RSPH Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology)

January 2020

Guided Learning Hours (GLH) 441 hours
Total Qualification Time (TQT) 1191 hours

Ofqual Qualification Number: 603/3970/6

Description

This RSPH Level 4 Diploma is designed for those wishing to become Associate Anatomical Pathology Technologists. The qualification consists of five knowledge units and five competency units and can only be taken after the successful completion of the RSPH Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology) qualification; this is normally taken by trainee Anatomical Pathology Technologists and also consists of five knowledge and five competency units. The qualification meets the requirements of the Modernising Scientific Careers (MSC) and Practitioner Training Programmes. The competency units are undertaken in the workplace, so the qualification is only suitable for those employed as Assistant Anatomical Pathology Technologists.

The qualification recognises the unique role performed by Anatomical Pathology Technologists as part of the Life Science workforce, specifically their place of work being a mortuary rather than a laboratory and their need to interact with bereaved members of the public.

The objective of the qualification is to equip candidates with the knowledge and skills to assist with non-standard *post mortem* examinations, carry out a range of advanced and non-standard mortuary procedures, be able to train staff and understand the management of a range of mortuary functions.

This qualification is part of a career pathway for Anatomical Pathology Technologists. Successful learners can progress to a Foundation Degree in Anatomical Pathology and a BSc in Healthcare Science (Anatomical Pathology Technology).

Content:

Page

Level 4 Units

Unit APT4.1: Common human pathology for anatomical pathology technologists

Guided learning: 59 hours
Total Unit time: 149 hours
Unit Level: 4
Unit reference number: D/506/1164

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   Understand how external observation of the human body and organs during *post mortem* examination can help to determine the cause of death, *by being able to meet the following assessment criteria:*

   1.1   Describe the common pathological signs of disease and trauma that can be observed externally on the human body during *post mortem* examination.

   1.2   Describe the common pathological signs of disease and trauma that can be observed prior to dissection on organs of the human body during *post mortem* examination.

   1.3   Explain how the common pathological signs of disease and trauma that can be observed externally on the human body during *post mortem* examination can help to determine the cause of death.

   1.4   Explain how the common pathological signs of disease and trauma that can be observed externally on organs of the human body during *post mortem* examination can help to determine the cause of death.

2   Understand how observation of the dissected human body and organs during *post mortem* examination can help to determine the cause of death, *by being able to meet the following assessment criteria:*

   2.1   Describe the common pathological signs of disease and trauma that can be observed on the dissected human body and its organs during *post mortem* examination.

   2.2   Explain how the common pathological signs of disease and trauma that can be observed on the dissected human body during *post mortem* examination can help to determine the cause of death.

   2.3   Explain how the common pathological signs of disease and trauma that can be observed on dissected organs of the human body during *post mortem* examination can help to determine the cause of death.

3 **Understand how the use of laboratory analysis of material obtained during *post mortem* examinations can help determine the cause of death,** *by being able to meet the following assessment criteria:*

3.1 Describe common laboratory analytical techniques that are used in *post mortem* examinations to help determine the cause of death.

3.2 Explain how common laboratory analytical techniques that are used during *post mortem* examinations help determine the cause of death.

Content:

1   External observation of the human body and organs at *post mortem* examination

1.1   *Common pathological signs of disease and trauma on the human body*: Macroscopic evidence of disease, trauma, abnormalities and surgical intervention; differentiation between recent and historical evidence.

1.2   *Common pathological signs of disease and trauma on organs of the human body*: Visible external signs of disease, trauma and abnormalities of organs.

1.3   *How the common pathological signs of disease and trauma that can be observed externally on the human body during post mortem examination can help to determine the cause of death*: Link between possible cause of death and external evidence of disease and / or trauma on the body; indicative signs of common diseases and trauma likely to be the cause of death.

1.4   *How the common pathological signs of disease and trauma that can be observed externally on organs of the human body during post mortem examination can help to determine the cause of death*: Link between possible cause of death and external evidence of disease and / or trauma on organs; indicative signs of common diseases and trauma likely to be the cause of death.

2   Observation of the dissected human body and organs during *post mortem* examination

2.1   *The common pathological signs of disease and trauma that can be observed on the dissected human body during post mortem examination:* Common pathological signs of disease and trauma that can be observed on the dissected human body and its organs during *post mortem* examination, including respiratory, cardiac, renal and gastrointestinal disease; pneumonia, cardiac tamponade, ischaemic bowel; ischaemia, cancer and the effects of raised intracranial pressure.

2.2   *How the common pathological signs of disease and trauma that can be observed on the dissected human body during post mortem examination can help to determine the cause of death:* Common pathological signs of disease and trauma that can be observed during *post mortem* examination which can either give a definitive cause of death or give direction to a trauma or disease which can be confirmed by further examination either by histological examination or other laboratory tests.

2.3   *How the common pathological signs of disease and trauma that can be observed on dissected organs of the human body during post mortem examination can help to determine the cause of death:* Common pathological signs of disease and trauma that can be observed on dissected organs including, pneumonia, myocardial infarction,

pulmonary embolus.

3   Use of laboratory analysis of material obtained during *post mortem* examinations

3.1   *Common laboratory analytical techniques that are used during post mortem examinations to help determine the cause of death:* Description of techniques such as preparation and sectioning of tissue samples, different staining techniques; immunohistochemistry; preparation and mounting of liquid samples such as blood and urine; isolation and identification of bacteria and viruses; toxicological techniques that can be applied to tissue samples and body fluids.

3.2   *How common laboratory analytical techniques that are used during post mortem examinations help determine the cause of death:* How analytical techniques used in histology, immunology, microbiology and toxicology can detect presence of pathogens, changes in microscopic structure of organs and raised levels of biochemicals associated with disease and trauma; examples of expected laboratory findings associated with specific diseases.

Centre devised assessment:

This unit may be assessed by one or more of the following:

Course work
Task based controlled assessment
Written examination

Unit APT4.2: Advanced Governance and Administration of a Mortuary

Guided learning: 37 hours
Total Unit time: 97 hours
Unit Level: 4
Unit reference number: H/506/1165

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   Understand the legal requirements relating to the operation of a mortuary, *by being able to meet the following assessment criteria:*

1.1   Outline the legislative requirements relevant to the licensing of a mortuary.
1.2   Explain the legislative requirements relating to the care and disposal of the deceased.
1.3   Explain the legislative requirements for consent, donation and retrieval of human tissues and organs.

2   Understand requirements for the advanced administration of a mortuary, *by being able to meet the following assessment criteria:*

2.1   Explain how to develop and implement service level and third party agreements with relevant organisations.
2.2   Outline record keeping and administration requirements of the mortuary.
2.3   Outline procedures for resource management.

