

# Histopathology

## Specialty Specific Guidance

This guidance is to help doctors who are applying for entry onto the Specialist Register with a CESR in Histopathology against the 2021 curriculum. You will also need to read the [Histopathology curriculum](#)

## Introduction

You can [contact us](#) and ask to speak to the GMC Specialist Applications team for advice before you apply. You are strongly advised to contact the Royal College of Pathologists for guidance **before** you submit your application. The Royal College of Pathologists can be contacted at [training@rcpath.org](mailto:training@rcpath.org).

### **What is the indicative period of training for a Certificate of Completion of Training (CCT) in Histopathology?**

The Royal College of Pathologists anticipates that five years would normally be required to satisfactorily complete the Histopathology curriculum to the required depth and breadth, including two years and six months of the Integrated Cellular Pathology Training (ICPT) and two years and six months of histopathology training. It is unlikely that you would achieve all the learning outcomes required for a CCT in a shorter period of time.

For complete details refer to the [Histopathology curriculum documentation](#).

## Submitting your evidence

Do not submit original documents.

All your copies, other than qualifications you're getting authenticated, **must** be accompanied by a pro-forma signed by the person who is attesting to the validity and accuracy of your evidence (your verifier). It's very important that you read an explanation of how to do this in our [important notice about evidence](#).

You will also need to submit translations of any documents that are not in English. Please ensure the translations you submit meet our [translation requirements](#).

Your evidence **must** be accurate and may be verified at source should we have any queries or justifiable doubts about the accuracy of your evidence. All evidence submitted will be cross checked against the rest of your application and documents.

### **Anonymising your evidence**

It is important that you anonymise your evidence before you submit it to us. You must remove:

- All patient identifying details

- Details of patients' relatives
- Details of colleagues that you have assessed, written a reference for, or who have been involved in a complaint you have submitted.

This includes:

- Names (first and last)
- Addresses
- Contact details such as phone numbers or email addresses
- NHS numbers
- Other individual patient numbers
- GMC numbers

The following details don't need to be anonymised:

- Gender
- Date of birth

It is your responsibility to make sure that your evidence has been anonymised. Evidence which has not been anonymised will be returned to you. More information can be found on our [website](#).

### **How much evidence to submit**

This guidance on documents to supply is not exhaustive and you may have alternative evidence. You do not necessarily have to supply every type of evidence listed, but you must submit sufficient evidence to address each of the required learning outcomes and the associated capabilities. We recognise that you may not have all the evidence listed here and we recommend that you delay submitting an application until you are able to gather it.

Your evidence **must** cover the knowledge, skills and qualifications to demonstrate the required learning outcomes and capabilities in all areas of the [Histopathology curriculum](#). If evidence is missing from any area of the curriculum, then the application may fail.

If you have a piece of evidence that is relevant to more than one area, do not include multiple copies in your evidence. Instead, include one copy and list it in your application under each relevant area, stating that the document is located elsewhere, and you would like to cross-reference it.

It will help us to deal with your application more quickly if you make sure that you send us only evidence that is directly relevant.

Evidence of your competence should be recent. When reviewing evidence, we generally consider evidence up to five years old to be sufficiently recent.

Small amounts of older evidence may support an application if it's highly relevant to Histopathology practise. For example, all trainees will undertake basic autopsy training during integrated cellular pathology training (ICPT). After two years of ICPT, trainees will declare whether they wish to undertake higher autopsy training. Therefore, CESR applicants must provide adequate evidence of experience in basic autopsy to meet the requirements of the autopsy section in ICPT.

We will accept robust evidence of basic autopsy training older than five years as a CCT trainee does not need to be maintain this competence in order to complete training.

Please note evidence from over eight years prior to your application (other than qualifications and evidence of career history) will be discounted so this should not be submitted.

As a general guide, we would want no more than between 800 and 1000 pages of evidence.

**Our guidance on compiling your evidence will help you to decide what is relevant and what is not. We recommend that you read it carefully.**

### **Organising your evidence**

Your evidence will need to be organised to reflect the structure of the online application, which may mean you need to create your own dividers for any hard copy evidence.

The Histopathology curriculum developed by the Royal College of Pathologists is divided into 11 capabilities in practice (CiPs). Each CiP has a set of descriptors associated with that activity or task. The seven generic CiPs cover the universal requirements of all specialties as described in the generic professional capabilities (GPC) framework and four specialty CiPs describe the laboratory and clinical tasks or activities which are essential to the practice of Histopathology. The specialty CiPs have also been mapped to the GPC domains and subsections to reflect the generic professional capabilities required to undertake the clinical tasks.

