

# Training module in Creating Modern Families and Donor Assisted Conception



British  
Fertility  
Society

DRAFT

## Introduction

Creating modern families using donor-assisted conception is an integral part of assisted conception service. It is under statutory regulation in the UK by the Human Fertilisation and Embryology Authority (HFEA) and the associated legal framework. It requires a high, up to date level of knowledge in these areas to counsel and provide safe options for treatment.

This training programme, devised by the British Fertility Society, is designed to assist the Fertility Health Care Professional (referred to as trainees within this document) in developing and consolidating their expertise in treating modern families via the use of donor gametes and surrogacy.

This course should be undertaken in conjunction with the British Fertility Society Creating Modern Families and Donor Assisted Conception Study Day

Once trained, the trainee should have:

1. Acquired an **understanding** of:
  - i) Psychological aspects
    - a. The psychological factors affecting the patient and couples during ART using donor gametes
    - b. The role of counselling in ART with specific reference to donor assisted reproduction
    - c. The specific issues relevant to the use of known and altruistic donors
  - ii) Legal aspects
    - d. The issues relevant to recruitment of donors as per the Human fertilization and embryology act
    - e. The current UK legal framework pertaining to use of donor gametes and surrogate
2. Developed the **capacity** to:
  - a. Counsel patients prior to start of treatment using donor gametes
  - b. Recruit, screen and select donors prior to use in ART
  - c. Discuss the role of embryo and gamete cryopreservation
  - d. Complete the relevant documentation
3. acquired **experience and knowledge** of:
  - a. relevant administration and management skills, including clinical governance
  - b. teaching
  - c. legal and ethical issues including the Human Fertilisation and Embryology Act
  - d. epidemiology, statistics, research and audit

## Entry criteria

The following criteria must be satisfied:

- The trainee must already be working in the field of infertility and reproductive medicine
- There must be dedicated training time available
- The trainer must be working within a tertiary centre offering the whole spectrum of assisted reproductive techniques (ART) or have the access to sessional work in such a centre.

Registration with the British Fertility Society for this training module can only be made when the above criteria are met.

## Training programme components

The following are essential components of the training programme, and all of them have to be completed:

- Trainees should register at the commencement of the training module with the BFS, and the trainer should support the application for training
- A named trainer must sign an educational contract confirming that he / she is able and willing to provide the training contained in the module. The trainer must be skilled in the management of the infertile couple and have expertise in assisted conception. The trainer will agree to supervise the trainee throughout the module. Occasionally and because of necessity some sessions of training may be conducted under the supervision of professionals other than the trainer. It is the responsibility of the trainer to ensure that the professional to whom the duty of training is delegated is sufficiently competent, willing and able to teach the trainee
- The trainee must attend regular assisted conception clinics during training and a log kept relating to experience gained. During this training the trainee should also attend implications counselling sessions.
- The trainee must attend the approved BFS Study Week theoretical course on Creating Modern Families and Donor Assisted Conception. The course will complement the essential knowledge component of training for this module. The course must be attended during the time of training and when the logbook is being completed.
- The trainee should attend regular multidisciplinary meetings and educational activities within the department where the training is done

Training will be deemed to be complete when all the components have been completed to the satisfaction of the trainer and the study day has been attended. The objective structured assessment of technical skills (OSATs) will be completed by the trainer in conjunction with the trainee. At that point all documentations will be sent to the BFS for approval and a certificate of completion will be sent if the training module has been completed successfully.

## The logbook (guide to learning)

This logbook defines the skills required for the management of the infertile couple using assisted conception. Completion of the logbook will allow the trainer and trainee to monitor progress and identify learning needs over the course of training. It is important to note that the logbook is a record of **competence** as well as **experience**. The trainer and trainee will review the progress of training every month. Competence will be documented by the trainer signing the appropriate sections of the logbook and the OSATs. Progress will be documented through the trainer signing off the appropriate sections of the logbook when knowledge has been acquired and independent clinical competence reached, as appropriate. **It is imperative that all trainees appreciate that their progress has to meet standards that satisfy the trainer. At the end of the training programme, the trainer has to certify that the skills attained by the trainee are to his / her satisfaction.**

## Application for training centre recognition and trainer's contract

To be eligible as a training centre in Assisted Conception the following criteria must be met:

- The centre should provide a service for the management of patients with infertility problems requiring the use of donor gametes (single women, same sex relationship couples, heterosexual couples).
- The centre must have a HFEA license (or equivalent if based outside the UK)
- The centre should have access to appropriate laboratory facilities to allow appropriate investigations of male and female patients
- The centre should have regular multidisciplinary meetings as well as an active training and education programme
- The trainer must agree to carry out monthly appraisals of the trainee's progress and keep records of such meetings

- The centre should have appropriate facility for fertility counselling and the trainee should have opportunity to sit in these sessions

## Trainee applications

Candidates seeking to register for training in Creating Modern Families and Donor Assisted Conception must:

- Be a member of the British Fertility Society.
- Undertake training over an agreed period of time (minimum of 6 months – max of 12 months) in a Unit recognised as a "Training Centre" by the Society, under the guidance of a designated "Trainer" (also a member of the British Fertility Society). Should the trainee require more than 12 months they should write to the chairman of the BFS Training Subcommittee explaining the reason for extending the training period and to agree a suitable time frame for completion.
- Provide payment of £150 upon application
- Complete the Guide to Learning
- Keep a record of OSATS
- Maintain a record of monthly appraisals with trainer.
- At the end of training submit your appraisal record, guide to learning, OSATs, certificate of attendance from the course noted above, notification of completion form and trainee feedback form to the BFS Office for review by the BFS Training Subcommittee.

