

Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology)

January 2020

Guided Learning Hours (GLH) 363 hours
Total Qualification Time (TQT) 615 hours

Ofqual Qualification Number: 603/3969/X

Description

This Level 3 Diploma is designed for those wishing to become Assistant Anatomical Pathology Technologists. The qualification consists of five knowledge units and five competency units and 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 trainee 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 a standard *post mortem* examination, arrange a viewing of the body by relatives and friends of the deceased and perform routine administrative tasks.

This qualification is the first step in a career pathway for Anatomical Pathology Technologists. Successful learners can progress to the RSPH Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology), followed by a Foundation Degree in Anatomical Pathology and a BSc in Healthcare Science (Anatomical Pathology Technology).

Content:

	Page
Unit APT3.1: Human anatomy and physiology for anatomical pathology technologists	3
Unit APT3.2: Governance and administration of mortuary practices	5
Unit APT3.3: Health and safety in the mortuary	7
Unit APT3.4: Microbiology and infection control for anatomical pathology technologists	9
Unit APT3.5: Principles of effective communication for anatomical pathology technologists	11
Unit APT3.6: Preparation and operation of a mortuary	13
Unit APT3.7: Prepare for post mortem examinations	15
Unit APT3.8: Assist with post mortem examinations	17
Unit APT3.9: Viewing of the deceased	19
Unit APT3.10: Team working	22
Learner Guidance	24
Recommended prior learning	24
National Occupational Standards	24
Centre Guidance	25
Registration of Candidates	25
Assessment Requirements	25
Submission of Centre Assessed Work	25
Special Assessment Needs	25
How to apply to offer this qualification	26
Recommended Qualifications and Experience of Tutors and Assessors	26
Other Information	26

Unit APT3.1: Human anatomy and physiology for anatomical pathology technologists

Guided learning: 68 hours

Total Unit time: 118 hours

Unit Level: 3

Unit reference number: J/505/2412

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 Understand the anatomical structure of the human body, by being able to meet the following assessment criteria:

- 1.1 Describe the anatomical structure and identifiable features of the urogenital system of the human body
- 1.2 Describe the anatomical structure and identifiable features of the alimentary, exocrine and endocrine systems of the human body
- 1.3 Describe the anatomical structure and identifiable features of the cardiovascular, lymphatic and respiratory systems of the human body
- 1.4 Describe the anatomical structure and identifiable features of the musculo-skeletal system of the human body
- 1.5 Describe the anatomical structure and identifiable features of the central nervous system of the human body.

2 Understand the physiology of anatomical systems in the human body, by being able to meet the following assessment criteria:

- 2.1 Explain the physiology of the urogenital system of the human body
- 2.2 Explain the physiology of the alimentary, exocrine and endocrine systems of the human body
- 2.3 Explain the physiology of the cardiovascular, lymphatic and respiratory systems of the human body
- 2.4 Explain the physiology of the musculo-skeletal system of the human body
- 2.5 Explain the physiology of the central nervous system of the human body.

Assessment:

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

Course work

Task based controlled assessment

Written examination

Unit APT3.2: Governance and administration of mortuary practices

Guided learning: 42 hours

Total Unit time: 62 hours

Unit Level: 3

Unit reference number: Y/505/2415

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Understand the importance of consent and confidentiality relating to mortuary practices, by being able to meet the following assessment criteria:**
 - 1.1 Identify mortuary practices and situations for which consent is required
 - 1.2 Identify mortuary practices and situations for which confidentiality is required
 - 1.3 Explain the reasons why consent and confidentiality may be required.

- 2 Know the documentation requirements for *post mortem* examination consent and subsequent procedures, by being able to meet the following assessment criteria:**
 - 2.1 Describe documentation required for *post mortem* examinations
 - 2.2 Describe documentation and procedural requirements for death certification
 - 2.3 Describe documentation and procedural requirements for disposal of the deceased.

- 3 Understand the requirements of professional practice for anatomical pathology technologists, by being able to meet the following assessment criteria:**
 - 3.1 Outline the requirements of the appropriate codes of conduct for anatomical pathology technologists
 - 3.2 Explain the scope of practice for anatomical pathology technologists
 - 3.3 State why the scope of practice should not be exceeded.

- 4 Know the role of statutory bodies in the governance and administration of mortuary practices, by being able to meet the following assessment criteria:**
 - 4.1 Identify the statutory bodies that have a role in the governance and administration of mortuary practices
 - 4.2 State the role that each statutory body has in the governance and administration of mortuary practices.

