

## **How to enrol in Training and Competency Assessment Modules**

The Training and Competency Assessment project was successfully piloted in 2012 and RCPAQAP has conducted further development since 2013.

The online Training & Competency Assessment modules are intended to support laboratory technical training and provide a resource for continuing education. RCPAQAP is working with experts to ensure the modules meet participants learning needs. Web-based delivery offers flexible learning where learners can access the modules anywhere and at anytime.

### **Enrolment**

Participants who wish to enrol in the Training & Competency Assessment modules must register for myQAP training portal access in order to be able to self-enrol online in the training programs. Use the 'Contact Us' page on the RCPAQAP website [www.rcpaqap.com.au](http://www.rcpaqap.com.au) to log your request for a new participant number request form for training. If you are an existing RCPAQAP participant, please log in to the myQAP portal at [www.myqap.com.au](http://www.myqap.com.au) and log a case in myQAP for prompt service.

Complete the registration form provided (New participant number request form\_TACA.pdf) and return it to our enrolment office at [enrolment@rcpaqap.com.au](mailto:enrolment@rcpaqap.com.au) where a new participant number will be assigned to each user. This process is only required when first enrolling in this new program. Enrolments in training modules can be made online through myQAP portal using the Enrolments tab. You may enrol as a training individual or as an individual funded by an organisation. For the latter, you will need to provide your Training Manager's details so that he/she can access your certificates for the organisation's training record.

Access for Training Managers is free of charge. Managers requiring Training Manager Access to a training individual's results will need to ensure that their details are on the Trainee's registration form (New participant number request form\_TACA.pdf).

When you have completed your enrolment online, an invoice is generated by clicking on the Generate invoice button on the enrolment page. Invoices can be found in the Invoices tab on myQAP. You can make online payments on the invoices on myQAP. **Please note access to training modules are granted only when payment on the invoices have been completed.** Training modules are located in the Training tab of myQAP.

## Results

At the successful completion of the module(s)/course, participants are awarded with a Certificate of Completion. A PDF of the certificate can be found in the My Training tab. Please print your certificate for your records as proof of training.

## Training programs

Training courses/modules are listed on the following pages. Instructional document, HOW TO - Get started with the Training and Competency Assessment Modules, is available to help you configure your computer for a successful learning experience.

The training modules have been approved for continuing education credits such as APACE and CEC.

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For any enquiries, please contact RCPAQAP on +61 2 9045 6000 or email [ellearn@rcpaqap.com.au](mailto:ellearn@rcpaqap.com.au).

Module Title	Description
<p>Correctly identify the patient and Selecting safe sites for venepuncture</p>	<p>In the first topic of this module, the process for correctly identifying a patient is outlined and the potential consequence of failing to follow the correct patient identification procedures is discussed.</p> <p>In the second topic of this module, basic anatomy of the arm for safe venepuncture is described, veins for safe venepuncture is identified and the potential complications of poor site selection is discussed.</p> <p><i>Continuing professional development points: 6 APACE points</i> <i>Duration: approximately 1 hour</i></p>
<p>Snake and snakebite: The role of pathology laboratories</p>	<p>This module introduces common Australian venomous snakes and discusses the clinical effects of envenoming as well as the treatment of snakebite and the detection of venom in the laboratory.</p> <p><i>Continuing professional development points: 6 APACE points</i> <i>Duration: approximately 1 hour</i></p>
<p>Quality Assurance &amp; Quality Control</p>	<p>This module discusses Quality Control and Quality Assurance in a laboratory. It outlines some basic Quality Control principles as well as what can affect an assay quality control in the laboratory. This module is suitable for multi-test analysers in Chemical Pathology/Haematology/Immunology.</p> <p><i>Continuing professional development points: 6 APACE points</i> <i>Duration: approximately 1 hour</i></p>
<p>Cytology Module 1: Anatomy of the female genital tract</p>	<p>In this module the major organs, tissue and epithelium comprising the female genital tract are identified, and the etiology of cervical disease and the significance of squamous metaplasia of the cervix is discussed.</p> <p><i>This module is eligible for the Australian Society of Cytology Continuing Education for Cytologists (CEC) program for non-medical members. Refer to Category 2 "Computer based learning".</i></p>
<p>Cytology Module 2: Cytological identification of normal epithelial cells and other cellular components of cervical and vaginal smears</p>	<p>In this module the structure of squamous and columnar epithelium is outlined, and normal epithelial cells and other cellular components observed in routine Pap smears are identified.</p> <p><i>This module is eligible for the Australian Society of Cytology Continuing Education for Cytologists (CEC) program for non-medical members. Refer to Category 2 "Computer based learning".</i></p>

Module Title	Description
<p>Online Haematology morphology: Standard course (without paediatric module)</p>	<p>An interactive resource consisting of red cell, white cell and platelet modules to support laboratory technical training and continuing education. The course consist of 16 modules containing text based information, interactive case studies and quizzes to develop competency in haematology morphology.</p> <p><i>Continuing professional development points: 26 APACE points</i> <i>Duration: approximately 10 hours</i></p>
<p>Online Haematology morphology: Premium course</p>	<p>An interactive resource consisting of red cell, white cell, platelet and paediatric modules to support laboratory technical training and continuing education. This course is a course bundling of Online Haematology morphology: Standard course with paediatric module.</p> <p><i>Continuing professional development points: 31 APACE points</i> <i>Duration: approximately 14 hours</i></p>
<p>Paediatric module</p>	<p>In the paediatric module, paediatric reference ranges in all three cell lineages, red cells, white cells and platelets are outlined. There is variation within the ranges whether they pertain to neonates or young or older children. The MCV and MCH vary according to age as does the ratio of lymphocytes to neutrophils.</p> <p><i>Continuing professional development points: 5 APACE points</i> <i>Duration: approximately 4 hours</i></p>