3   Know how to prepare for variations in death rates, *by being able to meet the following assessment criteria:*

3.1   Outline three circumstances that may lead to variations in death rates.
3.2   Explain how to manage an increased demand for storage capacity.

Content:

1   The legal requirements relating to the operation of a mortuary

1.1   *Legislative requirements relevant to the licensing of a mortuary:* Outline of current legislative requirements for the licensing of a mortuary; differences in licensing requirements between the four countries.

1.2   *Legislative requirements relating to the care and disposal of the deceased:* Current legislative requirements for the care and disposal of the deceased, requirements of the Human Tissue Authority or successor organisations.

1.3   *Legislative requirements for consent, donation and retrieval of human tissues and organs:* Current legislative requirements for consent, donation and retrieval of human tissues and organs.

2   Requirements for the advanced administration of a mortuary

2.1   *How to develop and implement service level and third party agreements with relevant organisations:* Types of service level agreements; main requirements of service level agreements; involvement of staff; liaison with relevant organisation; developmental procedures; use of safeguards and guarantees; gaining authorisation and cooperation; implementation stages; compliance with in-house standard operating procedures to include third party agreements.

2.2   *Record keeping and administration requirements of the mortuary:* Legislative and departmental record keeping and administration requirements; identification of staff members' authority and competence with regard to record keeping and administration.

2.3   *Procedures for resource management:* Resource management requirements within the mortuary; types of resources, to include staff, equipment and consumables; procedures for ensuring resources are used efficiently and effectively.

3   How to prepare for variations in death rates

3.1   *Circumstances that may lead to variations in death rates:* Circumstances such as seasonal variations, epidemics or mass fatality incidents.

3.2   *Managing increased demand for storage:* Human Tissues Authority (HTA) guidelines on storage and capacity arrangements in the mortuary, use of temporary storage facilities, contingency plans.

Centre devised assessment:

This unit may be assessed by one or more of the following:

Course work
Task based controlled assessment
Written examination

Unit APT4.3: Quality management in the mortuary

Guided learning: 42 hours
Total Unit time: 102 hours
Unit Level: 4
Unit reference number: K/506/1166

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 **Understand the principles of quality management**, *by being able to meet the following assessment criteria:*

1.1 Describe the principles of quality management.
1.2 Explain the benefits of quality management in a mortuary setting.

2 **Understand the quality management systems that are applicable to mortuaries,** *by being able to meet the following assessment criteria:*

2.1 Identify the quality management systems, statements and protocols that are applicable to the mortuary.
2.2 Explain how the quality management systems and protocols are applied in the mortuary.
2.3 Explain how the quality management systems and protocols are monitored.

3 **Know how to identify and promote good practice in the mortuary,** *by being able to meet the following assessment criteria:*

3.1 Explain how good practice in the mortuary can be identified.
3.2 Outline methods for promoting good practice in the mortuary.
3.3 Describe methods for the audit and review of quality management systems and protocols.

Content:

1 The principles of quality management

1.1 *Principles of quality management:* Quality management principles are a set of comprehensive and fundamental rules, for leading and operating an organisation, aimed at continually improving performance over the long term by focusing on clients and service provision whilst addressing the needs of all other stake holders, including employees.

1.2 *Benefits of quality management in a mortuary setting:* Customer focus, leadership, involvement of people, process approach, system approach to management, continual improvement, factual approach to decision making, mutually beneficial supplier relationships.

2 Quality management systems that are applicable to mortuaries

2.1 *Quality management systems, statements and protocols that are applicable to the mortuary:* Quality Management Systems, statements and protocols applicable to the mortuary are identified.

2.2 *How the quality management systems and protocols are applied in the mortuary:* Application of the Quality Management Systems and protocols with reference to named examples.

2.3 *How the quality management systems and protocols are monitored:* Monitoring arrangements and procedures for the Quality Management Systems and protocols to include staff involvement and reporting, methodologies.

3 How to identify and promote good practice in the mortuary

3.1 *How good practice in the mortuary can be identified:* Methods for identifying good practice such as obtaining feedback, observation in the workplace, use of auditors and external consultants.

3.2 *Methods for promoting good practice in the mortuary:* Methods such as staff meetings, focus groups, staff training.

3.3 *Methods for the audit and review of quality management systems and protocols:* Audit and review periods; documentation; methodology; staff involvement; reporting procedures; implementing recommendations.

Assessment:

This unit may be assessed by one or more of the following:

Course work
Task based controlled assessment
Written examination

Unit APT4.4: Advanced mortuary practice

Guided learning: 59 hours
Total Unit time: 149 hours
Unit Level: 4
Unit reference number: M/506/1167

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 **Understand the role of Imaging in mortuary practice**, *by being able to meet the following assessment criteria:*

    1.1 Identify imaging techniques that are relevant to current mortuary practice.
    1.2 Explain how the identified imaging techniques can be applied to mortuary practice.
    1.3 Outline operational procedures for the use of the identified imaging techniques.

2 **Understand the requirements of specialised *post mortem* examinations,** *by being able to meet the following assessment criteria:*

    2.1 Explain the procedures for forensic *post mortem* examinations.
    2.2 Explain procedures for paediatric / peri-natal *post mortem* examinations.
    2.3 Explain procedures for neuropathological *post mortem* examinations.
    2.4 Explain procedures for category 2 / 3 infections *post mortem* examinations.

3 **Know how to carry out tissue retrieval from a deceased person,** *by being able to meet the following assessment criteria:*

    3.1 Explain standard operating procedures for retrieval of the following organs and tissues from a deceased person for the purpose of donation:
- cornea
- heart valves.

    3.2 Explain standard operating procedures for retrieval of organs and tissues from a deceased person for the purpose of research.
    3.3 Outline the legislative / regulatory requirements for the retrieval of tissue.

Content:

1 The role of Imaging in mortuary practice

1.1 *Imaging techniques that are relevant to current mortuary practice:* Techniques such as X-ray, CT scans, MRI scans, fluoroscopy, photography.

1.2 *How the identified imaging techniques can be applied to mortuary practice:* How the above techniques can be used to identify injuries and trauma within the body such as fractures, skeletal anomalies, soft tissue injuries, artery occlusions, tumours; identification and location of foreign bodies such as bullets, lead-shot, shrapnel, implants; identification of lines, stents and pacemakers.

1.3 *Operational procedures for the use of the identified imaging techniques:* Operational procedures for the use of imaging techniques in mortuary practice.