Assessment:

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

Course work

Task based controlled assessment

Written examination

Unit APT3.3: Health and safety in the mortuary

Guided learning: 47 hours

Total Unit time: 57 hours

Unit Level: 3

Unit reference number: D/505/2416

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Understand employer and employee responsibilities for health and safety in the mortuary, by being able to meet the following assessment criteria:**
 - 1.1 Outline the main legal framework and laws relating to health and safety at work
 - 1.2 Explain the responsibilities of employers with respect to health and safety at work
 - 1.3 Explain the responsibilities of employees with respect to health and safety at work.

- 2 Understand the hazards and risks of a mortuary to individuals and the environment, by being able to meet the following assessment criteria:**
 - 2.1 Explain the risks and effects of biological hazards in a mortuary
 - 2.2 Explain the risks and effects of chemical hazards in a mortuary
 - 2.3 Explain the risks and effects of physical and radiological hazards in a mortuary.

- 3 Understand how to produce a risk assessment, by being able to meet the following assessment criteria:**
 - 3.1 Identify work activities in the mortuary that may require a risk assessment
 - 3.2 Explain control measures for common biological, chemical and physical hazards likely to be encountered in a mortuary
 - 3.3 Outline the steps needed to be taken to complete a risk assessment
 - 3.4 Explain the principle of the hierarchy of control by the use of suitable examples.

- 4 Know emergency procedures in the event of an accident or incident, by being able to meet the following assessment criteria:**
 - 4.1 Describe immediate actions that should be taken in the event of an accident, fire or other emergency
 - 4.2 Outline procedures for reporting, recording and investigating accidents, incidents, near misses and ill-health.

Assessment:

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

Course work

Task based controlled assessment

Written examination

Unit APT3.4: Microbiology and infection control for anatomical pathology technologists

Guided learning: 40 hours

Total Unit time: 65 hours

Unit Level: 3

Unit reference number: K/505/2418

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 Understand the structure and life cycles of bacteria, fungi and viruses of relevance to human health, by being able to meet the following assessment criteria:

- 1.1 Describe the structure of bacteria, fungi and viruses
- 1.2 Describe how bacteria, fungi and viruses grow and multiply
- 1.3 Explain the conditions necessary for the optimal growth and multiplication of bacteria and fungi
- 1.4 Outline the life-cycles of bacteria, fungi and viruses that are representative of those commonly encountered in a mortuary setting.

2 Understand the structure and life cycles of protozoa of relevance to human health, by being able to meet the following assessment criteria:

- 2.1 List three common examples of protozoa capable of causing disease in humans
- 2.2 Explain how protozoa can infect and spread between humans.

3 Understand the principles of infection control, by being able to meet the following assessment criteria:

- 3.1 Outline how infestations may develop in a mortuary setting
- 3.2 Outline how microorganisms can spread between individuals
- 3.3 Explain how poor mortuary practice can increase the risk of infection and spread of disease
- 3.4 Explain how good mortuary practice can reduce the risk of infection.

Assessment:

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

Course work

Task based controlled assessment

Written examination

Unit APT3.5: Principles of effective communication for anatomical pathology technologists

Guided Learning: 26 hours

Total Unit time: 31 hours

Unit Level: 3

Unit reference number: M/505/2419

Summary of Learning Outcomes:

To achieve this unit a candidate must:

1 Understand how anatomical pathology technologists should communicate with other relevant persons when carrying out their duties, by being able to meet the following assessment criteria:

- 1.1 Identify barriers to communication between anatomical pathology technologists and other relevant persons that may affect understanding and strategies for overcoming these
- 1.2 Identify the communication skills that are effective in communicating with other relevant persons
- 1.3 Explain the importance of effective communication between anatomical pathology technologists and other relevant persons.

2 Understand how anatomical pathology technologists should communicate with relatives, friends and carers of the deceased, by being able to meet the following assessment criteria:

- 2.1 Identify the communication skills that are effective in communicating with relatives, friends and carers of the deceased
- 2.2 Identify barriers to communication and strategies for overcoming these
- 2.3 Explain the importance of effective communication.

Assessment:

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

Course work

Task based controlled assessment

Written examination

Unit APT3.6 Preparation and operation of a mortuary

Guided learning: 30 hours

Total Unit time: 58 hours

Unit Level: 3

Unit reference number: M/505/2422

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Be able to carry out cleaning and disinfection of surfaces and equipment, by being able to meet the following assessment criteria:**
 - 1.1 Prepare cleaning and disinfectant solutions
 - 1.2 Follow standard operating procedure in the cleaning and disinfection of surfaces
 - 1.3 Use appropriate techniques to disinfect or sterilise equipment
 - 1.4 Ensure disinfected and sterilised equipment is protected from contamination until required

- 2 Be able to store mortuary equipment and materials, by being able to meet the following assessment criteria:**
 - 2.1 Follow standard operating procedures for the storage of equipment and materials
 - 2.2 Retrieve equipment and materials from storage as requested.