Documents required for certification at the end of training

- Certificate of attendance from the Creating Modern Families and Donor Assisted Conception Study Day course
- Appraisal Record
- OSAT
- Guide to Learning
- Notification of Completion form.
- Online Trainee Feedback form

# Syllabus

1. acquired an **understanding** of:
  - a. the psychological factors affecting the patient and couples during ART using donor gamete
  - b. the role of counselling in ART with specific reference to donor assisted reproduction
  - c. the specific issues relevant to the use of known and altruistic donors
  - d. the issues relevant to recruitment of donors/ surrogate
  - e. the current HFEA legislation and awareness of UK law pertaining to use of donor gamete and surrogate
  
2. developed the **capacity** to:
  - a. Counsel patients prior to start of treatment using donor gametes
  - b. Screen the donors prior to use in ART
  - c. Discuss the role of embryo and gamete donation
  - d. Complete the relevant documentation
  
3. acquired **experience and knowledge** of:
  - a. relevant administration and management skills, including clinical governance
  - b. teaching
  - c. legal and ethical issues including the Human Fertilisation and Embryology Act
  - d. epidemiology, statistics, research and audit

Composition of Syllabus (theoretical and practical elements):

Theoretical knowledge should be acquired during the course of training through:

- Personal study appropriate to the guide to learning
- The trainee must attend the BFS Study Week theoretical course on Creating Modern Families and Donor Assisted Conception Study Day
- Attendance at regular multidisciplinary meetings and educational activities within the training centre
- Tuition from the trainer

Practical knowledge will be obtained during the course of clinical training. Such experience will comprise both supervised and unsupervised care of couples undergoing assisted conception treatment.

## Guide to learning

The trainee should sign and date when they consider that the knowledge targets of the guide have been achieved (clear boxes). The trainer should sign off independent clinical skills competence targets (shaded boxes).

### **1. Basic skills in the management of patients requiring treatment with donor gametes/ embryos or surrogacy**

---

The trainee should understand and be able to:

Discuss the initial assessment of the infertile couple

Date:

Discuss the initial assessment of single woman and couple in same sex relationship

Date:

Conduct a discussion with patients and couples with issues relating to ovarian reserve, azoospermia and previous failed cycles

Date:

Carry out a physical examination of infertile male and female and initiate appropriate investigations

Date:

Discuss the diagnostic categories of infertility and their relevant prognosis, i.e. severe male factor infertility, premature ovarian failure

Date:

**Section Completed**

Date:

### **2. Single women requesting ART**

---

The trainee should understand and be able to:

Discuss the investigations needed prior to start of treatment

Date:

Discuss the clinical prognostic factors relevant in assisted conception (e.g. female age, parity, hydrosalpinges, ovarian reserve, fibroids, endometrial polyps, semen parameters, polycystic ovaries)

Date:

Discuss the recruitment of sperm donors (both known and unknown) and the use of donor sperm

Date:

**Section Complete**

Date:

### **3. Couples in same sex relationship**

---

The trainee should be able to discuss:

History and assessment of recipient

Date:

Discuss the recruitment of sperm donors (both known and unknown) and use of donor sperm

Date:

The implications of parenthood consent (legal implications)

Date:

Options of treatment and progress of treatment pathway

Date:

**Section Completed**

Date:

### **4. Surrogacy**

---

The trainee should be able to demonstrate knowledge and understanding of:

The need for surrogacy in specific clinical situations (indication)

Date:

Prerequisite  
Counselling and legal input for surrogacy

Date:

Screening for surrogate and commissioning couples

Date:

**Section Completed**

Date:

## 5. Gamete donation

---

The trainee should demonstrate an understanding of gamete donation:

The organisation of services

Date:

Patient selection

Date:

Counselling

Date:

Donor selection and screening

Date:

Preparation of oocyte /sperm recipient

Date:

Particular issues relevant to assessment of the Welfare of the Child

Date:

Legal aspects of gamete donation

Date:

**Section Completed**

Date:



## 6. Psychological aspects of infertility and donor assisted reproduction

---

The trainee should be able to discuss:

The psychological changes associated with treatment of Infertility with specific reference to the use of donor gametes and surrogacy

Date:

Local facilities for counselling

Date:

Psychosexual disorders causing and resulting from infertility

Date:

**Section Completed**

Date:

## 7. Epidemiology, research, statistics and audit

---

The trainee should demonstrate knowledge of:

Epidemiological techniques (e.g. cohort studies and case control studies; cumulative rates calculation and assessment of bias; etc.)

