

# Successful enrolment- ASPIRE Certificate Course on Quality Control in IVF Laboratory



Inbox x



**secretariat@aspire-reproduction.org**

Wed, Jan 18, 11:17 AM (2 days ago)



to me ▼

Dear Andriana Dewi,

Thank you for your registration for the upcoming ASPIRE Certificate Course on Quality Control in IVF Laboratory.

We would like to inform you that your enrolment into the certification programme is successful.

We have attached here your enrolment notice. It would be important for you to read through this document upon receipt thoroughly.

If you have any questions, feel free to contact us at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org).

**Warm Regards,  
ASPIRE Secretariat**

Asia Pacific Initiative on Reproduction  
[www.aspire-reproduction.org](http://www.aspire-reproduction.org)

E: [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org)





# BASIC COURSE IN QUALITY CONTROL IN THE IVF LABORATORY

21 JANUARY 2023 – 29 APRIL 2023

## Successful enrolment notice

Thank you for your registration for the upcoming ASPIRE Certificate Course in Quality Control in the IVF Laboratory.

We would like to inform you that your enrolment into the certification programme is successful.

### Certificate Course details

#	Webinar Modules	Date & Time GMT+8	Module outline	Learning Outcome
1	Laboratory set-up	21 January 2023, 10am – 11.40am	<ol style="list-style-type: none"><li>1. Background</li><li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li><li>3. Benchmarking and KPI How to Be a Good Team Leader</li><li>4. When and How to Audit</li><li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li><li>6. Q&amp;A Discussion</li></ol>	At the end of module, the participants should be able to describe basic concepts in quality management such as quality control (QC), assurance (QA), and improvement (QI); how to select KPI, analyse performance data, and utilize benchmarking to improve laboratory outcomes; as well as apply quality improvement by auditing and troubleshooting.
2	Egg Collection	4 February 2023, 10am – 11.40am	<ol style="list-style-type: none"><li>1. Background</li><li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li><li>3. Benchmarking and KPI How to Be a Good Team Leader</li><li>4. When and How to Audit</li><li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li><li>6. Q&amp;A Discussion</li></ol>	At the end of module, the participants shall understand the concept of patient response to stimulation and number and quality of oocytes. The cell cycle, the stage of the oocytes at which insemination should be performed, oocyte grading system, as well as the timing of fertilisation check a pronuclei identification.



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#	Webinar Modules	Date & Time GMT+8	Module outline	Learning Outcome
3	Sperm Preparation	18 February 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li> <li>3. Benchmarking and KPI How to Be a Good Team Leader</li> <li>4. When and How to Audit</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	<p>At the end of this module, participants should understand what sperm should be selected for insemination, and how to implement appropriate quality control and benchmarks. Furthermore, participants will understand the potential impacts in-vitro manipulation of sperm and how to mitigate these.</p>
4	ICSI	4 March 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li> <li>3. Benchmarking and KPI How to Be a Good Team Leader</li> <li>4. When and How to Audit</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	<p>At the end of this module, participants should acquire or get updates on practical knowledge with the set-up requirements for an ICSI workstation; the technical aspects of ICSI; the physiology of fertilization by ICSI; the latest developments in improving the outcomes of ICSI as well as common challenges with ICSI as an effective treatment for male and non-male factors.</p>
5	Embryo Culture	18 March 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li> <li>3. Benchmarking and KPI How to Be a Good Team Leader</li> <li>4. When and How to Audit</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	<p>At the end of this module, participants will obtain an in-depth understanding of various aspects of total quality management of embryo culture system.</p>



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#	Webinar Modules	Date & Time GMT+8	Module outline	Learning Outcome
6	Cryopreservation	1 April 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li> <li>3. Benchmarking and KPI How to Be a Good Team Leader</li> <li>4. When and How to Audit</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	At the end of this module, participants will learn the basics of cryopreservation of oocytes and embryos, as well as quality control and benchmark procedures. Furthermore, in the discussion session, the participants can share tips and troubleshoot cryopreservation with the speaker.
7	Embryo Biopsy	15 April 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. QC and Procedures Monitoring (Includes Documentation, Checklists)</li> <li>3. Benchmarking and KPI How to Be a Good Team Leader</li> <li>4. When and How to Audit</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	At the end of this module, participants will learn technical requirements including: personnel, laboratory conditions and environment, laboratory equipment, all stages of examination procedures, results reporting and QA, along with quality policy, quality manual, document control, compliance with SOPs, risk management, continual improvement, audits and management review will be touched upon in this module.
8	Risk Management	29 April 2023, 3pm – 4.40pm	<ol style="list-style-type: none"> <li>1. Background</li> <li>2. Staff Management (No. Of Staffs to Have, Staff Training, Staff QC Etc, Competency and Evaluation)</li> <li>3. How to prevent abnormal events in IVF lab</li> <li>4. Lab Data Management (Data Collection, Lab KPI, Staff KPI)</li> <li>5. Troubleshooting and Case Discussion (Includes SOP of Respective Lab)</li> <li>6. Q&amp;A Discussion</li> </ol>	At the end of this module, participants shall understand the quality and SOP control parts of risk management, which include embryologist management, abnormal event prevention, lab data management, and SOP troubleshooting.