You need to gather your evidence by area of competence in the curriculum and then attach this under the relevant section in your online application.

If evidence is relevant to several CiPs, please add the evidence under the first one available only and make reference to the other CiPs it relates to.

It is important to note that you will not be able to compensate for shortfalls in your evidence of training and experience in a particular area of the curriculum by providing extra evidence in other areas.

The amount of evidence needed for each domain will vary, according to the documentation required to cover each capability.

### **Specialty Learning Outcomes**

The 11 CiPs describe the professional tasks or work within the scope of Histopathology. Each CiP has a set of descriptors associated with that activity or task. Descriptors are intended to help trainees and trainers recognise the minimum level of knowledge, skills and attitudes which should be demonstrated for an entrustment decision to be made. By the completion of training and award of CCT, the doctor must demonstrate that they are capable of unsupervised practice in all generic and specialty CiPs.

The seven generic CiPs cover the universal requirements of all specialties as described in the GPC framework. Assessment of the generic CiPs will be underpinned by the GPC descriptors.

The four specialty CiPs describe the laboratory and clinical tasks or activities which are essential to the practice of Histopathology. The specialty CiPs have also been mapped to the GPC domains and subsections to reflect the professional generic capabilities required to undertake the clinical tasks.

#### **Generic CiPs**

1. Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care.
2. Able to work within ethical and legal frameworks across all aspects of clinical practice.
3. Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement.
4. Maintains patient safety at the forefront of clinical working. Can utilise quality improvement activity realistically within the

constraints of the role.

5. Able to contribute to and support research.
6. Behaves as an educator in the context of the role and promotes educational culture.
7. Able to self-appraise, learn and adapt.

### Specialty CiPs

8. Able to demonstrate leadership and management within the laboratory setting for the benefit of patient care.
9. Able to use laboratory and other services effectively in the investigation, diagnosis, and management of patients, relatives, and the deceased.
10. Able to manage and contribute to a multidisciplinary team effectively.
11. Able to take, manage and interpret pathological specimens accurately and safely, mindful of risks to self and others.

## Unsuccessful applications or poor evidence

It is our experience that applications from doctors in the specialty of Histopathology are often submitted with inadequate or poor evidence in the following areas.

- No evidence of Fellowship of the Royal College of Pathologists (FRCPath) by examination or equivalent robust evidence of knowledge of the breadth and depth of the curriculum.
- No evidence of experience or exposure to paediatric and neuropathology.
- No evidence of competence in Autopsies equivalent to the curriculum. Applicants need to demonstrate evidence of performing 40 adult autopsies.
- No evidence of competence in Gynae Cytology equivalent to the curriculum.

**We strongly recommend that you closely match your experiences against the current curriculum and provide evidence of equivalence across all areas.**

We also strongly recommend that your referees are able to provide detailed support for your competences across all or most areas and understand the requirements for specialist training in Histopathology and Specialist Registration in the UK.

## Evidence of training and qualifications

Substantial primary evidence for any previous training towards a medical qualification should only be submitted if the training is directly relevant to your CESR capabilities and dates from the past five years. Otherwise, certificates of completion are sufficient evidence of training.

### Primary medical qualification (PMQ)

If you hold full registration with us, you do not need to submit your PMQ as we saw it when we assessed your application for registration.

If you do not hold registration, you will need to have your PMQ independently verified by ECFMG before we can grant you full registration with a licence to practise.

You can find out more about [primary source verification](#) on our website.

You only need to get your PMQ verified by ECFMG. The rest of your evidence should be verified in line with [our guidance](#).

### Specialist medical qualification(s)

Please provide an **authenticated copy** of any specialist medical qualifications you hold. Applicants must provide evidence of success in the Fellowship of the Royal College of Pathologists (FRCPath) by examination (Information can be found on the college website) If the applicant does not hold the FRCPath then they must provide a robust portfolio of evidence of knowledge of the breadth and depth of the curriculum.

Applicants in possession of FRCPath should provide **a copy** of their certificate, but this does not have to be authenticated. This will be checked directly by the Royal College of Pathologists. If evidence of another specialist qualification is being provided, it must be supported by original or authenticated certificates and the curriculum/syllabi or standards for its award. Applicants without such evidence will need to submit very robust and clear alternative evidence that they have been assessed to an appropriate level in their specialty if the Board is to be satisfied of equivalence to CCT standards.

