

EUROPEAN FEDERATION OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE

EFLMLabX -Tutorial



EFLMLabX platform

How to use it ? How to apply ?



Follow the guides (users/offerers)



Guides are created to help users and providers to use the EFLMLabX portal for the registration/application process.

There are two separate guides: one for users and one for offerers/providers, with specific detailed instructions for each process.

CONTENT

- Guide for users
- Guide for offerers /providers







Search for your practice ()

You are Done!

You can search, find and apply for open



Sign up as a user

	SIGN UP AS USER	×	
	email@email.com		
Laborator	First Name	FLMLabX)	
	Last Name		
Welcome user	Password		
Search for your prac	Confirm Password		
8	B.I WA		
Register as user	X C WK	are Done	
We workerne all trainges, professional speci to join EPLMLabx with service to every an apply for training (practical/research possibl	REGISTER	on search, find and apply far open training on by dropdown menu.	
in a different Laboratorias/Institutions of E dountries:			







Search for your practice ()

🛃 start

You are Done!

You can search, find and apply for open



Sign up as offerer (in case you are both user and offerer, please use different e-mail addresses)

MENU			-	m .
	SIGN UP AS OFFERER	×EUD		
	Institution name			
Laborator	email@email.com	FLMLabX)		
	First Name			
Welcome user	Last Name			
Search for your prac				
	Password			
8	Confirm Password			
Register as user we wecane all traines, professional spec	3 X F Z C Enter code from	Dicture		
ispoly for training/practice/research possion in a different Laboratories/institutions of El countries.	REGISTER			
	Search For Practices			:





Welcome user Search for your practice () Register as user Fill up Personal Details You are Done! https://efimlabx.efim.eu/en#login-modal-user lcome all trainees, professional specialists You can search, find and apply for open With presentation of your personal data and 🛃 start A 🕓 📴 🖸 🔀 4 Microsoft Office O... 👻 🖬 L@b-IS (labis) EBM Agreement Form.. EFLMLabX - exchang... 🔞 Microsoft PowerPoint . Search Desktop EUROPEAN FEDERATION OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE

Log-in as user/offerer (to use right address/password!)

	E LOGIN	
Av.	email@email.com	
Laborator	Password	FLMLabX)
Welcome user	LOGIN Forgot Passwi	ord?
Search for your prac		





Login as a user (trainee, EuSpLM)







Create your profile as user

		ABOUT NEWS BURSARIES	GUIDES SEARCH PRACTICE CONTACT	
	Edit profile My favorites My applications	C18		
photo —	* Profile image width of 850p 600px and ma .jpgpng)	should have minimum x and minimum height of iximum size of 2MB (or	* Your CV should have maximum SMB (.pdf,.docx,.doc).	
CV	Add/cha	nge		
biography	Biographical Information			
Institution			×	
name —	First Name * Email / Username * Jankicastanka@gmail.com I'm registered as Trainee Specialisant Specialist Password (Fill it only when you want to change)	Last Name * Last Name Phone * +39 06 12345678 Confirm Password	Display Name Employer, university *	
	photo CV biography Institution name	<image/>	Exercise Aux NX EXERT Aux	<complex-block></complex-block>

Follow up/modify your profile





Login as an offerer/provider (PLM) (Laboratory/Institution)







Main page



Laboratory Exchange Programme (EFLMLabX)

Welcome user Search for your practice ()





Create your profile as offerer



Create your profile as offerer



- Institution(lab) address, data, website
- Level of institution (prim.sec.,terc)

Create your practice

(One practice position is for one applicant only)



Status

Short presentation of practice

Position open (please define or redefine practice start time)	
Position closed (users can contact you only by active position)	
Practice Title	a Calaat
	• Select
Accommodation possibilities	"Position open"
Predicted time of training start	
May 2018	data of practice
Period of time	Training Fee
less than 1 month	None
Choose the option- the topic for which the laboratory is willing to offe	r the practical Education/training/research possibilities
Visiting laboratory organization (visiting)	
Offering the measurement method or systems skills (PCR, GC-MS, LC-MS,)
Introducing specific field of diagnostics	
Which topics of the specialist training can you provide	
Critical care / emergency laboratory diagnostics	
Point of Care Testing	
Clinical chemistry	
Haematology / blood transfusion (including cells, transfusion serology, coagulation	and cellular immunology)
Methods	
Automation- pre/analytical clinical chemistry systems	
Chromatography	
Save Changes hods	Close

How to become an official partnerofferer of EFLM

- After you fulfil institution data, your application will be automatically submitted to EFLM in order <u>to activate</u> <u>your position/practice</u>.
- download the contract with EFLM (template of the contract), sign and sent it back to EFLM as pdf on e-mail.





Download the contract



How to apply to become an offerer/provider of practice(s):

- Sign up as Offerer (top right button): you will be asked to enter the name of your institution/laboratory and a name of a contact person that will be used in any future correspondence).
- · Username and password will be generated and sent you by e-mail.
- · You should create/fill-up the institution data

How to create your institutional profile:

- · Login as Offerer and select "Institution data".
- Fill in the required information about your institution (Institution data) and the responsible contact person and offered practice (button Practices").