Date:

Levels of evidence. Randomized controlled trials, the use of meta-analysis and systematic reviews

Date:

How to critically evaluate research

Date:

How to conduct a clinical audit and apply findings appropriately

Date:

Guidelines for good practice in the conduct of clinical trials

Date:

**Section Completed**

Date:

## 8. Teaching

---

The trainee should understand the role of teaching in the subspecialist area

Date:

The trainee should be able to discuss the value of multidisciplinary meeting in a fertility unit

Date:

**Section Completed**

Date:

## 9. Ethical and legal aspects

---

The trainee should be able to discuss the ethical and legal aspects of relevant issues including:

Legislation relevant to assisted conception with specific reference to donor gamete / embryo use and surrogacy

Date:

The role of the HFEA in the regulation of assisted conception in the UK particularly in relation to patient confidentiality and informed consent process and donor gamete/ embryo

Date:

The role and relevance of ethics committees

Date:

**Section Completed**

Date:

## 10. Administration

---

The trainee should be able to discuss the role of administrative staff/processes in the running of a donor programme.

**Section completed**

Date:

## Record of Appraisal

<b>Date</b>	
<b>Learning targets achieved</b>	
<b>Logbook progress</b>	
<b>Targets for next month</b>	
<b>Trainee signature</b>	
<b>Trainer signature</b>	

## Objective structured assessment of technical skills (OSATS)

Trainee Name:		Assessor Name:		Date:	
		Post:			

<i>Clinical details of complexity / difficulty of case</i>	
--	--

<b>MODULE</b>	<b>TOPIC: Creating Modern Families and Donor Assisted Conception</b>
---------------	--

Skill	<i>Competence Level</i>					
	Observation		Direct Supervision		Independent Practice	
	Date	Signature	Date	Signature	Date	Signature
Take a full history from both partners						
Discuss the role of donor gamete in lay term with the patient						
Discuss pros and cons of donor gamete use and procurement of donor gamete						
Discuss the importance of counselling in donor assisted conception						
Discuss the screening for donors and surrogates						
Familiar with the role of HFEA and its current Code of Practice						

Based on the Technical Skills Assessment, ..... has achieved/failed\* to achieve the OSATs competency.

Needs further help with:	Does not need further supervision
*	
*	Date

Date	Signed
Signed	

\* Delete where applicable, and date and sign the relevant box.

DRAFT

## Certification

1. When training is complete, the Notification of Completion of Training form together with the OSATs form should be sent to the BFS. A certificate stating that the trainee has completed the training module will be issued.
2. The trainee is required to submit for scrutiny:
  - the BFS Creating Modern Families an Donor Assisted Conception - Theoretical Course certificate of attendance
  - the signed guide to learning (logbook)
  - the OSATs form
  - the records of appraisal
  - the notification of completion form
  - online trainee feedback form
3. Should the Training Sub-committee not be fully satisfied of the completion of training, a written report and suggestions for remedial training will be sent to the trainer and a copy to the trainee.

DRAFT

Please complete and return the forms preferably by email to:  
[bfs@profileproductions.co.uk](mailto:bfs@profileproductions.co.uk)

Or post to: BFS Secretariat C/o Profile Productions Ltd  
Boston House, 69-75 Boston Manor Road, Brentford, TW89JJ  
t: +44 (0)20 3725 5849



British  
Fertility  
Society

**Notification of Completion of Training Module**

(To be completed by trainer)

I certify that

.....

has completed the training module in Creating Modern Families and Donor Assisted Conception to my satisfaction.  
I confirm that I have had regular assessment sessions with the trainee  
and each of the required skills in the logbook has been attained.

Date of commencement of practical training: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date satisfactorily completed theoretical course: \_\_\_\_/\_\_\_\_/\_\_\_\_

Trainee name: .....

Trainee signature: ..... Date: .....

Trainer(s) in charge of training:

1. **Trainer name:** ..... **Date:** .....

**Trainer signature:** .....

**Department address:** .....

.....  
.....  
.....  
.....  
.....  
.....

## CHECKLIST FOR SUBMISSION OF BFS MODERN FAMILIES DOCUMENTS

The following materials are required to be submitted to the Training Subcommittee for their consideration:

- Υ the BFS Creating Modern Families and Donor Assisted Conception Theoretical Course certificate of attendance
- Υ Completed Guide to Learning
- Υ 1 completed OSATS
- Υ Completed Appraisal Record
- Υ Signed Notification of Completion form
- Υ Completed online Trainee Feedback form on Survey Monkey:

<https://www.surveymonkey.co.uk/r/YTQVCT6>

Please do not submit your documentation until you have all elements listed above.