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|  | <p>There are no qualifications from outside Europe that enable automatic entry to the Specialist Register in any specialty. An evaluation is made based on an applicant's whole career and therefore two applicants with the same qualifications but different training and/or experience may not receive the same decision.</p> <p>Please list unsuccessful attempts at examinations (where you have not subsequently been successful) in the application form.</p>   |
| Recent specialist training             | <p>If you have worked in posts approved for a specialist training programme for a relevant qualification outside the UK in the past five years, please provide an <b>authenticated copy</b> of the curriculum or syllabus that was in place when you undertook your training.</p> <p>If a formal curriculum or syllabus (including assessment methods) is not available, please provide a letter from the awarding body outlining the content of the training programme or examination.</p> <p>You must provide evidence of formal periodic assessment during your training. This evidence must have been completed at the time the training was undertaken (if it is completed retrospectively less weight will be given to the information provided). If you do not supply formal assessment documents, the curriculum must demonstrate how you were assessed. A detailed letter of verification from an educational supervisor would satisfy this requirement.</p> <p>If areas for development were highlighted, please provide evidence to demonstrate that you have subsequently addressed them.</p> <p>If you have undertaken approved specialty training towards a CCT or CESR(CP) in Histopathology in the UK in the past five years, you should provide a copy of your ARCPs.</p> |
| Specialist registration outside the UK | <p>Please provide an <b>authenticated copy</b> of details of the registration requirements of that authority.</p>  |
| Other relevant qualifications          | <p>You may also include postgraduate qualifications in other areas if they are relevant to</p>   |

and certificates

associated capabilities e.g degrees or diplomas in relevant areas, teaching, management, research methodology.

Please provide **copies** of certificates.

## Evidence of employment in posts and duties (including training posts)

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| Curriculum Vitae                               | <p>Information on how you present you CV can be found on the <a href="#">GMC website</a>.</p> <p>Your CV should follow the GMC <a href="#">guidance</a> and all information must match your employment letters and application form. If it does not meet these standards, then it will be returned to you.</p>                                     |
| Employment letters and contracts of employment | <p>The information in these letters and contracts <b>must</b> match your CV. They will confirm the following:</p> <ul style="list-style-type: none"><li>• dates you were in post</li><li>• post title, grade, training</li><li>• type of employment: permanent, fixed term, or part time (including percentage of whole time equivalent)</li></ul> |
| Job descriptions                               | <p>These <b>must</b> match the information in your CV. They will confirm the following:</p> <ul style="list-style-type: none"><li>• your position within the structure of your department</li><li>• your post title</li><li>• your clinical and non-clinical commitment</li><li>• your involvement in teaching or training.</li></ul>              |

## Evidence can be used to demonstrate the core competences in several areas

Some of the suggested evidence can be relevant in more than one area of the curriculum. For example, we suggest that the logbook can be used to demonstrate competence in seven different areas. This means that you can use the same logbooks to demonstrate the required competences across several areas if you wish. Please make sure that you state each time where this evidence is in your application and that you would like to include it.

If you have an item of evidence that is relevant to more than one area, do not include multiple copies in your evidence. Instead, provide one copy and list it in your application under each relevant area, stating that the document is located elsewhere, and you would like to cross-reference it.

| Evidence |  | Relevant specific capability   |
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| Logbooks | <p>Suggested evidence:</p> <ul style="list-style-type: none"> <li>• validated logbooks, containing rotas and timetables, and case summaries/histories including copies of clinical correspondence</li> <li>• evidence of attachments/rotations</li> <li>• reports from placements</li> <li>• medical reports</li> </ul> <p>Applicants will need to meet the appropriate standards of knowledge, skills and attitudes as defined in the curriculum the following:</p> <p>Year 1</p> <ul style="list-style-type: none"> <li>• Surgical histopathology – 500 cases</li> <li>• Cytopathology – 150 cervical and 150 non-cervical cytology cases, which may either be new cases or be seen in the context of teaching sets with appropriate structured</li> </ul> | <ol style="list-style-type: none"> <li>1. Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care.</li> <li>2. Able to work within ethical and legal frameworks across all aspects of clinical practice.</li> <li>3. Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement.</li> <li>5. Able to contribute to and support research.</li> <li>8. Able to demonstrate leadership and management within the laboratory setting for the benefit of patient care.</li> <li>9. Able to use laboratory and other services effectively in the investigation, diagnosis, and management of patients, relatives, and the deceased.</li> <li>11. Able to take, manage and interpret pathological specimens accurately and safely, mindful of risks to</li> </ol> |

feedback from an experienced trainer.

Year 2

- Surgical histopathology – 750 cases
- Cytopathology – 200 cervical and 200 non-cervical cytology cases, which may either be new cases or be seen in the context of teaching sets with appropriate structured feedback from an experienced trainer.