2 Requirements of specialised *post mortem* examinations

2.1 *Procedures for forensic post mortem examinations:* Legal requirements; DNA sampling; scene contamination; role of the forensic pathologist and the APT; identification of the deceased by dental and fingerprint evidence; role of scene of crime officers *post mortem* and at the *post mortem* examination; evidence chain and corroboration.

2.2 *Procedures for paediatric / peri-natal post mortem examinations:* Foetal anomalies and syndromes such as Down's syndrome, Edwards syndrome, Turner's syndrome, achondroplasia, anencephaly and neural tube defects. Development of the embryo, stages of development of the foetus / unborn baby; specialist reconstruction techniques; requirement for samples and their significance.

2.3 *Procedures for neuropathological post mortem examinations:* dissection of the nervous system; common neurological disorders such as Parkinson's disease, Creutzfeldt-Jakob disease (CJD), multiple sclerosis (MS), motor neurone disease, Alzheimer's and other types of dementia, stroke. Requirement for samples and their significance.

2.4 *Procedures for category 2/3 infection post mortem examinations:* Categories of infection; safe systems of work required for category 3 infections; use of personal protective equipment and other appropriate equipment; decontamination and disinfection procedures.

3   **Know how to carry out tissue retrieval from a deceased person**

3.1   *Standard operating procedures for retrieval of specified organs and tissues from a deceased person for the purpose of donation:* Standard operating procedures for enucleation to the standards set by the eye banks; retrieval of heart valves as set out by NHSBT or any successor organisation.

3.2   *Standard operating procedures for retrieval of organs and tissues from a deceased person for the purpose of research:* Standard operating procedures for the retrieval of organs and tissues in accordance with legislation and guidance set out by research establishments or tissue banks. For example, Parkinson's Disease Brain Bank.

3.3   *Legislative / regulatory requirements for the retrieval of tissue:* Legislative and regulatory requirements for the retrieval of tissue. HTA compliance issues and existence of service level agreements between agencies and the mortuary.

Centre devised assessment:

This unit may be assessed by one or more of the following:

Course work
Task based controlled assessment
Written examination

Unit APT4.5: Health and safety in the mortuary

Guided learning: 37 hours
Total Unit time: 102 hours
Unit Level: 4
Unit reference number: T/506/1168

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 **Understand the process by which health and safety is managed in a mortuary**, *by being able to meet the following assessment criteria:*

    1.1   Explain the role of health and safety policies in managing health and safety.

    1.2   Explain the role of risk assessments and safe systems of work in the management of health and safety.

    1.3   Describe management procedures and documentation used to maintain and improve health and safety standards in the mortuary.

    1.4   Outline sources of information and instructions on health and safety and where they are found.

2 **Understand procedures for developing and implementing safe systems of work in a mortuary,** *by being able to meet the following assessment criteria:*

    2.1   Outline procedure for the development, implementation and recording of safe systems of work.

    2.2   Construct a safe system of work for four tasks and procedures specific to a mortuary, to include tasks involving biological, chemical and physical hazards.

3 **Know how to manage infection control procedures in the mortuary,** *by being able to meet the following assessment criteria:*

    3.1   State how biological agents are categorised in terms of their risk to health.

    3.2   Explain the main requirements of current relevant guidance as it relates to infection control.

    3.3   Outline procedures for infection control in the mortuary.

4 **Know how to carry out a review of health and safety in a mortuary,** *by being able to meet the following assessment criteria:*

    4.1   Explain procedures for reviewing the mortuary's practices and policies with regards to health and safety.

    4.2   Explain the principles of a health and safety audit.

    4.3   State how changes can be implemented following a review of risk assessments, safe systems of work and incidents.

Content:

1 The process by which health and safety is managed in a mortuary

1.1 *Role of health and safety policies in managing health and safety:* Health and safety policies of relevance to mortuary practice, such as moving and handling, infection control, violence and aggression; purpose and role of these policies in protecting the health and safety of staff and visitors to the mortuary.

1.2 *Role of risk assessments and safe systems of work in the management of health and safety:* Purpose and role of risk assessments and safe systems of work; different types of risk assessment; examples of the application of risk assessments and safe systems of work.

1.3 *Management procedures and documentation used to maintain and improve health and safety standards in the mortuary:* Management procedures such as maintaining an awareness of health and safety issues and legislation; health and safety committees; review of accidents and near-miss incidents; observation of staff; staff training and refresher training.

1.4 *Sources of information and instructions on health and safety and where they are found:* Sources such as Health and Safety Executive (HSE), Public Health England (PHE) and manufacturers' safety data sheets.

2 Procedures for developing and implementing safe systems of work in a mortuary

2.1 *Procedure for the development, implementation and recording of safe systems of work:* Standard procedures for the development, implementation and recording of safe systems of work; guidance on procedures such as from HSE and other national agencies.

2.2 *Construct a safe system of work:* Safe systems of work constructed to conform to best practice requirements of HSE, PHE, Human Tissue Authority or other national and local agencies as applicable.

3 How to manage infection control procedures in the mortuary

3.1 *How biological agents are categorised in terms of their risk to health:* The Approved List of biological agents as set out by the Advisory Committee on Dangerous Pathogens under Section 15 of the Health & Safety at Work etc Act. 1974.

3.2 *Main requirements of current relevant guidance as it relates to infection control:* Requirements of current guidance such as use of PPE, 'sharps' policy, containment, disposal, cleaning and disinfection procedures.

3.3 *Procedures for infection control in the mortuary:* How above requirements are met; Departmental Infection Control Policy including:
- Personal Hygiene.
- Hand hygiene.

- Personal Protective Equipment.
- Risk Assessments.
- Disinfection policies.

4 How to carry out a review of health and safety in a mortuary

4.1 *Procedures for reviewing the mortuary's practices and policies with regards to health and safety:* Procedures for reviewing the mortuary's practices and policies with regards to health and safety to include internal and external audit, review of safe systems of work and audit of reportable incidents.

4.2 *Principles of a health and safety audit:* Importance of specificity of audit to individual place of work; what should be included in the audit such as assessment of risks, accident and near miss reporting, consideration of the environment and work area, key performance indicators; key staff involved in the audit; audit procedures and documentation.

4.3 *How changes can be implemented following a review of risk assessments, safe systems of work and incidents*: How change is implemented following a review of risk assessments, safe systems of work and incidents. Plan-Deliver-Monitor-Review; importance of involving staff and communicating changes to staff; staff training as a result of a change to a safe system of work; monitoring implementation of and compliance with new safe systems of work.