- 3 Be able to store and retrieve records, by being able to meet the following assessment criteria:**
 - 3.1 Follow standard operating procedures for the storage of records
 - 3.2 Follow standard operating procedures for the retrieval of records
 - 3.3 Ensure records are only accessed by authorised staff.

- 4 Be able to record and carry out appropriate maintenance of mortuary equipment, by being able to meet the following assessment criteria:**
 - 4.1 Carry out routine maintenance of mortuary equipment
 - 4.2 Record relevant details of equipment maintenance

- 5 Be able to receive and release the deceased, by being able to meet the following assessment criteria:**
 - 5.1 Follow standard operating procedures for the receipt and release of the deceased.

6 Understand the importance of infection control and record management in the operation of a mortuary, by being able to meet the following assessment criteria:

- 6.1 Explain the reasons for cleaning, disinfecting and sterilising equipment and surfaces in the mortuary.
- 6.2 State why information governance is important in a 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 APT3.7 Prepare for *post mortem* examinations

Guided learning: 24 hours

Total Unit time: 58 hours

Unit Level: 3

Unit reference number: F/505/2425

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Be able to prepare a deceased person for a *post mortem* examination, by being able to meet the following assessment criteria:**
 - 1.1 Assess risks to self and others that the deceased may present prior to preparing the body for *post mortem* examination
 - 1.2 Establish the identity of the deceased
 - 1.3 Ensure information relating to the deceased is made available to the pathologist
 - 1.4 Prepare the deceased for *post mortem* examination according to relevant guidelines

- 2 Be able to prepare the mortuary for *post mortem* examinations, by being able to meet the following assessment criteria:**
 - 2.1 Identify materials required for the *post mortem* examination
 - 2.2 Prepare materials required for the future assessment of any samples taken during *post mortem* examination
 - 2.3 Ensure equipment required for the *post mortem* examination is available and ready for use
 - 2.4 Ensure equipment necessary for the recording of *post mortem* examination data is available and ready for use

- 3 Understand the risks to self and others if adequate preparations are not made for a *post mortem* examination, by being able to meet the following assessment criteria:**
 - 3.1 Explain the risks of infection from the body of the deceased during a *post mortem* examination and how proper preparation can minimise these risks
 - 3.2 Explain the health and safety risks due to materials and equipment used during a *post mortem* examination.

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 APT3.8: Assist with *post mortem* examinations

Guided learning: 44 hours

Total Unit time: 78 hours

Unit Level: 3

Unit reference number: K/505/2838

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Be able to carry out an external examination of a deceased person, by being able to meet the following assessment criteria:**
 - 1.1 Identify from external examination of the deceased gross pathological features that may be related to the cause of death
 - 1.2 Record marks and injuries on the deceased using correct terminology.

- 2 Be able to carry out evisceration and dissection of a deceased person under the direction of supervisory staff, by being able to meet the following assessment criteria:**
 - 2.1 Remove the major organs from the deceased to include:
 - Heart and great vessels
 - Lungs
 - Liver
 - Spleen
 - Brain
 - 2.2 Remove the major structures from the deceased to include:
 - Gastro-intestinal tract
 - Genito-urinary tract

- 3 Be able to carry out an examination of dissected organs and structures, by being able to meet the following assessment criteria:**
 - 3.1 Identify any gross pathological features of human organs and structures that may be related to the cause of death
 - 3.2 Record relevant measurements and weights of organs and structures.

- 4 Be able to carry out reconstruction of a deceased person following post-mortem examination, by being able to meet the following assessment criteria:**
 - 4.1 Reconstruct the deceased person following post mortem examination
 - 4.2 Suture relevant incisions in the deceased person
 - 4.3 Ensure the deceased person is suitable for viewing by relatives, friends and carers.

- 5 Be able to carry out procedures for tissue retrieval under the direction of supervisory staff, by being able to meet the following assessment criteria:**
 - 5.1 Prepare tissue and organ samples for further analysis
 - 5.2 Retrieve tissues from a deceased person for donation or scientific research
 - 5.3 Comply with relevant legislation during tissue retrieval
 - 5.4 Maintain accurate records of tissue retained for analysis or scientific research
 - 5.5 Comply with local tissue retention and disposal standard operating procedures.