Year 3

- Surgical histopathology – 1000 cases
- Cytopathology – 300 non-cervical cytology cases, which may either be new cases or be seen in the context of teaching sets with appropriate structured feedback from an experienced trainer.

Year 4

- Surgical histopathology – 1000 cases
- Cytopathology – 300 non-cervical cytology cases, the majority of (approximately 70%) should be new diagnostic cases.

Year 5

- Surgical histopathology – 1500 cases (dependent on specialist interest), most of which in the latter half of the year should be independently reported.
- Cytopathology – 300 non-cervical cytology cases, the majority of (approximately 80%) should be new diagnostic cases.

self and others.

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|                            | Further information can be found in the <a href="#">histopathology curriculum</a> .  |   |
| Case histories:            | <p>Applicants are expected to have covered the basic training as outlined in the 2021 Histopathology curriculum covering:</p> <ul style="list-style-type: none"> <li>• Surgical pathology</li> <li>• Autopsy pathology</li> <li>• Cytopathology</li> <li>• Molecular pathology</li> </ul>  | <ol style="list-style-type: none"> <li>1. Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care.</li> <li>2. Able to work within ethical and legal frameworks across all aspects of clinical practice.</li> <li>3. Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement.</li> <li>5. Able to contribute to and support research.</li> <li>8. Able to demonstrate leadership and management within the laboratory setting for the benefit of patient care.</li> <li>9. Able to use laboratory and other services effectively in the investigation, diagnosis, and management of patients, relatives, and the deceased.</li> <li>11. Able to take, manage and interpret pathological specimens accurately and safely, mindful of risks to self and others.</li> </ol> |
| Appraisals and assessments | <p>Applicants should submit evidence in the last five years of Histopathology practice:</p> <ul style="list-style-type: none"> <li>• revalidation/appraisal portfolio, which might include evidence of RCPATH workplace-based assessments.</li> </ul> <p><b>If you have not undertaken training in the UK, then you must still provide appraisal and</b></p> | <ol style="list-style-type: none"> <li>1. Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care.</li> <li>2. Able to work within ethical and legal frameworks across all aspects of clinical practice.</li> <li>3. Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and</li> </ol>   |

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|                                       | <p><b>assessment evidence from the last five years.</b><br/> The evidence will need to be very strong. You will need to map your evidence to the CiP and you should state which item shows equivalence and describe why. The descriptors will help you.</p>   | <p>professional judgement.<br/> 4. Maintains patient safety at the forefront of clinical working. Can utilise quality improvement activity realistically within the constraints of the role.<br/> 7. Able to self-appraise, learn and adapt.<br/> 8. Able to demonstrate leadership and management within the laboratory setting for the benefit of patient care.<br/> 9. Able to use laboratory and other services effectively in the investigation, diagnosis, and management of patients, relatives, and the deceased.<br/> 11. Able to take, manage and interpret pathological specimens accurately and safely, mindful of risks to self and others.</p> |
| <p>ARCPs and training assessments</p> | <p>Applicants should submit records of periodic assessment undertaken during training.</p> <p>If you have undertaken recognised specialist or specialty training in the UK, you must provide a copy of all Annual Reviews of Competence Progression [ARCPs] undertaken. These will also be checked directly by the Royal College of Pathologists.</p> | <p>1. Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care. Able to work within ethical and legal frameworks across all aspects of clinical practice.<br/> 3. Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement.</p>   |

## Curriculum learning outcome 1: Able to function effectively within healthcare and other organisational and management systems to deliver consistent high-quality patient care.

### Standard expected

Applicants will be required to provide evidence that they have attained the minimum standard to be entrusted to act unsupervised in the areas described below.

### Descriptors

- Demonstrates awareness of, and adherence to, the GMC professional requirements
- Demonstrates recognition of public health issues including population health, social detriments of health and global health perspectives
- Practises promotion of an open and transparent culture
- Demonstrates engagement in career planning
- Demonstrates capabilities in dealing with complexity and uncertainty

### Documentation required

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| 360° and multi-source feedback       | Applicants should submit evidence of Histopathology practice, for example: <ul style="list-style-type: none"><li>• multi-source feedback (including feedback from patients) or external or peer-review reports. The MSF report should meet the minimum requirements for the specific report being used</li></ul>                         |
| Management and leadership experience | Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).<br><br>Evidence could also include letters from Clinical Directors, rotas and course certificates. |

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| Chairing meetings and leading projects  | Applicants should provide evidence of meetings attended, chaired or organised by applicant (supported by letter of confirmation, copies of relevant page from minutes confirming role).  |
| CPD record certificates, certificates of attendance, workshops and at local, national and international meetings or conferences | <p>Applicants may provide the following as evidence of Histopathology practice:</p> <ul style="list-style-type: none"> <li>• a portfolio documenting evidence of life-long learning or CPD or CME</li> <li>• local, national and international courses, conferences and meetings attended (supported by certificates of attendance for the five most relevant courses, conferences and meetings within specialty and/or practice)</li> </ul> |
| Membership of professional bodies and organisations   | Applicants may provide evidence of membership of professional bodies and organisations (supported by certificates of membership certificate(s)).   |

## Curriculum learning outcome 2: Able to work within ethical and legal frameworks across all aspects of clinical practice.