Centre devised assessment:

This unit may be assessed by one or more of the following:

Course work
Task based controlled assessment
Written examination

Unit APT4.6: Supervision of the mortuary function

Guided learning: 30 hours
Total Unit time: 100 hours
Unit Level: 4
Unit reference number: A/506/1169

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   Be able to carry out data management, *by being able to meet the following assessment criteria:*

1.1   Identify data management requirements.
1.2   Verify sources of data used in the mortuary.
1.3   Analyse data with the use of standard tools and techniques.
1.4   Comply with procedural requirements regarding the storage and release of data.

2.   Be able to supervise the use of mortuary resources , *by being able to meet the following assessment criteria:*

2.1   Ensure procedures are complied with regarding storage and maintenance of resources.
2.2   Maintain adequate stocks of consumables to ensure the mortuary operates efficiently.
2.3   Monitor the use of resources.
2.4   Conduct stock-taking of resources as required by mortuary management.
2.5   Review the resource requirements of the mortuary.
2.6   Justify requests for additional resources and equipment.

3   Be able to develop and maintain mortuary records, *by being able to meet the following assessment criteria:*

3.1   Identify the record-keeping requirements of the mortuary.
3.2   Store, maintain and retrieve records appropriately.
3.3   Ensure required information is recorded at receipt of deceased persons, during post-mortems and at disposal of body.
3.4   Ensure that confidentiality of records is maintained.
3.5   Ensure that arrangements for record-keeping comply with legislative and regulatory requirements.

4   **Be able to maintain the quality of mortuary services,** *by being able to meet the following assessment criteria:*

     4.1   Monitor the standard of performance in the mortuary against the quality management systems, statements and protocols that are applicable to the mortuary.

     4.2   Identify areas of underperformance in the mortuary against accepted quality standards.

     4.3   Develop action plans to address any area of under-performance.

     4.4   Identify any additional resources required by the mortuary to achieve or maintain the quality standard.

5   **Understand why the mortuary should be managed,** *by being able to meet the following assessment criteria:*

     5.1   State why data relevant to the work of the mortuary needs to be managed.

     5.2   Outline requirements for resource management within the mortuary.

     5.3   Outline requirements for record keeping in the mortuary.

     5.4   State why the standard of mortuary services needs to be maintained or improved.

Content:

1   Be able to carry out data management

1.1   *Identify data management requirements:* Requirements for data management identified, including data that is needed to comply with legislative requirements and data that is needed for compliance with internal policies and to assist with the efficient operation of a mortuary.

1.2   *Verify sources of data used in the mortuary:* Data is checked for authenticity and accuracy and to confirm that the data is from a reliable source.

1.3   *Analyse data with the use of standard tools and techniques:* Data is analysed in accordance with operational and legislative requirements

1.4   *Procedural requirements regarding the storage and release of data:* Legislative and departmental procedural requirements for the storage and release of data are complied with.

2   Be able to supervise the use of mortuary resources

2.1   *Ensure procedures are complied with:* Procedures relating to the storage and maintenance of resources are complied with, including any requirements to maintain resources at a particular level and to adhere to programmed maintenance of equipment.

2.2   *Maintain adequate stocks of consumables*: Adequate stocks of consumables are maintained; stocks are sufficient for routine operations and for any additional short term upsurge that the mortuary has the capacity to deal with.

2.3   *Monitor the use of resources*: Resources are monitored by accurate estimates of their use over time and with reference to anticipated work flow in the mortuary.

2.4   *Conduct stock-taking of resources:* Stock-taking of resources is carried out to meet the operational requirements of the mortuary and complies with management needs.

2.5   *Review the resource requirements:* Resource requirements are reviewed on a regular basis; use of new materials and suppliers is investigated as appropriate; resource requirements are matched to budgetary consideration.

2.6   *Justify requests for additional resources and equipment:* Requests for additional resources and equipment are justified in terms of improvement in quality of service, efficiency and cost.

3   Be able to develop and maintain mortuary records

3.1   *Record-keeping requirements*: Legislative and in-house record keeping requirements identified.

3.2   *Store, maintain and retrieve records appropriately*: Records are stored, maintained and retrieved appropriately; storage of particular records is consistent with the likelihood of having to retrieve the record.

3.3   *Ensure required information is recorded:* Required information is recorded; legislative requirements are complied with.

3.4   *Ensure that confidentiality of records is maintained:* Legislative and departmental requirements for maintaining confidentiality of records is complied with.

3.5   *Ensure that arrangements for record-keeping comply with legislative and regulatory requirements:* All legislative and regulatory requirements for record keeping are complied with.

4   Be able to maintain the quality of mortuary services

4.1   *Monitor the standard of performance in the mortuary:* Standard of performance in the mortuary monitored in compliance with legislative and management requirements.

4.2   *Identify areas of underperformance in the mortuary:* Any areas of under-performance identified; extent and possible reasons for underperformance identified.

4.3   *Develop action plans to address any area of under-performance:* Action plans are developed which will address the area(s) of under-performance.

4.4   *Identify any additional resources required by the mortuary:* Additional resource requirement identified and justified.

5 Understand why the mortuary should be managed

5.1 Why data relevant to the work of the mortuary needs to be managed: Legal requirements for data collection; verification of data; need for data analysis; procedural requirements.

5.2 *Requirements for resource management within the mortuary:* Need for appropriate storage and maintenance of resources; stock control; monitoring of use; resources required within the mortuary.

5.3 *Requirements for record keeping in the mortuary:* Record keeping requirements; storage, maintenance and retrieval systems for records; recording of information; legislative regulatory and confidentiality requirements of records.

5.4 *Why the standard of mortuary services needs to be maintained or improved:* Need to adhere to or attain standards set by best practice review.

Centre devised assessment:

This is a competency unit. Evidence for attainment of the Learning Outcomes must come from assessment in the work environment during the learner's normal work activity. Evidence obtained by simulation is not permitted.

Suitable evidence for attainment of the learning outcomes could include:

Observation in the workplace
Witness statements
Professional discussion
Work journals or diaries

Evidence for attainment of the knowledge and understanding associated with this unit should come from oral questioning of the learner at the time of assessment of the competence of the learner.

Unit APT4.7 Management of the deceased in the mortuary

Guided learning: 27 hours
Total Unit time: 97 hours
Unit Level: 4
Unit reference number: M/506/1170

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   **Be able to carry out procedures for the registration of deceased persons in the mortuary**, *by being able to meet the following assessment criteria:*

   1.1   Confirm the identity of the deceased person.
   1.2   Follow procedures for the registration of deceased persons in the mortuary.
   1.3   Check that all legal requirements relating to registration of deceased persons are complied with.
   1.4   Ensure valuables and property belonging to deceased persons are correctly recorded and stored.

