

Training and Competency Modules

1. HOW TO: Enrol

Background

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 any time.

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 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 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 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.

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.

2. 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.

3. 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.

RCPAQAP acknowledges the Department of Health for their support in this initiative.

For any enquiries, please contact RCPAQAP via the myQAP portal by logging a request, you are able to contact us by phone on +61 2 9045 6000 or email customer.service@rcpaqap.com.au.

4. Modules

Module Title	Description
Correctly identify the patient and Selecting safe sites for venepuncture	<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></p> <p><i>Duration: approximately 1 hour</i></p>
Snake and snakebite: The role of pathology laboratories	<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></p> <p><i>Duration: approximately 1 hour</i></p>
Quality Assurance & Quality Control	<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></p> <p><i>Duration: approximately 1 hour</i></p>
Cytology Module 1: Anatomy of the female genital tract	<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>
Cytology Module 2: Cytological identification of normal epithelial cells and other cellular components of cervical and vaginal smears	<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>

5. Getting Started

This section includes the hardware requirements required to run the modules and then how to get started once you have enrolled.

Participants will receive an email which includes an EMAIL ADDRESS and PASSWORD from customer.service@rcpaqap.com.au and a link to myQAP. Please keep email address and password private and secure.

Computer hardware and equipment requirements:

Internet access from a computer running a modern browser with audio capabilities is essential. You also must have Flash player installed to view the training modules.

Getting started: troubleshooting tips:

Where do I login into my training space?

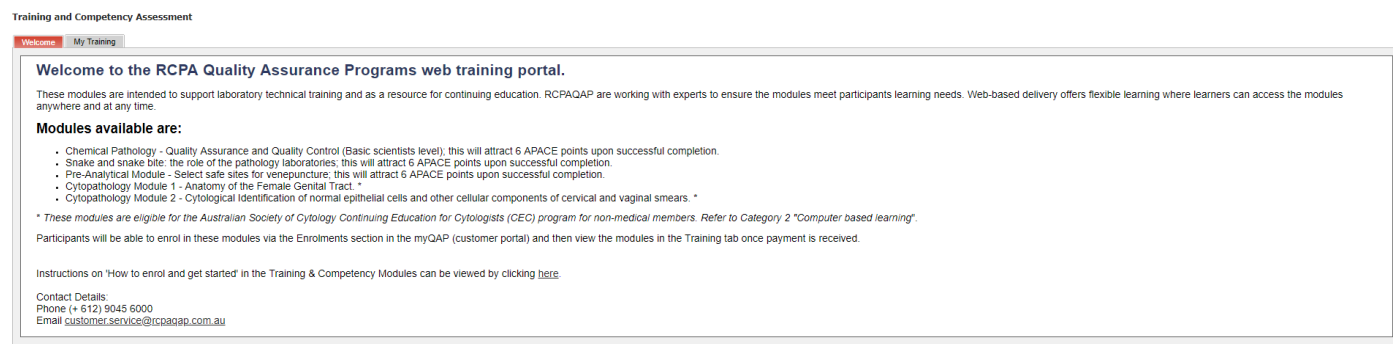
Go to www.myqap.com.au

And enter EMAIL ADDRESS and PASSWORD

A screen with the following menu bar opens, click the 'Training' tab, located on the menu bar.



This will take you to the Training and Competency area – Welcome tab.

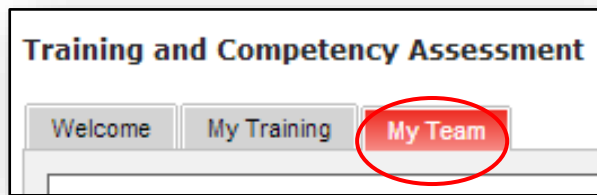


Select My Training tab to view the courses that you have successfully enrolled in. Click Start Player to begin the course module.

The image shows the 'My Training' page with a table of enrolled courses. The 'My Training' tab is circled in red. The table has columns for Program, Course/Module, Description, Progress, Score, Certificate, and Launch. The 'Start Player' button for the first course is circled in red.

Program	Course/Module	Description	Progress	Score	Certificate	Launch
Online Haematology Morphology	Premium Course (all modules)	Blood Film Review, Red Cell Modules, White Cell Modules, Platelets and Paediatrics	In Progress			
	- Blood Film Review Module (Premium)	The importance of having a good quality blood film; the systematic approach to blood film review; identification of artefactual changes and correlation of analyser parameters with Reference Ranges according to the patient's age. Includes quiz	Incomplete			Start Player
	- Red Cell Module 1 - Erythropoiesis (Premium)	Understand the role erythropoietin plays in response to anaemia; understand the changes a red cell goes through before it reaches maturity; be able to identify the stages of red cell maturation using the appropriate nomenclature. Includes quiz	Incomplete			Start Player
	- Red Cell Module 2 - Nomenclature (Premium)	Be aware of the standard nomenclature used to describe red cell shapes according to the ICSH article published in 2015; be aware of the synonyms used as well as the particular disease states associated with red cell shapes. Includes quiz	Not Started			Start Player
	- Red Cell Module 3 - Red Cell Inclusions (Premium)	Identify specific red cell inclusions and correlate with a particular clinical state; understand the mechanism culminating in the presence of red cell inclusions. Includes quiz and case studies	Not Started			Start Player
	- Red Cell Module 4 - Red Cell Membrane Disorders (Premium)	Recognise the different morphologies associated with membrane disorders and identify them using the ICSH nomenclature; correlate the red cells with a clinical membrane disorder. Includes quiz and case studies	Not Started			Start Player
	- Red Cell Module 5 - Microcytic and Macrocytic Anaemias (Premium)	Understand the clinical presentation of microcytic and macrocytic anaemias; recognise the morphological differences between the two types of anaemias as well as the different stages of megaloblastic erythropoiesis. Includes quiz and case studies	Not Started			Start Player
- Red Cell Module 6 - Thalassemias and other Haemoglobinopathies (Premium)	Be able to identify the haemoglobin disorders; correlate the red cell morphology with the parameters suggestive of an abnormal haemoglobin and suggest further testing to sub-classify abnormal haemoglobin. Includes quiz and case studies	Not Started			Start Player	