### Standard expected

Applicants will be required to provide evidence that they have attained the minimum standard to be entrusted to act unsupervised in the areas described below.

### Descriptors

- Demonstrates awareness of national legislation and legal responsibilities, including safeguarding vulnerable groups
- Demonstrates behaviour in accordance with ethical and legal requirements
- Demonstrates ability to offer apology or explanation when appropriate
- Demonstrates ability to advise clinicians and other health professionals on medico-legal issues related to pathology, cognisant of national variations in practice

### Documentation required

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| Multi-source feedback                | Applicants should submit evidence of Histopathology practice for example: <ul style="list-style-type: none"><li>• multi-source feedback (including feedback from patients) or external or peer-review reports. The MSF report should meet the minimum requirements for the specific report being used.</li></ul>                    |
| Management and leadership experience | Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).<br><br>Evidence could include letters from Clinical Directors, rotas and course certificates. |

Audits undertaken by applicant

Applicants must provide evidence of a complete cycle of audit activities undertaken and critical appraisal of the outcome of quality improvement activities.

Also demonstrate complete and ongoing internal (e.g. hospital) and external audit activities relevant to specialty and undertaken together with conclusion and effect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent).

You could provide a project report and the documentation, protocols or forms which may have been developed as part of this work. You may also include minutes of meetings where the project was discussed with other teams.

Some examples of audits may be:

- Comparing surgical pathology reports to guidance published in one of the RCPATH Datasets or Tissue Pathways.
- Assessing turn-around times for the handling and reporting of specific case types. Indicating where things may be improved and then re-auditing after changes made.
- Comparing a new laboratory method / technique to a previous or existing one in order to demonstrate if the new technique benefits patient care.

The above are some examples of the types of audits we may expect to see but the specific topics are not mandatory.

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| <p>Reflective diaries</p>                                   | <p>Evidence of a reflective diary or log showing learning achievements as well as a list of courses. This can be alongside reflective reports. Demonstrate what you have learnt and any action plans for improvement.</p> <p>You may wish to demonstrate personal reflections on cases or learning that have influenced your work.</p> <p>Advice on reflection and a reflective diary template can be <a href="#">found here</a>.</p> |
| <p>Service Improvement and clinical governance meetings</p> | <p>Applicants should provide evidence of attendance at local or national external quality assurance (EQA) scheme (supported by evidence of participation in quality assurance, e.g. letter, certificate).</p>   |
| <p>Health and safety</p>                                    | <p>Applicants should refer to the Histopathology curriculum and provide the following evidence:</p> <ul style="list-style-type: none"> <li>• certificate of good standing</li> <li>• disciplinary procedures or adverse outcomes you have been involved in</li> <li>• health statement/declaration</li> <li>• a portfolio documenting evidence of life-long learning or CPD or CME</li> </ul>   |

## Curriculum learning outcome 3: Communicates effectively and is able to share decision making, while maintaining appropriate situational awareness, professional behaviour and professional judgement.

### Standard expected

### Descriptors

- Demonstrates effective communication with patients, next of kin, colleagues and members of the multidisciplinary team as appropriate
- Identifies and manages barriers to communication (e.g. cognitive impairment, speech and hearing problems, capacity issues, cultural issues)
- Demonstrates effective consultation skills including effective verbal and nonverbal interpersonal skills
- Demonstrates effective management and team working skills appropriately, including influencing, negotiating, re-assessing priorities and effectively managing complex, dynamic situations

### Documentation required

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| Colleagues | Applicants should provide evidence of Histopathology practice of the following: <ul style="list-style-type: none"><li>• multi-source feedback (including pathology and non-pathology colleagues) or external or peer-review reports</li><li>• a portfolio documenting evidence of life-long learning or CPD or CME, which could include certificates</li><li>• letters produced by applicants requesting a second opinion</li><li>• letters of appreciation from colleagues regarding involvement in patient management</li><li>• communications with clinical colleagues advising them or answering questions regarding a report issued</li></ul> |
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| Patients                             | <p>Applicants should provide evidence of Histopathology practice of the following:</p> <ul style="list-style-type: none"><li>• risk assessments</li><li>• handling complaints from patients – please provide the complaint and the response. You may also provide evidence of a hypothetical complaint</li><li>• letters of appreciation from patients</li><li>• multi-source feedback (including feedback from patients) or external or peer-review reports</li></ul> |
| Management and leadership experience | <p>Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).</p> <p>Evidence could include letters from Clinical Directors, rotas and course certificates.</p>   |

## Curriculum learning outcome 4: Maintains patient safety at the forefront of clinical working, can utilise quality improvement activity realistically within the constraints of the role.

