. preparation of culture medium) and participate in ART cases performed by the trainer (e.g. scan few dishes during oocyte retrieval, strip 1-2 eggs for fertilization check and ICSI, etc).

For procedures that require analytical steps (sperm count, morphology assessment, motility assessment, embryo and oocyte grading) parallel readings will be performed until consistent readings within the tolerance range are achieved. Corresponding PT forms will be used to record these results.

Training checklist outlines the average number of required training sessions. However, these numbers may be individually altered (increased or decreased) at the discretion of the trainer depending on the new employee skills, performance, and prior ART experience. Generally, the new employee will be cleared to perform most tasks independently after approximately 3-9 months of the training period. Some procedures (e.g. ICSI) may require significantly longer training period. If the practice attempts are not successful, repeated steps may be necessary.

Competency assessment for each trainee is performed by observation by second embryologist. All procedures should be performed in substantial accordance with the current ART protocol. Should "technical drift" be observed, the trainee and the trainer will refer to the protocol and review the procedure. Another observation session will be conducted. This procedure will be repeated until the trainee is performing procedures in accordance with the protocol. Following

satisfactory completion of the training period the new employee will be cleared to perform the ART procedure independently.

After initial 6 months of training the laboratory director will review all training records as well as direct observation of trainee and at this point will decide if the trainee has acceptable skills to continue with training in embryology.

Training records will be kept in the employee personnel file. Employee competency assessment and performance review will be conducted six months post-hire and annually thereafter.

See below for training record:

New employee training record

Employee: Date of hire:

Procedure/approximate number of training sessions required	**Date(s) observed**	**Dates performed being observed by:**	**Passed?**	Comment:
Daily QC (observe 3 times, perform being observed 4 times) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				
Preparation of the media, reagents and supplies for ART Dish prep (observe 4 times, perform being observed 6 times) ***Cleared to perform*** ***Date: Director/supervisor:*** ***Employee:***				
Oocyte retrieval (observe 6 times, participate 5 times with egg identification perform being observed 5 times without missing any eggs) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				

Procedure /approximate number of training sessions required	**Date(s) observed**	**Dates performed being observed by:**	**Passed?**	Comment:
Sperm evaluation and processing (observe 5 times, participate 5 times, perform being observed 5 times parallel readings should match within range) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				
Fertilization assessment (observe 5 times, participate 5 times, perform being observed 5 times parallel readings) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				
Pipetting skills Sterile technique Moving embryos between dishes in a timely fashion. Single embryo with minimal carry over Multiple embryo with minimal carry over Backloading Removing bubbles Identifying embryos quickly ***Cleared:*** ***Director:*** ***Employee***				

New employee training record

Employee: Date of hire:

Procedure/approximate number of training sessions required	**Date(s) observed**	**Dates performed being observed by:**	**Passed?**	Comment:
Development check (observe 5 times, participate 5, perform being observed 5 times parallel readings) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				
Embryo transfer (observe 5 times, practice loading discards 10-20 times, perform being observed 5 times) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				

Procedure/approximate number of training sessions required	**Date(s) observed**	**Dates performed being observed by:**	**Passed?**	Comment:
Embryo cryopreservation (observe 5 times, practice loading discards 10-20 times, perform being observed 5 times) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				

Embryo thaw (observe 3 times, practice thawing aneuploids 20 times, perform being observed 3 times) ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				
Cleared to perform ***Date:*** ***Director/supervisor:*** ***Employee:***				

ICSI Training

Procedure	**Date(s) practiced**	**Dates performed being observed by:**	**Passed?**	Comment:
Practice set-up Until performed accurately within 2-3 minutes				
Practice sperm immobilization and pick-up Until easily catch and control sperm in ICSI pipet				
Practice oocyte positioning and holding (dead/unfertilized oocytes) Until easily maneuvering egg on holding pipet to clearly visualize the polar body				

Employee: Date of hire:

ICSI Training

Procedure	**Date(s) practiced**	**Dates performed being observed by:**	**Passed?**	Comment:
Practice injection (unfertilized oocytes) at least 20 until no degeneration and smooth flowing process				
Inject 2-3 eggs in an ICSI case with ≥10 oocytes. Until fertilization is at 70% consistantly				
Review the outcome with the director/supervisor ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				

New employee training record
Employee: Date of hire:

Procedure/approximate number of training sessions required	**Date(s) observed**	**Dates performed being observed by:**	**Passed?**	Comment:
Embryo biopsy for PGT OBSERVE 4 times Practice on aneuploids (10 times with re-expansion) Participate in half of a case (if ≥ 10 embryos) 4 times PERFORM being observed 4 times ***Cleared to performDate:*** ***Director/supervisor:*** ***Employee:***				
Biopsy tissue placement in PCR tube OBSERVE 4 times Practice tubing test biopsies 20+ times Participate in half of a case (if ≥ 10 embryos) 4 times PERFORM being observed 4 times ***Cleared to perform*** ***Date:*** ***Director/supervisor:*** ***Employee:***				

New employee training record - Additional comments

Employee: Date of hire:

Date	Comment

Repeated/reviewed procedures (if applicable)

DUTIES	**Date(s)**	**Observed by:**	**Passed?**	Comment:
Daily QC				
preparation of the media, reagents and supplies for ART				
oocyte retrieval				
sperm processing				
Insemination				
ICSI				
fertilization assessment				
development assessment				
embryo/gamete transfer				
embryo cryopreservation and thaw				