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✿ **In order for you to successfully complete the programme and achieve the certificate of completion, the following is required from you:**

- ✓ Attend all 8 course modules and at least 70% for each webinar module.
- ✓ Complete 5 MCQ **pre-test** for each module by stipulated deadline
- ✓ Complete 5 MCQ **post-test** for each module by stipulated deadline
- ✓ Complete a 15 MCQ **post-exam** after the entire course, scoring a minimum of 70% by stipulated deadline. 2 attempts will be allowed.

Please see next page on important details pertaining to the above.



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## **Webinar modules attendance**

- There are 8 webinar module broadcasts for the certification course. Please note that it is compulsory to attend least 70% of the programme for each webinar module as part of the certification assessment requirement.
- Please note that all webinar modules will be conducted via the Zoom platform. You will be registered for each of the webinar modules and should receive a notification email directly from Zoom on your unique meeting link to access the session.
- Please note that you are required to attend the session using the unique link allocated to you for your attendance to be recorded. (Please do not join the session with your colleagues using the same link).
- If you did not receive the email with your unique link 24 hours before the webinar module starts, please contact ASPIRE Secretariat at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org) immediately. (Please also check your junk/spam mail).

## **Certification assessments**

- As part of the certification programme, you are required to complete a pre- and post-module test for each webinar module and a final examination by the stipulated deadlines indicated below. Please note that all timings follow the GMT+8 timezone.

- **Please see below on the schedule of the assessments:**

Assessments	Release date (GMT+8)	Deadline to complete (GMT+8)
Webinar Module 1: Pre-Test	14 January 2023	20 January 2023 at 11.59pm
Webinar Module 1: Post-Test	21 January 2023 at 11.45am	25 January 2023 at 11.59pm
Webinar Module 2: Pre-Test	28 January 2023	3 February 2023 at 11.59pm
Webinar Module 2: Post-Test	4 February 2023 at 11.45am	8 February 2023 at 11.59pm
Webinar Module 3: Pre-Test	11 February 2023	17 February 2023 at 11.59pm
Webinar Module 3: Post-Test	18 February 2023 at 4.45pm	22 February 2023 at 11.59pm
Webinar Module 4: Pre-Test	25 February 2023	3 March 2023 at 11.59pm
Webinar Module 4: Post-Test	4 March 2023 at 4.45pm	8 March 2023 at 11.59pm
Webinar Module 5: Pre-Test	11 March 2023	17 March 2023
Webinar Module 5: Post-Test	18 March 2023 at 4.45pm	22 March 2023 at 11.59pm
Webinar Module 6: Pre-Test	25 March 2023	31 March 2023 at 11.59pm
Webinar Module 6: Post-Test	1 April 2023 at 4.45pm	5 April 2023 at 11.59pm
Webinar Module 7: Pre-Test	8 April 2023	14 April 2023 at 11.59pm
Webinar Module 7: Post-Test	15 April 2023 at 4.45pm	19 April 2023 at 11.59pm
Webinar Module 8: Pre-Test	22 April 2023	28 April 2023 at 11.59pm
Webinar Module 8: Post-Test	29 April 2023 at 4.45pm GMT+8	3 May 2023 at 11.59pm GMT+8
Final Examination	13 May 2023 at 6pm GMT+8	14 May 2023 at 6pm GMT+8

*\*Any changes to the above schedule will be advised to you.*



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- All Pre/Post module tests & Final Examination will be held on ClassMarker.
- You will receive an email from ClassMarker advising your login credentials. Once you have received the login credentials, please try to login to your account to make sure that everything works well. If you did not receive the email from ClassMarker or is unable to login to your account, please inform ASPIRE Secretariat at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org) immediately.
- Whenever the test(s)/final examination is ready for your attempt, you will be notified by email from ClassMarker and ASPIRE Secretariat. It is important for you to check your email (including Junk and Spam mailboxes) for these notifications. If you did not receive an email by the scheduled release date/time above, please inform the ASPIRE Secretariat immediately.
- It important to note that you are required to complete the assessments by the stipulated deadlines. We kindly ask for you to be responsible in adhering to the deadlines. Request for extension of deadlines for pre- and post-modules test will be reviewed on strict measures by the ASPIRE Accreditation Committee.

There is strictly no extension or re-attempts (after the 2 attempts entitled) for the final examination.

If you have any questions, please contact ASPIRE Secretariat at [secretariat@aspire-reproduction.org](mailto:secretariat@aspire-reproduction.org).

We hope you enjoy and take away valuable learnings from this certification programme.

Regards,  
ASPIRE Accreditation Committee  
[www.aspire-reproduction.org](http://www.aspire-reproduction.org)