### Standard expected

### Descriptors

- Raises and escalates concerns where there is an issue with patient safety or quality of care
- Contributes to and delivers quality improvement
- Identifies basic human factors principles and practice at individual, team, organisational and system levels
- Recognises the importance of non-technical skills and crisis resource management
- Recognises and works within limit of personal competence

### Documentation required

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| Audits undertaken by applicant | <p>Applicants must provide evidence of a complete cycle of audit activities undertaken and critical appraisal of the outcome of quality improvement activities.</p> <p>Also demonstrate complete and ongoing internal (e.g. hospital) and external audit activities relevant to specialty and undertaken together with conclusion and effect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent).</p> <p>You could provide a project report and the documentation, protocols or forms which may have been developed as part of this work. You may also include minutes of meetings where the project was discussed with other teams.</p> |
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|   | <p>Some examples of audits may be:</p> <ul style="list-style-type: none"> <li>• Comparing surgical pathology reports to guidance published in one of the RCPATH Datasets or Tissue Pathways.</li> <li>• Assessing turn-around times for the handling and reporting of specific case types. Indicating where things may be improved and then re-auditing after changes made.</li> <li>• Comparing a new laboratory method / technique to a previous or existing one in order to demonstrate if the new technique benefits patient care.</li> </ul> <p>The above are some examples of the types of audits we may expect to see but the specific topics are not mandatory.</p> |
| <p>Reflective diaries</p>                                   | <p>Evidence of a reflective diary or log showing learning achievements as well as a list of courses. This can be alongside with reflective reports. Demonstrate what you have learnt and any action plans for improvement.</p> <p>You may wish to demonstrate personal reflections on cases or learning that have influenced your work.</p> <p>Advice on reflection and a reflective diary template can be <a href="#">found here</a>.</p>  |
| <p>Service Improvement and clinical governance meetings</p> | <p>Applicants should provide evidence of attendance at local or national external quality assurance (EQA) scheme (supported by evidence of participation in quality assurance, e.g. letter).</p>  |
| <p>Health and safety</p>                                    | <p>Applicants should refer to the Histopathology curriculum and provide the following evidence from Histopathology practice:</p> <ul style="list-style-type: none"> <li>• certificate of good standing</li> <li>• disciplinary procedures or adverse outcomes</li> <li>• health statement/declaration</li> <li>• a portfolio documenting evidence of life-long learning or CPD or CME</li> <li>• letters of appreciation</li> </ul>   |

## Curriculum learning outcome 5: Able to contribute to and support research.

### Standard expected

### Descriptors

- Demonstrates appropriate research and academic writing
- Demonstrates ability to follow legal and ethical frameworks underlying research in the UK, particularly tissue-based research, and demonstrates ability to follow these guidelines
- Supports the health service research of others, including exploring funding opportunities
- Demonstrates ability to carry out critical appraisal of the literature

### Documentation required

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| Research papers, grants, patent designs | Applicants can provide evidence of participation in: <ul style="list-style-type: none"><li>• research relevant to current practice, if undertaken, (supported by a summary or abstract of the research if unpublished or, if published, the first page of the relevant published paper)</li></ul>  |
| Publications within specialty field     | Applicants can provide evidence of participation in publications (supported by a copy of the first page of all published papers)   |
| Presentations, poster presentations     | Evidence of presenting poster presentations  |
| Evaluation of research                  | Applicants should provide evidence of evaluation of research, e.g: <ul style="list-style-type: none"><li>• participation in a departmental Journal Club, including leadership of the discussion about a scientific paper (supported by a copy of the presentation, or minutes of meetings)</li><li>• acting as a reviewer for a scientific journal (supported by acknowledgement from the Editor)</li><li>• publication of a review article in a scientific journal (supported by a copy</li></ul> |

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| Audits undertaken by applicant | Applicants can provide evidence of participation in complete and ongoing internal (e.g. hospital) and external audit activities undertaken together with conclusion and effect on practice, (supported by evidence of any published audit, authenticated by the head of department or laboratory manager or equivalent). |

