

Practitioner - Certificate of Competence for Anatomical Pathology Technologists

Guidance for applicants

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Introduction

This Guide supports an applicant completing an application including the personal statement required to demonstrate Competence against the Anatomical Pathology Technologists Standards of Proficiency.

The application and personal statement is a record of training gained to demonstrate the attainment of competence across a range of activities.

Your completed application and personal Statement will be considered by the Academy, and we may require further information from you. If you successfully complete the process and are awarded a Certificate of Competence, you may apply for registration with the Academy for Healthcare Science. The award of a Certificate of Competence does not guarantee registration or employment.

Based on the information you provide, we may consider that you would qualify for the Certificate of Equivalence as a Healthcare Science Practitioner. If so, we will contact you to discuss options.

Eligibility criteria

The Practitioner Certificate of Competence for Anatomical Pathology Technologists involves an assessment of your competence against the published Standards of Proficiency. The Academy believes that such competence can be gained through a combination of appropriate qualifications and experience. To be eligible to apply for the certificate, you must:

1. Hold a Certificate in Anatomical Pathology Technology qualification plus two years post-certificate practical experience.

OR

2. Hold a Diploma in Anatomical Pathology Technology qualification.

OR

3. Have 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.

Whichever of the above criteria you meet, your application will be assessed against the published Standards of Proficiency for Anatomical Pathology Technologists. We recommend that you familiarise yourself with these standards. The Academy also publishes a handbook, which sets out how your application will be assessed, how your competence will be

established and the possible outcomes of this process. We recommend that you refer to this handbook.

Section 1 – discipline

This guidance relates to the Certificate of Competence for Anatomical Pathology Technologists (APT). Other guidance documents are available for Genetic Technologists, Ophthalmic Science Practitioners and Tissue Bank Technologists who wish to complete the Certificate of Competence.

Section 2 – about you

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

You are required to provide certified copies of proof of identity and change of name.

If you are awarded a Certificate of Competence, you will need to complete a separate, online application for registration. The information you provide here will not be published by the Academy.

Section 3 – your academic and professional qualifications

3.1 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 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.

3.2 Relevant professional qualifications

Qualifications are the certificate or diploma in Anatomical Pathology Technology. Management, Teaching and other qualifications can also be included e.g. enucleation certificate. 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.

3.3 Membership of professional bodies

It is not a mandatory requirement to belong to a professional body, though the Academy recommends that you join the Association of Anatomical Pathology Technologists.

Section 4 – your professional record

4.1 Articles and publications

You should include any articles written for professional body journal or other journals, as well as published abstracts, from poster or oral presentations at meetings.

4.2 Research

You should include any research projects (funded, not funded) to which you have made a contribution. You may include any other information that you wish to draw to the attention of the Academy. 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.

4.3 Employment/positions held

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 personal statement in the section that describes your training and experience. Your referee(s) should confirm re-training and competence to practice after return to work from a break in service.

4.4 Training

The combination of this section and the personal statement 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 should list in this section courses or training sessions attended by you which help to maintain, develop or increase levels of competency e.g. enunciation course, infection control. Such courses or training may be external or in house.

Section 5– competence

5.1 Your Personal statement

Your competence will be assessed against the Standards of Proficiency for Anatomical Pathology Technologists; these are published on the Academy’s website and we strongly recommend that you familiarise yourself with them before drafting your written statement.

Your written statement should be written using the headings stated below to establish your competence in each of the areas listed:

<u>Technical</u>	Evidence of 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.
<u>Clinical</u>	Evidence of performing 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.
<u>Communication Skills</u>	With bereaved relatives and agencies associated with the post-mortem process.
<u>Managing and planning your work activity</u>	For most this will include planning day to day activities. At a higher level it also includes planning for disaster and emergency situations
<u>Teaching and training</u>	This may be at a local level i.e. with trainee APTs or include teaching/training on formal or informal courses/qualifications. Teaching and training can be discipline specific or the teaching and training of other health care professionals or lay public.
<u>Research & Development</u>	Include any involvement in any research and development programme over the last two years.

5.2 Professional meetings and CPD

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.

5.3 References

Your Head of Department should provide a written reference. Also provide a name of a second referee who can be contacted, if needed. It is required that your reference is 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 Academy APT Register, or a state register (such as the Health and Care Professions Council).

If you have recently changed posts (in the last 6 months) you will be required to supply a reference from your previous employer.

Your referee(s) should confirm training, and any re-training undertaken and your overall competence to practice as an Anatomical Pathology Technologist.

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

Section 6 – Declarations

You are required to confirm that all information you have provided is to the best of your knowledge accurate.

You are required to pay the application fee before your application will be progressed.