2.   **Be able to carry out procedures for the storage of deceased persons in the mortuary,** *by being able to meet the following assessment criteria:*

   2.1   Prepare deceased persons for storage.
   2.2   Follow procedures for the transport of deceased persons to and from appropriate storage facilities.
   2.3   Ensure requirements for the labelling of deceased bodies in storage are fully complied with.
   2.4   Ensure that religious and cultural beliefs are taken into account when preparing deceased persons for storage.

3   **Be able to carry out procedures for the disposal of deceased persons in the mortuary,** *by being able to meet the following assessment criteria:*

   3.1   Follow procedures for the release of the deceased prior to disposal.
   3.2   Confirm the identity of individuals who will be receiving the body of the deceased individual.
   3.3   Ensure that all legal and regulatory requirements for the disposal of bodies for burial or cremation are complied with.

4   Be able to carry out procedures for the identification of tissues, *by being able to meet the following assessment criteria:*

4.1   Identify tissues that are subject to regulatory requirements.
4.2   Comply with regulatory requirements for the control of tissue samples.
4.3   Ensure requirements for the labelling and identification of tissue are fully complied with.
4.4   Ensure that tissues are appropriately stored until released.

5   Be able to carry out procedures for the release of tissues, *by being able to meet the following assessment criteria:*

5.1   Follow procedures for the identification of tissues before the tissue is released.
5.2   Confirm the identity of individuals who will be receiving the tissue.
5.3   Ensure that all legal, regulatory and other requirements for the release of tissues are complied with.

6   Understand procedures for the management of the deceased in the mortuary, *by being able to meet the following assessment criteria:*

6.1   Outline why procedures for the registration of the deceased are required.
6.2   State the purpose of procedures for the storage and disposal of deceased persons in the mortuary.
6.3   State the purpose of procedures for the identification and release of tissues.

Content:

1 Be able to carry out procedures for the registration of deceased persons in the mortuary

1.1 *Confirm the identity of the deceased person:* Confirm the identity of the deceased person using reliable means. Labelling of the deceased using a waterproof tag firmly attached to the deceased or individual body parts for example limbs amputated either surgically or by trauma. Use of DNA or dental records for unidentified remains.

1.2 *Follow procedures for the registration of deceased persons in the mortuary:* Departmental and legislative procedures are followed for the registration of deceased persons in the mortuary.

1.3 *Check that all legal requirements relating to registration of deceased persons are complied with:* Legal requirements are complied with in the registration of deceased persons.

1.4 *Ensure valuables and property belonging to deceased persons is correctly recorded and stored:* Accurate recording and secure storage of valuables and property belonging to deceased; tracking of movement of valuables and property by at least two signatories.

2 Be able to carry out procedures for the storage of deceased persons in the mortuary

2.1 *Prepare deceased persons for storage:* Ensure that life has been pronounced extinct by a qualified person and identification has been confirmed or a unique identifier assigned to the deceased; selection of appropriate storage facility; specific procedures for bariatric, paediatric or high risk storage are complied with; management of any radioactive, chemical or biological hazards; use of Body Bags and the different types available.

2.2 *Follow procedures for the transport of deceased persons to and from appropriate storage facilities*: Ensure relatives are made aware if a deceased is to be moved to another site; manual handling equipment is adequate and used correctly; deceased individuals are transported in a dignified manner by approved personnel; transfers are documented.

2.3 *Ensure requirements for the labelling of deceased bodies in storage are fully complied with:* Requirements for labelling of bodies is complied with; labelling of body is checked against confirmed identity and/or unique identifier of body.

2.4 *Ensure that religious and cultural beliefs are taken into account when preparing deceased persons for storage:* Religious or cultural issues are complied with, or reasons given if this is not possible.

3   Be able to carry out procedures for the disposal of deceased persons in the mortuary

3.1   *Follow procedures for the release of the deceased prior to disposal:* Departmental and legislative procedures are followed and   complied with regarding the release of the deceased prior to disposal.

3.2   *Confirm the identity of individuals:* Departmental and legislative procedures are followed in order to confirm the identity of individuals who will receive the body of the deceased.

3.3   *Ensure that all legal and regulatory requirements for the disposal of bodies for burial or cremation are complied with:* Legal and regulatory requirements are complied with for the disposal of bodies for burial or cremation, such as those contained in cremation law, requirements relating to the Medical Certificate of Cause of Death and Coroner or Procurator Fiscal release documents.

4   Be able to carry out procedures for the identification of tissues

4.1   *Identify tissues that are subject to regulatory requirements:* Tissues subject to regulatory requirements are correctly identified; regulatory requirements include Human Tissue Authority codes of practice and relevant Human Tissue Acts.

4.2   *Comply with regulatory requirements for the control of tissue   samples:* Regulatory requirements for the control of tissue samples are complied with, including those of the transplant regulations, the register of retained tissues and ethical guidelines.

4.3   *Ensure requirements for the labelling and identification of tissue are fully complied with:* Requirements for the labelling and identification of tissue are complied with, including relevant codes of practice within the NHS and public sector.

4.4   *Ensure that tissues are appropriately stored until released:* Tissues are appropriately stored with regard to storage method, conditions and preservation requirements.

5   Be able to carry out procedures for the release of tissues

5.1   *Follow procedures for the identification of tissues before the tissue is released:* Departmental procedures and legislative requirements are followed regarding identification of tissues before their release.

5.2   *Confirm the identity of individuals who will be receiving the tissue:* Departmental procedures and legislative requirements are followed in order to confirm the identity of individuals who will be receiving released tissue.

5.3   *Ensure that all legal, regulatory and other requirements for the release of tissues are complied with:* Legal, regulatory and other requirements are complied with for the release of tissues, including those of the pathologist, coroner / procurator fiscal and Human Tissue Authority and requirements relating to health and safety.

6   Understand procedures for the management of the deceased in the mortuary

6.1   *Why procedures for the registration of the deceased are required:* Legislative requirements for registration of deceased persons.

6.2   *Purpose of procedures for the storage and disposal of deceased persons in the mortuary:* Need to ensure condition of the deceased is maintained prior to post mortem examination and disposal; legislative requirements for release and disposal of the deceased.

6.3   Purpose of procedures for the identification and release of tissues: Regulatory and legislative requirements regarding identification, storage and release of human tissues; record-keeping requirements.

Assessment:

This is a competency unit. Evidence for attainment of the Learning Outcomes must come from assessment in the work environment during the learner's normal work activity. Evidence obtained by simulation is not permitted.

