



MEO training record: user guide

The medical examiner officer (MEO) training record and competency assessment is designed to allow MEOs to demonstrate they are competent to practice as a MEO, and undertake delegated tasks in a professional capacity and in line with NHS core values of practice.

The training records should form a progressive record of training or education while in post as an MEO and provide evidence for each competence that the required knowledge and skills are understood and can be applied to practice. The completion of the training record is driven by the individual, who is required to provide evidence that they have met the competences for the professional and practical aspects of the role.

Individuals who have completed the training and competency record will be able to work at a level that ensures correct application of the medical examiner service as detailed below.

Strengthening safeguards for the public

- Assist the medical examiner in identifying cases that require consideration for coroner or mortality review.
- Use local and national databases to accurately record cases and their outcomes.
- Provide accurate and informed information to the bereaved regarding concerns or questions raised.
- Maintain the independence and the integrity of the medical examiner service at all times.

Improving the quality of death certification

- Demonstrate knowledge and application of legislation surrounding death certification and coronial referral.
- Undertake the correct procedures for the scrutiny of cases through the medical examiner service.
- Ensure that the cause of death recorded is accurate and complete while ensuring the clinical teams' view is taken into account.



Reducing unnecessary stress for the bereaved

- Work to a professional standard in partnership with other professionals, coroners' officers and the bereaved.
- Be aware of cultural, religious, legal and personal requirements for each case and ensure these are respected and considered.
- Ensure the medical examiner service handles cases in a sensitive but efficient manner.

The training record identifies three levels of practice and evidence should be used to support each standard at the third level:

Aware of – is familiar of the requirements of the standard.

Understands – can explain the theory of the standard to a reasonable level.

Competent to practice – can apply the theory to practice and can demonstrate the required skills.

Evidence to demonstrate competence

For each section the individual should be able to demonstrate evidence of achievement to demonstrate they have met the standard at the 'competent to practice' level. An index should be kept of all evidence used and the standard to which it relates to so that the record and corresponding evidence can be easily assessed.

The modules and sections within the training record do overlap to a degree and one piece of evidence can be used to demonstrate multiple competencies across several sections, but it must be clearly documented which standards a piece of evidence relates to.

There should be at least five pieces of evidence submitted for each section and they should demonstrate a variety of learning: work-based training, self-directed, reflection, statements of practice, certificates, performance reports, feedback, delivery or attendance of training or course completion. It is advisable to sign and date all evidence and provide annotation of the evidence that is not the MEO's own work (e.g. document print outs). Annotations should be used to demonstrate an understanding – don't just underline sections, provide explanations about how this links to the standards and how it affects practice.



Reviews

The training record should also have evidence of regular three monthly reviews between the MEO and the lead MEO to ensure that targets are set and met, previous work is reviewed, any issues or concerns are highlighted, gaps in learning are identified, and to review the completion timeframe. Lead MEOs should discuss their training record with their line manager.

Towards the end of the training period (usually 10–12 months), the MEO should request a review with the lead MEO to formally assess the training record. The lead MEO will review the record and supporting evidence, discuss performance with the MEO and spend time observing the MEO undertake daily tasks and ask questions relating to:

- routine work and the day-to-day workload/process within the office.
- cases that are being reviewed and suspected actions/outcomes
- delegated tasks from the medical examiner
- professional practice and interactions with service users.

