



GUIDANCE NOTES

FOR ANATOMICAL PATHOLOGY TECHNOLOGIST
ON SUBMITTING AN APPLICATION FOR VOLUNTARY REGISTRATION

APPLICATIONS

All applications must be made on the recognised VRC form. Applications can be hand written or typed. Hand-written forms should be completed in black ink and must be legible.

Once you have completed your application form submit with a cheque for the non-refundable registration fee by post. The following charges will apply:

From: April 2006

New applicants - £45

Re-registration – £20

Additional charges for incomplete applications will be made therefore please ensure that you check your completed application carefully before sending it to VRC. A table of charges is available on the VRC website.

Submissions by email will not be accepted.

It is recommended that you keep a copy of the form for your own records and in case your submission is lost in the post.

CONTENT OF THE APPLICATION

The application and report is a record of training gained to demonstrate the attainment of personal competence across a range of activities which relate to the sections of the written report (see below). It does NOT refer to the activities of an individual section, department or organisation.

PROCESSING

The VRC meets monthly. The time it takes to process each application is dependent upon the number of applications received. It is not possible to acknowledge receipt of applications.

All general enquiries should be directed to the VRC Registrar.

Voluntary Registration Council

Executive Business Support
Suite 4, Sovereign House
22, Gate Lane
Boldmere
Sutton Coldfield
B73 5TT

As the process of voluntary registration evolves, it is necessary to modify the guidance notes, which must be read in order to ensure that your application fulfils the requirements.

ROUTES TO REGISTRATION

The process of registration is designed to protect the public such that registered practitioners have relevant academic qualifications and have attained a recognised level of competence. There are currently three main routes of entry to the voluntary register:

- **Four year** – The Certificate in Anatomical Pathology Technology qualification plus two years post Certificate practical experience.
- **Direct entry** - by which an applicant will satisfy the criteria, set out above but holds the Diploma in Anatomical Pathology Technology qualification.
- **Grandparenting** – A minimum of six years training and experience with evidence provided to support competent practice. This may or may not include the attainment of academic qualifications and/or professional body exams.

1. PERSONAL DETAILS:

Insert the title by which you are normally addressed (i.e. Mr, Mrs., Miss, and Ms etc). Insert a previous surname if your professional qualification certificates are under a different name.

The **address for correspondence** will be the one published in the Voluntary Register and should, where possible, be your work address as the information will be in the public domain. The Council must be informed of any change of address.

Modality Applied For - Anatomical Pathology Technology

2. ACADEMIC AND PROFESSIONAL QUALIFICATIONS:

Documentary proof in the form of photocopies of certificates must be provided. If these cannot be supplied evidence of why they are not available should be submitted e.g. written statement from an examination awarding body, professional body or employer.

Relevant educational qualifications include HNC, HND, BSc etc. If you have no such qualifications you will need to record qualifications obtained at school/sixth form college e.g. O levels, GCSE, A levels etc.

Relevant professional examinations are the certificate or diploma in Anatomical Pathology Technology. Management, teaching and other qualifications can also be included i.e. enunciation certificate.

3. MEMBERSHIP OF PROFESSIONAL BODIES:

It is not a mandatory requirement to belong to a professional body however for voluntary registration to be accepted by the Health Professions Council at least 25% of the profession must belong to a professional body i.e. Association of Anatomical Pathology Technologists. <http://www.aaptuk.org>

4. ARTICLES AND PUBLICATIONS:

Complete this section on a separate sheet and include any articles written for professional body website or journal or other journals, as well as published abstracts, from poster or oral presentations at meetings.

You may include any other information that you wish to draw to the attention of the Council. This may include involvement with your professional body, activities undertaken within a health region/area or within your hospital, for example training/teaching experience.

5. PROFESSIONAL RECORD:

Please indicate any periods of employment and career breaks or other periods of absence greater than one month in this section of your application. Continue on a separate sheet if necessary.

If you have been working for less than two years following a career break of greater than five years you will need to supply evidence of re-training and subsequent re-assessment. It is not necessary to send copies of in house documentation. Details should be included in your report in the section that describes your training and experience as a Anatomical Pathology Technologist. Your referee(s) should confirm re-training and competence to practice after return to work from a break in service.

6. WRITTEN REPORT:

Should be written using the stated headings to establish your competence in each of the areas listed on the application form i.e:

- a) **Technical** - Performing a range of post-mortem procedures and/or manage such processes. Also include information regarding specialist post-mortems i.e. Forensic, 'High Risk', paediatric, etc.

- b) **Clinical** - Perform a range of duties including gathering information relevant to the post-mortem, external examination, assessing clinical risks associated with “High Risk” cases, interpreting information from case notes, etc.
- c) Communication with bereaved relatives and agencies associated with the post-mortem process.
- d) **Managing and planning your work activity** – for most this will include planning day to day activities. At a higher level it also includes planning for disaster and emergency situations
- e) **Teaching and training** – may be at a local level i.e. with trainee APTs or include teaching/training on formal or informal courses/qualifications.
- f) **Research & Development** – Include any involvement in any research and development programme over the last two years.

Teaching and training can be discipline specific or the teaching and training of other health care professionals or lay public.

7 DETAILS OF TRAINING RECEIVED:

The combination of this section and the report forms a record of training gained to demonstrate the attainment of personal competence across a range of activities which relate to the sections of the written report.

You may list in this section courses or training sessions attended by you which help to maintain, develop or increase levels of competency i.e. enunciation course, infection control. Such courses or training may be external or in house.

8 PROFESSIONAL MEETINGS ATTENDED AND CPD ACTIVITY UNDERTAKEN:

Document your attendance/participation at professional conferences, laboratory staff meetings, journal clubs, seminars, committees and activities that acquire Continuing Professional Development (CPD) credits in this section.

9 REFERENCE:

Your Head of Department should provide a written reference. However, if you are applying via the Grand-parenting route, it is also required that at least one reference should be from a person who is already bound by statutory regulation of practice. Please be aware if your Head of Department is not a registered practitioner you should supply a second reference from someone who has a good knowledge of your training and experience and who is either already on the APT voluntary register, or another state register.

If you have recently changed posts you will be required to supply a reference from your previous employer.

References **must** be on official headed paper (i.e. NHS, local Authority, etc), currently dated and signed. **Please Note: Only references dated within 6 months of the date the application has been received will be accepted.**

10. DECLARATION:

Please read the declaration and sign.

Checklist (please tick)

- Reference(s)
- Report
- Cheque
- Copies of professional certificates

APPENDIX 1

CRITERIA FOR ENTRY TO THE REGISTER

1. Evidence of satisfactory assessment of competence, which will normally be carried out by an appropriate professional body acceptable to the Council, to a level determined by the Council

and

2. Satisfactory completion of training in a trainee post or equivalent appointment approved by the Council and relevant experience in an appropriate post which, added to the training period, amounts to not less than four years experience

or

Six or more years experience relevant to the work of an Anatomical Pathology Technician

and

3. Assessment of suitability for registration

and

4. Provision of a written undertaking to observe a high standard of professional conduct

and

5. A declaration of support for the registration Council which, is responsible for the register of Anatomical Pathology Technicians.

Those individuals that are practising as Anatomical Pathology Technologists but who do not fully meet the entry conditions for registration can be considered by the Council under grand-parenting arrangements. These individuals may be required to provide further information/evidence and/or to attend for an interview.