Suitable evidence for attainment of the learning outcomes could include:

Observation in the workplace
Witness statements
Professional discussion
Work journals or diaries

Evidence for attainment of the knowledge and understanding associated with this unit should come from oral questioning of the learner at the time of assessment of the competence of the learner.

Unit APT4.8: Bereavement support

Guided learning: 45 hours
Total Unit time: 95 hours
Unit Level: 4
Unit reference number: T/506/1171

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 **Be able to manage the viewing process for a deceased person under circumstances in which viewing is restricted**, *by being able to meet the following assessment criteria:*

    1.1   Confirm the restrictions on the viewing of the deceased by relatives, friends and carers.
    1.2   Ensure that preparation of the deceased for viewing are compatible with the restrictions.
    1.3   Communicate sensitively with relatives, friends and carers prior to and during the viewing of the deceased.
    1.4   Take appropriate protective measures when preparing the deceased for viewing and during the viewing process.

2 **Be able to provide support to the bereaved in circumstances of:**
- **Sudden death such as trauma or suicide**
- **Death of children**
- **Organ and tissue transplantation,**

by being able to meet the following assessment criteria:

    2.1   Communicate appropriate information to the bereaved in a sensitive manner.
    2.2   Monitor the wellbeing of the bereaved during their visit to the mortuary, including during formal identification / viewing of the deceased.
    2.3   Advise relatives, friends and carers sensitively with regard to any legal requirements and procedures for *post mortem* examinations and / or removal of tissues and organs.
    2.4   Refer relatives, friends and carers to additional sources of support and guidance as required.

3 **Understand the need for bereavement support,** *by being able to meet the following assessment criteria:*

    3.1   Outline reasons why there may be restrictions on the viewing of the deceased by relatives, friends and carers.
    3.2   State why communications with relatives, friends and carers of the deceased should be conducted in a sensitive manner.
    3.3   List sources of support and guidance that can be made available to the bereaved.

4 **Understand how to provide support to the bereaved,** *by being able to meet the following assessment criteria:*

4.1 Describe the facilities required in a mortuary for formal identification and viewing of the deceased by the bereaved.
4.2 Explain how religion and culture affect arrangements for caring for, identifying and viewing the deceased.
4.3 Explain the role of a bereavement service in providing support to the bereaved.
4.4 Identify guidance and legislation applicable to bereavement support in the mortuary.

Content:

1 Be able to manage the viewing process for a deceased person

1.1 *Confirm the restrictions on the viewing of the deceased by relatives, friends and carers:* Any restrictions on viewing of the deceased, such as may be imposed by next of kin or for legal reasons, are confirmed prior to allowing viewing to take place.

1.2 *Ensure that preparation of the deceased for viewing are compatible with the restrictions:* Preparations may include determining degree of supervision required, confirming identity of those allowed to view the deceased; positioning of partitions if contact is not permitted.

1.3 *Communicate sensitively with relatives, friends and carers prior to and during the viewing of the deceased:* Communication with relatives, friends and carers is conducted in a sensitive and supportive manner.

1.4 *Take appropriate protective measures when preparing the deceased for viewing and during the viewing process:* Appropriate protective measures are determined and complied with; viewers of the deceased are given guidance concerning the hazards and risks involved; personal protective equipment, hand washing and sanitising facilities are made available to viewers of the deceased and relevant instruction in their use provided.

2 Be able to provide support to the bereaved in circumstances of sudden death or trauma

2.1 *Communicate appropriate information to the bereaved in a sensitive manner:* Appropriate information is communicated sensitively; allowances are made for the ability of the recently bereaved to comprehend information provided.

2.2 *Monitor the wellbeing of the bereaved during their visit to the mortuary, including during formal identification / viewing of the deceased:* Attention is given to the wellbeing of the bereaved in the mortuary; specifically with regard to observing signs of shock in the bereaved; action taken to ensure wellbeing.

2.3 *Advise relatives, friends and carers sensitively with regard to any legal requirements and procedures for post mortem examinations and / or removal of tissues and organs:* Relatives, friends and carers advised of legal requirements and procedures sensitively; non-specialist language is used during communications; relatives, friends and carers advised of any legal rights regarding *post mortem* examination and removal of tissues and organs.

2.4 *Refer relatives, friends and carers to additional sources of support and guidance as required:* Relatives, friends and carers referred to additional sources of support and guidance, such as bereavement support services.

3   Understand the need for bereavement support

3.1   *Outline reasons why there may be restrictions on the viewing of the deceased by relatives, friends and carers:* Reasons such as high risk, disfigurement, state of decomposition of the deceased.

3.2   *State why communications with relatives, friends and carers of the deceased should be conducted in a sensitive manner:* Sense of shock and loss at bereavement; the grieving process.

3.3   *List sources of support and guidance that can be made available to the bereaved:* Sources of support and guidance available locally and nationally.

4   How to provide support to the bereaved

4.1   *Facilities required in a mortuary for formal identification and viewing of the deceased by the bereaved:* Facilities required for formal identification and viewing of the deceased, to include facilities for viewing of infants and individuals whose death was sudden or violent.

4.2   *How religion and culture affect arrangements for caring for, identifying and viewing the deceased:* How religion and culture affect treatment of the deceased and bereaved, to include requirements of the major religions.

4.3   *Role of a bereavement service in providing support to the bereaved:* Function and role of bereavement services, role of the APT in facilitating contact with bereavement services; provision of expert advice and counselling.

4.4   *Guidance and legislation applicable to bereavement support in the mortuary:* Current guidance and legislation affecting bereavement support in the mortuary.

Assessment:

This is a competency unit. Evidence for attainment of the Learning Outcomes must come from assessment in the work environment during the learner's normal work activity. Evidence obtained by simulation is not permitted.

Suitable evidence for attainment of the learning outcomes could include:

Observation in the workplace
Witness statements
Professional discussion
Work journals or diaries

Evidence for attainment of the knowledge and understanding associated with this unit should come from oral questioning of the learner at the time of assessment of the competence of the learner.

Unit APT4.9: Specialist practical mortuary skills

Guided learning: 45 hours
Total Unit time: 150 hours
Unit Level: 4
Unit reference number: A/506/1172

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   Be able to carry out specialised *post mortem* examinations, *by being able to meet the following assessment criteria:*

  1.1   Follow procedures relevant to *post mortem* examinations and associated activities on the following categories of deceased person:
- Forensic
- Paediatric / peri-natal
- Neuropathological
- Danger of infection (high risk).

