

**20% off the job training log**

**North Tees Hospital**

**NHS Foundation Trust**

This record is to be completed by the candidate and / or mentor

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| **Candidate Name:** |  | **Date training commenced:** | Jan 20 \_\_\_\_\_\_ |
| **Job Title:** | Trainee Anatomical Pathology Technologist | **RSPH number:** |  |
| **Employer:** |  |

**Off the job training may include the following activities:** Guided online learning by the Centre (e.g., live / recorded teaching and revision sessions, exam revision, written assignments etc..), Portfolio work, Departmental visits or visits to other organisations, Shadowing other colleagues, Mentoring other staff, Conferences / CPD, Departmental teaching, Individual work-based training and competencies, Trust mandatory / ESR training, Departmental rotations, One-to-one meetings, Appraisals, Work based practical observations and simulation, Reflections / work-based diaries / training plans and logs, Peer to peer support (e.g. discussions/joint working), Numeracy and or literacy training, Participating in online forums, Professional networks, Reading / reviewing SOP’s, Attending trust / departmental meetings.

Total target Off the job training hours for this training: **710**

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| **Unit 3.1: Human Anatomy & Physiology for APTs**  |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:68
* Total qualification time:118
 | Total hrs: Target hrs: 116Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.2: Governance & Administration of mortuary practices** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:42
* Total qualification time:62
 | Total hrs: Target hrs: 60Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.3: Health & Safety in the mortuary** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:47
* Total qualification time:57
 | Total hrs: Target hrs: 55Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.4: Microbiology & Infection control for APTs** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:40
* Total qualification time:65
 | Total hrs: Target hrs: 70Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.5: Principals of effective communication for APTs** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:26
* Total qualification time:31
 | Total hrs: Target hrs: 40Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.6: Prepare for PM examination** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor  |
| As per RSPH qualification specifications: * Guided learning hours:30
* Total qualification time:58
 | Total hrs: Target hrs: 70Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.7: Assist with PM examination** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:24
* Total qualification time:58
 | Total hrs: Target hrs: 100Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.8: Viewing of the deceased** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:44
* Total qualification time:78
 | Total hrs: Target hrs: 80Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.9: Preparation and operation of a mortuary** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:27
* Total qualification time:61
 | Total hrs: Target hrs: 70Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |

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| **Unit 3.10: Effective team working** |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
| As per RSPH qualification specifications: * Guided learning hours:15
* Total qualification time:27
 | Total hrs: Target hrs: 50Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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| **Unit 3.\_\_\_ :**  |
| Date of activity | Type of activity | Description of Activity / work (link to KSB’s) | Hours of activity  | Sign off by mentor |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  | Total hrs: Candidate signature:Mentor signature: |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
|  | 🞎 Theory / Teaching🞎 Practical / work-based learning🞎 Portfolio evidence 🞎 Other |  |  |
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**Off the job training log continuation sheet**