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**Shortened Application Route (Pilot) for those who hold the Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology): Guidance for Applicants and Supporters**

**Eligibility for the shortened application route pilot**

* Are at the class of Member of the AAPT
* Hold the RSPH Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology) or equivalent
* Expected to have one year's professional experience in a mortuary as an APT
* Committed to undertaking continuing professional development (CPD)
* Have a supporter for your application
* Have an up-to-date CV
* Compliance with the Science Council CPD standards

Applicants eligible for this **pilot stage** will be required to have concluded and satisfactorily passed the RSPH Level 3 Diploma in Healthcare Science (Anatomical Pathology Technology) within 2 years prior to their application submission (i.e. only those who passed from 2022 onwards)

**Waived Competences**

The following RSciTech competences are waived for applicants of this shortened route:

* Application of Knowledge and Understanding: A1, A2, A3
* Personal Responsibility: C1
* Interpersonal Skills: B2
* Professional Practice: C2
* Professional Standards: E1, C3

**Required Competences**

Applicants must demonstrate the following competences via a competence report:

* B1: Work Consistently and Effectively with Minimal Supervision
* B3: Responsibility for Quality of Work and Impact on Others
* D1: Problem Identification and Solution
* D2: Effective Use of Resources
* D3: Continuous Process Improvement
* E2: Maintain and enhance competence in own area of practice through professional development activity.

**Competence completion – suggested examples**

**B1 Work Consistently and Effectively with Minimal Supervision**

Suggested examples: Ensure equipment necessary for the recording of post mortem examination data is available and ready for use, your role in quality, audit, and compliance. You may also wish to use working practical examples from the completion of the Level 3 Diploma in Healthcare Science (APT) portfolio.

**B3: Responsibility for Quality of Work and Impact on Others**

Suggested examples: patient identification, relationship with toxicology department, 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. Considering patient cultures. You may also wish to use working practical examples from the completion of the Level 3 Diploma in Healthcare Science (APT) portfolio.

**D1: Problem Identification and Solution**

Suggested examples: mortuary capacity issues, timely manner of post mortem examinations, innovation with the commercial sector and reconstruction. You may also wish to use working practical examples from the completion of the Level 3 Diploma in Healthcare Science (APT) portfolio.

**D2: Effective Use of Resources**

Suggested examples: materials used for reconstruction, preparation for viewings and effective use of IT. You may also wish to use working practical examples from the completion of the Level 3 Diploma in Healthcare Science (APT) portfolio.

**D3: Continuous Process Improvement**

Suggested examples: improvements in admissions procedures, areas for improvement identified at staff appraisal, avoiding duplication effort and awareness & implementation of national guidance such as from the Human Tissue Authority. You may also wish to use working practical examples from the completion of the Level 3 Diploma in Healthcare Science (APT) portfolio.

**E2: Maintain and enhance competence in own area of practice through professional development activity**

Suggested examples: attendance at consent training with the AAPT and HTA, attendance at the Annual Educational Event. Remember to describe how the activity undertaken has enhanced your competence; how did you professionally develop by undertaking the activity and what were the benefits to self, the team, service users and patients?

**Further tips you should bear in mind when compiling your application:**

* When you are thinking about how to structure your answers, you will need to think of examples of your experiences in terms of what you did, how you went about it and why you did it
* You should think about using examples that are fairly recent i.e. from the last three years, although you can also draw on relevant experience from further back in your career
* You can use and refer to a particular example more than once, but do ensure you make it clear how and why it applies to a competence
* You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role
* We expect that in a typical application 200-300 words will be sufficient for each competence, although the level of detail required could be less if you are to be interviewed

**Code of Conduct**

Registrants will agree to be bound by the code of professional conduct of the AAPT as well as by the Science Council Model Rules of Conduct for Registrants which state that:

Registrants must:

* Exercise their professional skills and judgement to the best of their ability and discharge their professional responsibilities with integrity, serving as an example to others
* Have regard at all times to the public interest
* Do all in their power to ensure that their professional activities do not put the health and safety of others at risk
* When called upon to give a professional opinion, do so with objectivity and reliability
* Never engage in corrupt practice
* Undertake appropriate Continuing Professional Development (CPD) and be able to demonstrate this to others
* Further the interests of and maintain the dignity and welfare of their Licensed Body and profession.
* Minimise their impact on the environment including the encouragement the fair and sustainable use of resources
* Treat other with respect and encourage equity, diversity and inclusion (EDI) including embedding EDI within their work

**Guidance to supporters & supporter review**

Each applicant for the award of Registered Science Technician status (RSciTech) is required to identify a supporter.

As the applicant’s supporter you must be familiar with their work and will be a senior colleague, usually a line manager or supervisor.

Wherever possible supporters should hold membership of a professional body and professional registration where it exists.

Your role as a supporter is to consider the candidate’s application for the award of RSciTech and to:

* Provide supporting comments that the candidate meets or exceeds the standard for each competence areas, where appropriate
* Sign to confirm that, to the best of your knowledge, the information the candidate has provided is correct and accurate

**Frequently Asked Questions by Supporters**

Why do applicants for registration need a supporter?

After a candidate submits their application, it’s important that an individual who knows the applicant and their work well can verify that they have represented themselves accurately. This will involve reading the applicants competence report and completing the supporter review form.

**Why have I been chosen to support the application?**

Applicants nominate their own supporters.

Each of the registers has a requirement of one supporter. They have picked you because, in their opinion, you are well-placed to know about their work and their background.

You aren’t expected to know the applicant’s entire work history, but you should be someone who can verify, particularly for their more recent work, that they work in the field they say they do, and that their achievements, academically and professionally are genuine.

**Making the application and Next steps**

**Three documents** need to be sent to the AAPT Secretary, Christian Burt by email [christianburt@ibms.org](mailto:christianburt@ibms.org)

* This completed competence report
* A chronological list of CPD activities for the last 12 months
* An up-to-date CV

**The assessment process**

Assessment will be organised with x2 AAPT trained assessors (independently) and, at pilot stage, initially, the bespoke route will operate in a pilot mode for the first three applications. If the assessors are not in agreement with their outcomes, a third assessor will be contacted.

If there is the requirement for a third assessor, through disagreement between assessors 1&2, this will be organised by the AAPT Secretary.

The AAPT will provide the Registration Authority with the first three applications through this shortened application route, with each application individually quality assured by the RTR committee of the Science Council.

If the applicant has not met the standards and is required to send more information:

The AAPT Secretary will feedback the comments from the assessor reports to the applicant and offer guidance as to where more information is needed for a resubmission of the appropriate standards where there is a shortfall of information.

**Appeals**

Should the AAPT feel that at this time, that unfortunately you do not meet the criteria you will be advised. If you wish to appeal this decision and have your application reconsidered, you must notify the AAPT Secretary in writing within a month of receiving the correspondence from us.

Appeals letters should state how you meet the standards and include evidence additional to your original submission and be signed by both the original supporter and you.

All such appeals will be considered by the AAPT Executive Committee, whose decision is final.