  1.2   Assist with a *post mortem* examination under the direction of a pathologist on the following categories of deceased person:
- Forensic
- Paediatric
- Neuropathological
- Danger of infection (high risk).

  1.3   Follow procedures for recording and documenting observations and results during *post mortem* examinations.

2   Be able to carry out specialised evisceration techniques, *by being able to meet the following assessment criteria:*

  2.1   Remove the following organs and structures from the deceased during *post mortem* examination
- Middle ear
- Femoral head / femur
- Spinal cord
- Eyes.

  2.2   Follow standard operating procedures for the storage of organs and structures following specialist evisceration.

3   Be able to carry out specialist body and tissue reconstruction following *post mortem* examination, *by being able to meet the following assessment criteria:*

  3.1   Reconstruct features of the deceased person that have undergone significant trauma.
  3.2   Reconstruct the body of a deceased person that has undergone decomposition.
  3.3   Reconstruction of paediatric / peri-natal cases.

4   Understand the purpose of specialist practical mortuary skills, *by being able to meet the following assessment criteria:*

4.1   State the need for specialised *post mortem* examination for the following categories of deceased person:
- Forensic
- Paediatric / peri-natal
- Neuropathological
- Danger of infection (high risk).

4.2   Outline procedures for specialised evisceration techniques and tissue retrieval.

4.3   State why specialist reconstruction techniques may be necessary.

Content:

1   Be able to carry out specialised *post mortem* examinations

1.1   *Follow procedures relevant to post mortem examinations and associated activities:* Departmental procedures and guidelines followed correctly for each of the different categories of deceased person.

1.2   *Assist with a post-mortem under the direction of a pathologist:* Evidence of:
- *Post mortem* examination experience in a forensic mortuary.
- *Post mortem* examination experience in a paediatric mortuary.
- *Post mortem* examination experience with a specialist neuropathologist.
- *Post mortem* examination experience in Category 3 post mortem work. Health and Safety issues in, for example, Tuberculosis, Hepatitis viruses and Transmissible Spongiform Encephalopathies.

1.3   *Follow procedures for recording and documenting observations and results during post mortem examinations:* Standard operating procedures followed for recording and documenting observations and results as required for local and national compliance.

2   Be able to carry out specialised evisceration techniques

2.1   *Remove specified organs and structures from the deceased during post mortem examination:* Evidence of experience of carrying out specialist techniques to include: exposure of the middle ear, removal of long bones, removal of the spinal cord and removal of tissues to expose deep vein thrombosis (DVT).

2.2   *Follow standard operating procedures for the storage of organs and structures following specialist evisceration:* Appropriate storage of organs and structures following specialist evisceration, fixatives that may be used and compliance with appropriate disposal if applicable.

3   Be able to carry out specialist body and tissue reconstruction following *post mortem* examination

3.1   *Reconstruct features of the deceased person that have undergone significant trauma:* Application of reconstruction techniques including, suturing, specialist suturing, gluing and stapling. The use of prosthetics, plaster of Paris and packing to reshape the deceased to a natural form.

3.2   *Reconstruct the body of a deceased person that has undergone decomposition:* Evidence of ability to reconstruct the body of a decomposed person.

3.3   *Reconstruction of paediatric / peri-natal cases:* Application of suturing and gluing techniques for paediatric / perinatal cases.

4   Understand the purpose of specialist practical mortuary skills

4.1   *State the need for specialised post mortem examination for specific categories of deceased person:* Reasons why some categories of deceased person require specialised *post mortem* examinations, such as the need to obtain and preserve evidence or the hazardous nature of the body.

4.2   *Outline procedures for specialised evisceration techniques and tissue retrieval:* Outline of procedures for specialised evisceration techniques and tissue retrieval; requirement for specialised procedures.

4.3   *State why specialist reconstruction techniques may be necessary:* Need to make the deceased presentable for viewing; sensitive nature of reconstruction, such as for paediatric / peri-natal cases.

Assessment:

This is a competency unit. Evidence for attainment of the Learning Outcomes must come from assessment in the work environment during the learner's normal work activity. Evidence obtained by simulation is not permitted.

Suitable evidence for attainment of the learning outcomes could include:

Observation in the workplace
Witness statements
Professional discussion
Work journals or diaries

Evidence for attainment of the knowledge and understanding associated with this unit should come from oral questioning of the learner at the time of assessment of the competence of the learner.

Unit APT4.10: Deliver and evaluate training in anatomical pathology technology

Guided learning: 60 hours
Total Unit time: 150 hours
Unit Level: 4
Unit reference number: F/506/1173

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1   Be able to prepare to deliver training programmes for anatomical pathology technology, *by being able to meet the following assessment criteria:*

   1.1   Select training methods appropriate to the learning outcomes required, stage of the training cycle and for a range of learning styles.
   1.2   Plan the delivery of the training programme, to include appropriate time allocation and identification of resources and facilities.
   1.3   Ensure resources and facilities appropriate to the training programme are available.
   1.4   Identify potential problems that might occur during the training programme and make suitable provision for these.
   1.5   Ensure training methods selected comply with all relevant standards and regulations.

2   Be able to deliver training programmes for anatomical pathology technology, *by being able to meet the following assessment criteria:*

   2.1   Carry out the training programme effectively in accordance with the plan.
   2.2   Use three different techniques to monitor the progress of the trainees.
   2.3   Adapt the delivery of the training programme to take account of differences in learning styles and progress of the trainees or as a result of problems encountered.
   2.4   Provide appropriate feedback and encouragement to trainees during the training programme.
   2.5   Ensure the training programme is carried out in a manner and environment which encourages interaction between trainer and trainees and promotes learning and understanding.
   2.6   Ensure delivery of the training programme complies with all relevant standards and regulations.

3   Be able to evaluate the effectiveness of delivery of the training programme, *by being able to meet the following assessment criteria:*

3.1   Use three different techniques to determine the extent to which the trainees have met the learning outcomes of the training programme.

3.2   Obtain feedback from trainees on the effectiveness of the training methods adopted.

3.3   Identify, with the use of appropriate evidence, aspects of the delivery of the training programme that performed well and aspects that performed less well.

3.4   Revise the delivery of the training programme to take account of the feedback and evaluation.

Content:

1 Be able to prepare to deliver training programmes for anatomical pathology technology

1.1 *Select training methods:* range of training methods considered, justification for training method selected regarding its suitability for the required learning outcomes; outline of the training cycle; consideration of different learning styles and how appropriate training methods can enhance these.

1.2 *Plan delivery of training programme:* timetable of events; mapping of events to learning outcomes and assessment criteria of training programme; identification of resources required to include staff, rooms and equipment; costing and budgeting for delivery of the programme.

