

## **Training of Highly Qualified Personnel in the UBC Bioimaging Facility (BIF)**

November 2012

All Clients must meet the following criteria before they are granted unsupervised status and allowed to work without technical assistance or after hours.

1. Training of Clients on BIF equipment will be done by BIF staff or BIF approved mentors. A BIF approved workshop may replace the initial day of training on the instrument. Training will consist of one-on-one training (or up to a group of three from the same lab) with a BIF supplied or acceptable client-supplied sample to be imaged during the training session.
2. A training session will normally be defined as a three-hour session on the microscope but is ultimately up to the discretion of the BIF Staff.
3. The Client must demonstrate that their research project will require substantial microscope time (minimum 4 sessions per month where a session is at least 3 hours in duration) prior to commencement of training.
4. The Client must complete a minimum of 2 supervised sessions on the microscope after the initial training session as well as demonstrating competent practical knowledge of the microscope.
5. If a Client has not used a BIF microscope for 6 months or more the Client will have to undergo a “refresher” training session.
6. Training is considered a fee for service where the Client will pay for both Technical Assistance and Microscope time.
7. The BIF Research Manager will have the final approval on granting “unsupervised” status to Clients.
8. Training during the summer months (April through August) will be scheduled at the discretion of the Research Manager. This will be highly dependent upon current projects, upcoming vacation time and demand for training. Most likely the month of May will have at least one training session per instrument.