- 6 Understand health and safety, infection control, communication and record keeping requirements for *post mortem* examinations, by being able to meet the following assessment criteria:**
 - 6.1 Explain why infection control is important during *post mortem* examinations
 - 6.2 Explain why health and safety is important during *post mortem* examinations
 - 6.3 State the reasons for accurate recording of information and maintenance of records during post mortem examinations
 - 6.4 Explain why clear communication between team members is important during post mortem examinations.

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 APT3.9: Viewing of the deceased

Guided Learning: 27 hours

Total Unit time: 61 hours

Unit Level: 3

Unit reference number: A/505/2438

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Be able to prepare a deceased person for viewing , by being able to meet the following assessment criteria:**
 - 1.1 Confirm the identity of the deceased person for viewing
 - 1.2 Check that there are no restrictions on the viewing of the body by relatives, friends and carers, to include restrictions due to disfigurement and risk of infection
 - 1.3 Follow standard operating procedures in preparing the deceased for viewing
 - 1.4 Take account of any religious and/or cultural requirements when preparing the deceased for viewing
 - 1.5 Take appropriate protective measures when preparing the deceased for viewing.

- 2. Be able to provide support to relatives, friends and carers when viewing the deceased, by being able to meet the following assessment criteria:**
 - 2.1 Confirm the identity of relatives, friends and carers prior to allowing the viewing to take place
 - 2.2 Communicate appropriate information in a sensitive manner
 - 2.3 Follow standard operating procedures when conducting the viewing of the deceased
 - 2.4 Advise relatives, friends and carers appropriately with regard to after death procedures
 - 2.5 Refer relatives, friends and carers to additional sources of support and guidance as required.

- 3 Understand why rigorous procedures have been developed for viewing of the deceased, by being able to meet the following assessment criteria:**
 - 3.1 Explain why it is important to check the identity of the deceased, relatives, friends and carers prior to the viewing of a body
 - 3.2 Outline why it is important to take account of any religious or cultural considerations when preparing a body for viewing
 - 3.3 Explain the rationale of any protective measures taken during the preparation of a body for viewing.

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

Unit APT3.10 Team working

Guided Learning: 15 hours

Total Unit time: 27 hours

Unit Level: 3

Unit reference number: J/505/2426

Summary of Learning Outcomes:

To achieve this unit a candidate must:

- 1 Be able to participate in planning the work of a team, by being able to meet the following assessment criteria:**
 - 1.1 Describe the roles and contributions of team members to the work of the team
 - 1.2 Identify the aims and objectives of the team
 - 1.3 Plan activities with the team in order to meet the aims and objectives
 - 1.4 Agree timescales for completion of activities

- 2 Be able to carry out own role as part of a team, by being able to meet the following assessment criteria:**
 - 2.1 Organise own work in order to meet agreed aims and objectives on time
 - 2.2 Monitor own progress towards meeting aims and objectives
 - 2.3 Take appropriate action if aims and objectives are unlikely to be met within agreed timescales
 - 2.4 Evaluate own contribution to the work of the team

- 3 Be able to communicate effectively with other team members, by being able to meet the following assessment criteria:**
 - 3.1 Clarify own role and the role of others in meeting the team's aims and objectives
 - 3.2 Inform other team members of own progress towards aims and objectives
 - 3.3 Give advice to team members if requested to enable them to meet their aims and objectives.

- 4 Understand the importance of team work and communication, by being able to meet the following assessment criteria:**
 - 4.1 Explain why team work is important in an organisation
 - 4.2 Explain how effective communication aids the work of a team

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 must have undertaken induction training required by their employer for working in a mortuary.

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.

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.

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 must be by direct observation in the workplace, the use of witness statements and professional interviews. Assessors should 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 relating to competency units (units APT3.6 – APT3.10) 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 candidate assessment summary forms can be downloaded from the Centre Area of the RSPH website (www.rsph.org.uk).

All centre assessed candidate work for the qualification must be completed and submitted to RSPH within two calendar years of registration (the *registration period*). 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.

Special Assessment Needs:

Centres that have candidates with special assessment needs should consult RSPH's *Reasonable Adjustments and Special Consideration* policy, this is available from RSPH and RSPH's web site (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 the RSPH Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology).

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 3 Diploma in Healthcare Science (Anatomical Pathology Technology) include:

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

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,
Royal Society for Public Health
John Snow House,
59 Mansell Street,
London E1 8AN

Tel. 020 7265 7300
Fax. 020 7265 7301
E.mail: info@rsph.org.uk
www.rsph.org.uk