1.3 *Ensure availability of appropriate resources and facilities:* all necessary equipment is booked, equipment is checked to ensure it is operational and meets the requirements of the training; room/venue is of an appropriate size, well-lit and ventilated with disabled access if required.

1.4 *Identify potential problems:* plausible problems identified; appropriate contingency plans in place.

1.5 *Compliance of training methods:* training methods checked to ensure meet all regulatory requirements such as health and safety and equal opportunities; methods checked to ensure compliance with any 'in-house' requirements.

2 Be able to deliver training programmes for anatomical pathology technology

2.1 *Carry out the training programme:* training programme is carried out to plan; range of activities used during the training.

2.2 *Monitor progress of trainees:* range of monitoring methods used, such as check-lists, observation, questioning, review and revision of lessons learnt.

2.3 *Adapt delivery:* delivery of training appropriately varied or modified to ensure trainee progression.

2.4 *Provide feedback and encouragement*: positive feedback provided to trainees.

2.5 *Encourage interaction and promote learning and understanding:* range of techniques used to encourage interaction and promote learning and understanding.

2.6 *Delivery complies with relevant standards and regulations:* delivery of training conforms to regulatory requirements such as health and safety and equal opportunities; 'in-house' requirements for training met.

3   Be able to evaluate the effectiveness of delivery of the training programme

3.1   *Determine extent to which learning outcomes are met:* range of assessment methods used, such as oral questioning, observation, completion of tasks.

3.2   *Obtain feedback:* use of questionnaires, group discussion etc to obtain feedback from trainees on effectiveness of specific training methods.

3.3   *Identify aspects of the delivery of the training programme that performed well and aspects that performed less well:* suitable evidence used such as attainment of learning outcomes and trainee feedback to identify good and poor performance of different aspects of the training programme.

3.4   *Revise delivery:* appropriate revisions made to plan according to evidence from feedback and evaluation.

Assessment:

This is a competency unit. Evidence for attainment of the Learning Outcomes must come from assessment in the work environment during the learner's normal work activity. Evidence obtained by simulation is not permitted.

Suitable evidence for attainment of the learning outcomes could include:

Observation in the workplace
Witness statements
Professional discussion
Work journals or diaries

Learner Guidance:

Recommended Prior Learning:

Learners should have undertaken induction training required by their employer for working in a mortuary and obtained the RSPH Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology), or the RSPH Level 3 Diploma in Anatomical Pathology Technology or a bridging course approved by RSPH.

National Occupational Standards

The qualification has been mapped to the following National Occupational Standards of Skills for Health:

SFHHCS15 Undertake a post mortem examination
SFHHCS16 Reconstruct the deceased following pathological examination
SFHCHS219 Perform the viewing of the deceased with relatives and other agencies
SFHHP14 Plan, implement and manage systems for the exchange of sensitive information, data and intelligence

Further details of these National Occupational Standards can be obtained from RSPH Qualifications.

The qualification is also mapped to the following dimensions of the NHS Key Skills Framework:

Communication: Develop and maintain communication with people about difficult matters and/or in difficult situations.
Health, Safety and Security: Promote, monitor and maintain best practice in health, safety and security.
Learning and development: Plan, deliver and review interventions to enable people to learn and develop. Design, plan, implement and evaluate learning and development programmes.

Centre Guidance:

Registration of Candidates:

Candidates must be registered with RSPH and have a candidate number before any work can be submitted to RSPH for external assessment.

Candidate registration forms can be downloaded from the Centre Area of the RSPH website (*www.rsph.org.uk*).

Assessment Requirements:

The assessment of competency units in this qualification (units APT4.6 – APT4.10) must be by direct observation in the workplace, the use of witness statements and professional interviews. Assessors must have specific knowledge and experience of the role of the anatomical pathology technologist.

Submission of Centre Assessed Work:

Evidence for attainment of the learning outcomes for all units must be centre assessed and externally verified. Assessed evidence should be submitted to RSPH with an *assignment submission form* (available from RSPH when candidates are registered for the qualification) signed by the candidate and a completed *candidate assessment summary form* for each unit of the qualification. Assignment submission forms and learner assessment summary forms can be downloaded from the Centre Area of the RSPH website (*www.rsph.org.uk*).
Centres should refer to the RSPH External Verification Submission Procedure for Centres for additional guidance.

All centre assessed candidate work for the qualification must be completed and submitted to RSPH within five calendar years of registration (the *registration period*), but it is expected that the normal completion time for the qualification will be within three calendar years. In the event that candidate work does not meet the requirements of the assessment criteria or learning outcomes the candidate has a period of three months in which to repeat the assessment or submit any additional evidence requested, or by the end of the registration period, whichever is the shorter. An additional fee will be charged for the repeat of assessments.

In exceptional circumstances RSPH may extend the registration period for a candidate or cohort of candidates.

All centres should be able to provide exemplar assessment materials prior to the start of a course should RSPH request this.

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult The Society's Reasonable Adjustments and Special Consideration Policy; This is available from the centre area of the RSPH website (www.rsph.org.uk).

How to apply to offer this qualification:

To become a centre approved to offer this qualification, please complete the 'Centre Application' which you can find on our website in the Qualifications and Training section. If you are already an approved centre, please complete the 'Add an additional qualification form' in the Centre area on the website www.rsph.org.uk. Please ensure that you include details of your internal verification procedures if candidate work will be centre assessed by more than one individual. You will need to attach relevant CVs to this application. Please contact the Qualifications Department at centreapproval@rsph.org.uk if you need any assistance.

Progression

Learners who achieve this qualification can progress to degree programmes in Healthcare Science.

Recommended Qualifications and Experience of Tutors and Assessors:

RSPH recommends that tutors have teaching experience and a qualification in a relevant subject area. Assessors and internal verifiers for this qualification must meet the requirements of the assessment strategy of Skills for Health.

Suitable qualifications for the RSPH Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology) include:

Honours Degree in a relevant biological subject
Fellowship of the Royal College of Pathologists

Other Information:

All RSPH specifications are subject to review. Any changes to the assessment or learning outcomes will be notified to Centres in advance of their introduction. To check the currency of this version of the specification, please contact the Qualifications Department or consult the RSPH website.

Centres must be registered with RSPH.

Any enquiries about this qualification should be made to:

The Qualifications Department,   Tel. 020 7265 7300
Royal Society for Public Health   Fax. 020 7265 7301
John Snow House,   E.mail: info@rsph.org.uk
59 Mansell Street,   www.rsph.org.uk
London E1 8AN