After you fullfil institution data, your application will be automatically submitted to EFLM in order to activate your position. Please download the contract with EFLM <u>(template of the contract)</u>, sign and sent it back to EFLM as pdf on *e-mail*.

CONTENT

- Guide for users
- Guide for offerers /providers
- Link to the contract template

Memorandum of agreement between PLM and EFLM

To become a trustable partner of the project !



Memorandum of Agreement

between

European Federation of Clinical Chemistry and Laboratory (EFLM)

and

University Clinical Centre Maribor, Department for laboratory diagnostics

Institution/Laboratory

as a partner in a project EFLMLabX.

Subject of agreement

This document has been prepared to define a collaborative working relationship between European Federation of Clinical Chemistry and Laboratory Medicine (EFLM) and Institution/Laboratory in a EFLMLabX project of Exchanging practice, as a provider/offerer of professional practice in a field of Laboratory Medicine (LM). The organizations enter into this agreement to foster their cooperation in organizing practical education/ training/research possibilities in clinical chemistry and laboratory medicine.

In furtherance of their mutual interest in continuous professional development in laboratory medicine, the two organizations agree as follows:

The role of Institution/Laboratory as a partner during the period of this Agreement

Institution/Laboratory as a partner in this project will participate to education of professionals (trainees, specialists) in a field of LM, particularly with offering practical knowledge/skills in/of different diagnostics field, methods or visiting laboratory.

- Partner is responsible to provide/offer the information of the practice, that will be offered through website EFLMLabX with application as "offerer" during all time of valid agreement.
- Partner is responsible for updating its Institution/Laboratory/contact profile and all active practice in its profile on web-site of EFLMLabX
- As a provider of practice/practical knowledge in a field of LM, it should be responsible for organising the practical education/training/research:
 - according to professional ethics, with appropriate experienced mentors,
 - in English (as official language),
- training objectives/outcomes and providing Certificate of attendance
- · Institution/Laboratory as a partner has not any financial obligation to EFLM

The role of EFLM during the period of this Agreement

EFLM have responsibility to promote the Institution/Laboratory as provider and partner of EFLMLabX using EFLM website and enable/provide direct contacts with potential applicants as usurers of practice. EFLM is not responsible for the quality or organisation of practical education/training/research, provided by partner Institution/Laboratory or for communication between partners/providers and applicants for the offered practice.

Duration of agreement

President of EFLM

This Memorandum will be valid until one or both of partners will not make the statement on withdrawal of cooperation from reasonable reasons (failure to comply with the obligations under the contract). Memorandum is signed from President of EFLM, Director and responsible person of Institution/Laboratory.

Director of Institution/Laboratory

Responsible person for EFLMLabX project from institution/Laboratory

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Evaluation of the Offerer's relevance :

(made by the EFLM Profession Committee)



The **C-P of EFLM** evaluate and confirm their application

Criteria: according to area of education (methods, research , a specific area of diagnostics, special analitical systems) that the institution/lab would offer.



- Sign the contract (MoU) of cooperation with EFLM
- After the contract is signed/confirmed the Offerer/practice will appear on the EFLMLabX website searching menu

Information on the applicants



- If there are <u>several applicants</u> for one practice, you have to <u>choose one</u> by clicking on one applicants (button to confirm)
- the <u>others will automatically get an e-mail of non-acceptance</u>, or you can contact them by e-mail to reschedule the practice later during the year.

After finishing practice

- Click on button to obtain the certificate
- Practice automatically transferred to Archived practices
- <u>create a new position with the new available date</u> and confirm it as "Position open".

Edit profile	Institution data	Practices	User applications	Archived practices		
Laboratory dia diseases 9 Yes, student information by	agnostics of autoimmu hostel, hotel, additional appointment	une I	NAME of applica Employer, university Emai	nt 	Registered as: Specialist Phone:	0
	Semptemb Applications	er 2018				Less
			Application	0055300	CV	

Application message

I am an assistant professor at Bulent Ecevit University Faculty of Medicine, Biochemistry Department, Zonguldak, Turkey. I teach a variety lesson to students of medicine faculty. At the same time, I'm Yes (CV was included as attachment in application mail)

<u>After finishing the</u> <u>practice:</u>

Participants get CERTIFICATE OF ATTENDANCE



CERTIFICATE OF ATTENDANCE

EFLMLabX

The European Federation of Clinical Chemistry and Laboratory Medicine certifies that

Name Surname

has successfully passed the EFLMLabX training **Title of the practice/educational training** by provider/Institution/Laboratory and gain training objectives/outcomes:

How to search/choose the practice on EFLMLabX site







Choose the right practice (key words (drop-down menu))



Laboratory Exchange Programme (EFLMLabX)

Welcome user

Search for your practice ()



Register as user

We welcome all trainees, professional specialists to join EFLMLabX web service to search and apply for training/practice/research possibilities in a different Laboratories/Institutions of EFLM countries.

Fill up Personal Details

With presentation of your personal data and CV you will be able to apply for open training position and get the contact with potential offerer of practice in Laboratory Medicine.

\bigcirc

You are Done!