## Curriculum learning outcome 6: Behaves as an educator in the context of the role and promotes educational culture.

### Standard expected

### Descriptors

- Demonstrates effective teaching, training and supervision to peers, medical students, junior doctors, laboratory staff and others as appropriate
- Demonstrates ability to deliver effective feedback to trainees, with appropriate action plan

### Documentation required

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| Teaching timetables                            | Applicants must provide evidence of timetables of teaching having worked in appropriate posts, e.g. member of university staff, educational or research supervisor (supported by letter confirming role e.g. from Dean's office or academic head of department or equivalent or timetable of teaching schedule).   |
| Lectures                                       | Applicants must provide evidence of the following: <ul style="list-style-type: none"><li>• involvement in postgraduate Histopathology and other medical specialty teaching and lecturing (supported by letter from clinical director or postgraduate tutor or postgraduate dean or equivalent)</li><li>• research (see <a href="#">Good Clinical Care</a> for examples of evidence required)</li></ul> |
| Feedback or evaluation forms from those taught | Evaluation forms/ feedback in a form of letter/email.  |
| Letters from colleagues                        | Letters confirming role in teaching/supervision activity   |

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| Attendance at teaching or appraisal courses                         | Applicants must provide evidence of the following: <ul style="list-style-type: none"><li>• attendance at relevant teaching courses (supported by certificates of attendance)</li><li>• talks, presentations or teaching sessions given (supported by most recent evidence of meeting timetables and/or teaching programmes, authenticated by head of department or clinical tutor or postgraduate tutor or equivalent)</li><li>• appraisal courses</li></ul> |
| Participation in assessment or appraisal and appointments processes | Applicants may provide evidence of involvement in conducting appraisal of others (supported by letter of confirmation from Chief Executive or Medical Director or others).   |

## Curriculum learning outcome 7: Able to self-appraise, learn and adapt.

### Standard expected

### Descriptors

- Able to apply reflective learning strategies to aid learning and improve performance
- Demonstrates ability to apply knowledge and adapt to new clinical situations
- Demonstrates ability to adapt and work effectively with different teams, departments, professional groups and external agencies

### Documentation required

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| Working in multidisciplinary teams                   | Applicants should provide evidence of participation in multidisciplinary or clinicopathological meetings/MDTs, service improvement meetings (supported by evidence of attendance lists, minutes of meetings, action points directly involving the applicant), departmental or directorate meetings (see <a href="#">Good Clinical Care</a> for examples of evidence required). |
| Service Improvement and clinical governance meetings | Applicants should provide evidence of attendance at local or national external quality assurance (EQA) scheme (supported by evidence of participation in quality assurance, e.g. a letter).  |
| Management and leadership experience                 | <p>Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).</p> <p>Evidence could include letters from Clinical Directors, rotas and course certificates.</p>                                     |

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| Chairing meetings and leading projects | Applicants should provide evidence of meetings attended, chaired or organised by applicant (supported by letter of confirmation and copies of relevant page from minutes confirming role). |
| Data protection                        | <ul style="list-style-type: none"><li data-bbox="920 314 1592 347">• Certificate demonstrating course attendance</li></ul>   |

## Curriculum learning outcome 8: Able to demonstrate leadership and management within the laboratory setting for the benefit of patient care.

### Standard expected

### Descriptors

- Describes and explains the structure, resources and legislation surrounding laboratory practice
- Demonstrates awareness of developments, both scientific and managerial, that may affect the organisation and delivery of Pathology services (e.g. commissioning)
- Demonstrates ability to write a business case and draw upon the expertise and opinions of others in this process
- Demonstrates understanding of method validation
- Demonstrates ability to effectively use internal quality control and external quality assurance information to diagnose and resolve analytical problems

### Documentation required

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| Management and leadership experience | <p>Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).</p> <p>Evidence could include letters from Clinical Directors, rotas and course certificates.</p> |
| Laboratory experience                | <p>Applicants will need to submit evidence of experience in the selection, validation and interpretation of laboratory tests, including:</p> <ul style="list-style-type: none"><li>• liaison with clinicians</li><li>• participation in Multidisciplinary or clinicopathological meetings/MDTs</li></ul>                                   |