If you are a training manager for your laboratory, you will see an additional My Team tab. Select My Team to view your trainees and the courses they have been enrolled in.

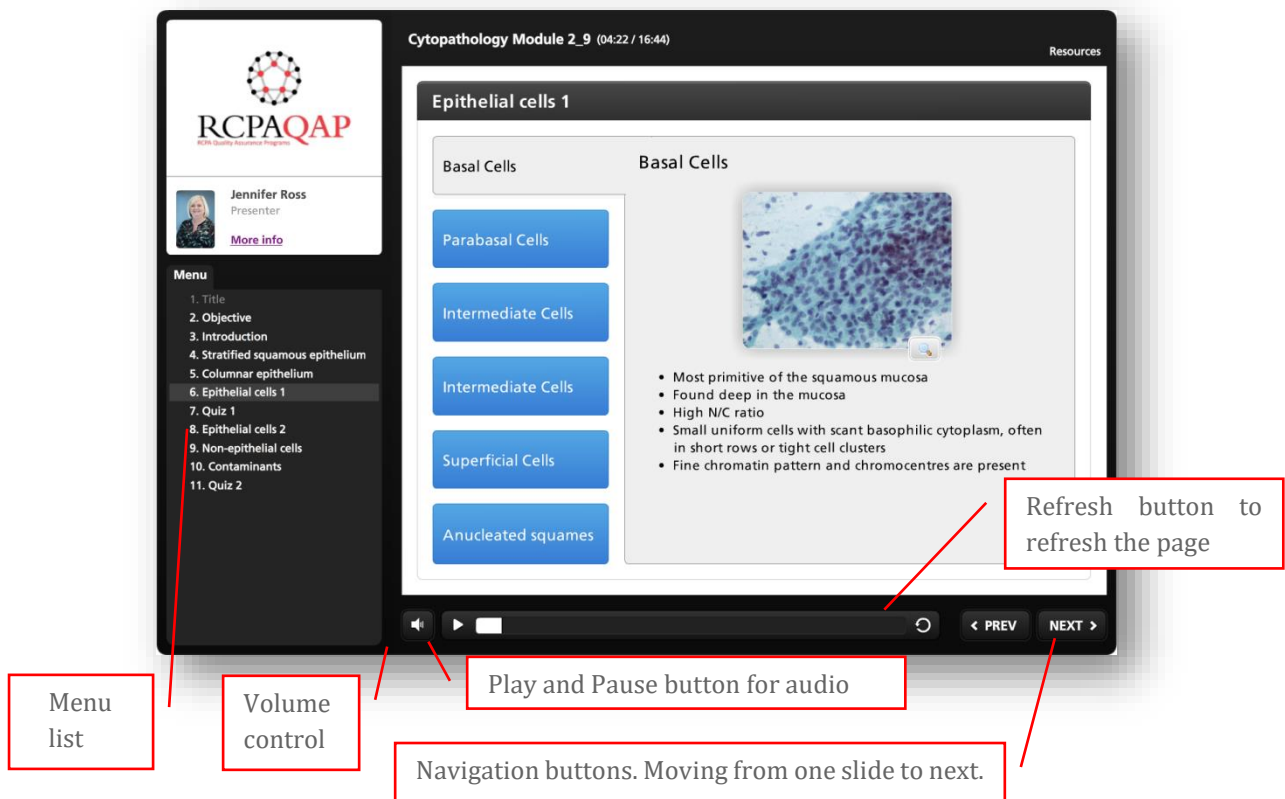


IMPORTANT NOTES

- **Pop-Up Blockers**
The My Training webpage requires pop-ups NOT to be blocked. If an error screen appears after logging in, please follow instructions on screen and disable pop-up blockers.
- **When I login I get a blank screen**
This may occur if additional security software is being run. Pop-ups may also be blocked within these applications. Pop-ups Blocker must also be disabled in any security applications.

6. Navigating the Course:

The following is a representation of a module on the RCPAQAP training portal. Most modules contain a menu bar, volume control, play and pause buttons for the audio, PREV/Back and Next buttons.



Help and Support

- First check this document for information to resolve any issues.
- Contact for support via myQAP portal, by raising a request in the Request tab.
- If it is an urgent matter please phone our Customer service team on (02) 9045 6000.