
Level 4 Diploma in Healthcare Science (Anatomical Pathology Technology)

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

Ofqual Qualification Number:

Description

This Level 4 Diploma is designed for Associate Anatomical Pathology Technologists. The qualification consists of five knowledge units and five competency units. The qualification consists of five knowledge units and five competency units and can only be taken after the successful completion of the Level 3 Anatomical Pathology Technology qualification. This is normally taken by trainee Anatomical Pathology Technologists which 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 a range of mortuary management 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).

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

Guided learning hours: 59

Qualification time: 149

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.

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

Guided learning hours: 37

Total qualification time: 97

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.

Unit APT4.3: Quality management in the mortuary

Guided learning hours: 42

Total qualification time: 102

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.

Unit APT4.4: Advanced mortuary practice

Guided learning hours: 59

Total qualification time: 149

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.

Unit APT4.5: Health and safety in the mortuary

Guided learning hours: 37

Total qualification time: 102

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.

Unit APT4.6 Supervision of the mortuary function

Guided learning hours: 30

Total qualification time: 100

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.

Unit APT4.7 Management of the deceased in the mortuary

Guided learning hours: 27

Total qualification time: 97

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.

Unit APT4.8: Bereavement support

Guided learning hours: 45

Total qualification time: 95

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.

Unit APT4.9: Specialist practical mortuary skills

Guided learning hours: 45

Total qualification time: 150

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.

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

Guided learning hours: 60

Total qualification time: 150

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.