You can search, find and apply for open training position by dropdown menu.

Search For Practices

By Countries



By Institution /laboratories



By Type of practice



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By Field of LM diagnostics



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By Period of time



By Method







By Sub-method (analytical system)





You find all open positions – practices (if you choose "any" in all searching keys)

	University Hospital Center Za Diagnostics	greb, Department of Laboratory	FIND YOUR PRACTICE	
	Meet the (local) expert		Country (any)	194
K	Start time: September 2018 Status: Position open	Training Fee: None Accommodation: University premises - limited amount	Institution (any)	
ZAG		More	Type of practice (any)	~
			Field of diagnostics (any)	~
8	University Clinical Centre Ma Laboratory diagnostics of au	ribor toimmune diseases	Period of time (any)	~
	Start time: Semptember 2018 Status: Position open	Training Fee: None Accommodation:	Method (any)	~
MARIBOR		Yes, student hostel, hotel, additional information by a	Sub method (any)	· •
Univerzitetni klinični center Maribor			SEARCH	

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After choosing:

- informations about institution, practice),
- application possibility
- direct connection
 (e-mail with offerer-lab)
- possibility: add to favorites





After application:

- After application for particularly practice position, the data of applicant will be automatically transferred to offerer ⇔ applicant (user)
- Waiting for the approval from the Offerer
- Contract between Offerer and user (depends on their cooperation agreement)
- Application fee to pay (if any) :
 - have to be specified from host PLM institution



In our Service a big POCT project is beeing run since 1998 for bload gases. Since 2012 glucometers has been incorporated and in 2015 HAA1c is also under the control of the laboratory. Today up to 28 bload gas analyzers, more tan 260 glucometers and two HAA1c devices are included under the scope of this project with more tan 1300 trained operators in four different sites. Recently we have achieved the accreditation with the ISO 22870, being the first multisite and multiparameter instituion in Spain with this ISO estandar and the second one at a national level.

Additional Details

Period of time	less then 1 month	
Type of practice	Quality assessment Accreditation	
Field of diagnostics	Point of Care Testing	
Method	Evaluation of laboratory methods	



How to apply for bursary?

- Through **EFLM website**, after announcement
- Through EFLMLabX website
- To fullfil the **application form**







Providing the continuous support from IVD companies, EFLM can establish a bursary programme addressed to Young Scientists covering the travel and a monthly fee for the accommodation and daily subsistence. Available bursaries will be announced on the EFLM website www.eflm.eu under the section "Bursaries"



NEED MORE INFO?

About

Application form



EUROPEAN FEDERATION OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE Bursary application form to attend EFLMLabX projects in 2020

to be submitted to: silvia.cattaneo@efim.eu

Please send this form as DOC or PDF file (no jpg or other formats)

D NO

PERSONAL INFORMATION

Name and Surname: Date of birth: Place of birth: Citizenship: Permanent address: Job Address: Telephone: e-mail:

I hereby declare to be:

- Member of the EFLM Academy
- Member of the EFLM National Society: (please indicate the name of the National Society)

Period of your exchanging practice:

- 1 week
- >1 week to 1 month
- □ >1 month

EFLMLabX hosting institution:

Motivation statement (up to 300 words):

Please indicate the reason for participating (main objectives, expose the most appropriate option):

- visiting/exchanging experiences
- implementation new analytic method in working place
- implementation new field of diagnostics in the working place
- common research /project

and the expectations from this experience (which benefits for your local laboratory)

Documents to attach to this application:

- 1. Document proving the membership to the EFLM National Society
- 2. EFLM Academy's certificate
- 3. Supporting letter from the head of your department/laboratory
- 4. Letter of acceptance from the hosting EFLMLabX institution

Please note:

The bursary will be transferred after the training period upon presentation of the claim on an EFLM appropriate form provided by the EFLM Office.

The bursary will cover up to Eur 1.500:

- the travel (the related receipt has to be submitted to EFLM for reimbursment). Selected recipients are requested to keep claims as low as possible, using the most economical way of travel. Business/First Class tickets will not be reimbursed. If a person travels Business, First Class or use an Open Ticket, an estimation of the ticket in economy will be reimbursed. Traveling by own car will be paid at € 0.30 per km (however, in this case the total amount cannot be higher than the same route by plane).
- the accommodation (the related receipt has to be submitted to EFLM for reimbursment). Selected recipients are requested to find a reasonable solution c/o a University Campus, AirB&B, flat rental, or up to a 3-star hotel). 4 and 5-star hotel will not be reimbursed.
- a daily fixed allowance of Eur 25 per day.

Selected recipients will be requested to write an account of their experience for the EFLM Newsletter «EuroLabNews».



EUROPEAN FEDERATION OF CLINICAL CHEMISTRY AND LABORATORY MEDICINE

Important

- The bursary will be transferred after the training period upon presentation of <u>the claim on an EFLM appropriate form</u> provided by the EFLM Office.
- The bursary will cover up to Eur 1.500:
 - the travel
 - the accommodation.
 - a daily fixed allowance of Eur 25 per day.
- Selected recipients will be requested to write an account of their experience for the EFLM Newsletter «EuroLabNews».

