



**GUIDANCE NOTES**  
FOR TISSUE BANK TECHNOLOGISTS  
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 two copies 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 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 may be 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 by ensuring that registered practitioners have relevant academic qualifications and have attained a recognised level of competence. There are currently two routes of entry to the voluntary register; however these will change once the education and training routes for the profession have been established:

- **Direct entry** – First degree in an appropriate subject or other suitable qualification approved by the Council and a minimum of 2 years relevant experience with evidence provided to support competent practice.
- **Grand-parenting** – A minimum of six years training and experience relevant to the work of a Tissue Bank Technologist with evidence provided to support competent practice, this may or may not include the attainment of academic qualifications and/or professional body exams.

### **See Appendix 1 Criteria for Entry to the Register**

#### **1. PERSONAL DETAILS:**

Insert the title by which you are normally addressed (i.e. Mr, Mrs., Miss, and Ms etc).

The **address for correspondence** to you will be published in the Voluntary Register and should, where possible, be your work address rather than your personal address. This is to protect your personal privacy as the information you provide will be in the public domain. The Council must be informed of any change of address.

**Modality applied for** - Tissue Bank Technologist.

## **2. RELEVANT EDUCATIONAL 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 includes 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**, including management, teaching and other qualifications may also be included.

## **3. MEMBERSHIP OF PROFESSIONAL BODIES:**

It is not a mandatory requirement to belong to a professional body however for the profession to be accepted by the Health Professions Council at least 25% of its members must belong to a professional body i.e. British Association for Tissue Banking [www.batb.org.uk](http://www.batb.org.uk)

## **4. ARTICLES AND PUBLICATIONS:**

Complete this section on a separate sheet and include any articles written for professional body journal or other journals, as well as published abstracts, from poster or oral presentations at meetings from the last 5 years.

**Other Information** - 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. Only include relevant information from the last 5 years.

## **5. PROFESSIONAL RECORD:**

Please indicate any periods of employment and career breaks or other periods of absence greater than six months 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 Tissue Bank Technologist. Your referee(s) should confirm re-training and competence to practice after return to work from a break in service.

## 6. THE WRITTEN REPORT :

This report should be written using the headings provided below to establish your competence in each of the areas listed on the application form. It is not expected that you need to provide information under every heading.

- a) **Technical:** Performing a range of duties to administer the retrieval, preparation, storage and/or therapeutic use of donated tissues. The scope of your practice needs to be described (eg single or multi tissue, retrieval, processing, R&D, independent, University or Hospital Trust etc)
- b) **Clinical:** Demonstrate a knowledge of the techniques for retrieval and/or processing of donated tissues, tissue suitability and the storage and use of such tissues. Demonstrate a working knowledge of the ethical and regulatory framework.
- c) **Communication** with colleagues, other Healthcare Professionals and external agencies involved in the tissue donation process. Ability to present data and information both verbally and visually.
- d) **Managing and planning** your work activity and/or the work activity of others.
- e) **Teaching and training:** may be at a local level i.e. with trainees or include teaching/training on formal or informal courses/qualifications.
- f) **Research and 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 healthcare professionals or lay public.

## 7. DETAILS OF TRAINING RECEIVED:

Document all relevant training pertaining to your discipline.

## 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. REFERENCES:

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 already on a 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) and signed.

#### **10. DECLARATION:**

Please read the declaration and sign.

#### **CHECKLIST (PLEASE TICK)**

- 2 copies (total) of the application form**
- 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**

**Direct entry** - First degree in an appropriate subject or other suitable qualification approved by the Council and a minimum of 2 years relevant experience with evidence provided to support competent practice.

**Or**

**Grand-parenting** - A minimum of six years training and experience relevant to the work of a Tissue Bank Technologist with evidence provided to support competent practice, this may or may not include the attainment of academic qualifications and/or professional body exams.

**And**

2. Assessment of suitability for registration

**And**

3. 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 Tissue Bank Technologist.

Those individuals that are practising as Tissue Bank 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.