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|   | <p>Examples of evidence could include:</p> <ul style="list-style-type: none"> <li>• a validated logbook of cases covering the range of conditions seen</li> <li>• medical reports across the breadth of your practice, following the Academy of Medical Royal Colleges and NHS agreed format</li> <li>• communications with clinical colleagues advising them or answering queries regarding a report issued</li> <li>• minutes of MDT meetings</li> <li>• evidence of participation in interpretive EQA, either individually or as part of a team, with evidence of reflection upon performance</li> </ul> |
| Consolidation, cumulative data sheets, summary lists and annual caseload statistics | Applicants will need to submit evidence of departmental statistics in relation to the workload and turnaround time to account for the appropriate standards of knowledge, skills and attitudes as outlined in the Histopathology curriculum.  |
| Medical reports   | <p>Applicants will need to submit robust evidence of clinical activity to meet the appropriate standards of knowledge, skills and attitudes as defined in the Histopathology curriculum in:</p> <ul style="list-style-type: none"> <li>• induction</li> <li>• laboratory competencies</li> <li>• clinical governance and audit competencies</li> <li>• competencies in the interpretation of laboratory data</li> <li>• competencies in research and development</li> </ul>   |

**Curriculum learning outcome 9: Able to use laboratory and other services effectively in the investigation, diagnosis, and management of patients, relatives, and the deceased.**

**Standard expected**

## Descriptors

- Describes and explains Laboratory Information Management Systems and other healthcare IT systems, including understanding the legislation surrounding information governance
- Effectively liaises with specialty services and requests appropriate investigations
- Can interpret reports from related clinical disciplines in the light of pathology findings, mindful of the pitfalls of interpretation
- Describes and explains reasoning behind investigational and diagnostic advice clearly to clinicians, laboratory staff, legal professionals and lay persons

## Documentation required

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| Management and leadership experience | Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality service, including staff management (supported by evidence from clinical director/medical director or equivalent).   |
| Laboratory experience                | <p>Applicants will need to submit evidence of experience in the selection, validation and interpretation of laboratory tests, including:</p> <ul style="list-style-type: none"> <li>• liaison with clinicians</li> <li>• participation in Multidisciplinary or clinicopathological meetings/MDTs</li> </ul> <p>Examples of evidence could include:</p> <ul style="list-style-type: none"> <li>• a validated logbook of cases covering the range of conditions seen</li> <li>• medical reports across the breadth of your practice, following the Academy of Medical Royal Colleges and NHS agreed format</li> <li>• communications with clinical colleagues advising them or answering queries regarding a report issued</li> <li>• minutes of MDT meetings</li> <li>• evidence of participation in interpretive EQA, either individually or as part of a team, with evidence of reflection upon performance</li> </ul> |

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| Consolidation, cumulative data sheets, summary lists and annual caseload statistics | Applicants will need to submit evidence of departmental statistics in relation to the workload and turnaround time to account for the appropriate standards of knowledge, skills and attitudes as outlined in the Histopathology curriculum.  |
| Medical reports   | <p>Applicants will need to submit robust evidence of clinical activity to meet the appropriate standards of knowledge, skills and attitudes as defined in the Histopathology curriculum in:</p> <ul style="list-style-type: none"> <li>• induction</li> <li>• laboratory competencies</li> <li>• clinical governance and audit competencies</li> <li>• competencies in the interpretation of laboratory data</li> <li>• competencies in research and development</li> </ul> |

**Curriculum learning outcome 10: Able to manage and contribute to a multi-disciplinary team effectively.**

**Standard expected**

## Descriptors

- Demonstrates effective management and team working skills, including influencing, negotiating, continually re-assessing priorities and effectively managing complex, dynamic situations
- Identifies and supports effective continuity and coordination of patient care through the appropriate transfer of information
- Recognises the importance of prompt and accurate information sharing with the team primarily responsible for the care of the patient
- Able to work effectively with outside agencies such as HM Coroner, COPFS, GMC, Charitable organisations and regional, national and international research / diagnostic networks  
Able to integrate the results in order to advise an MDT and able to provide prognostic information

## Documentation required

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| Working in multidisciplinary teams | Applicants should provide evidence of participation in the last year in multidisciplinary clinical teams, multidisciplinary or clinicopathological meetings/MDTs, service improvement meetings; including evidence of leadership of some meetings (supported by evidence of attendance lists, minutes of meetings, action points directly involving the applicant). |
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## Curriculum learning outcome 11: Able to take, manage and interpret pathological specimens accurately and safely, mindful of risks to self and others.

### Standard expected

## Descriptors

- Able to interpret a macroscopic specimen in anatomical terms accurately, for diagnostic, prognostic and therapeutic purposes
- Able to identify and interpret microscopic features (including additional techniques) in order to provide an accurate surgical pathology report to inform the multidisciplinary team for diagnostic and prognostic purposes

- Able to perform a post-mortem examination of a type usually encountered in clinical practice, in order to inform the Coroner, Procurator Fiscal hospital team, family and others appropriately
- Able to interpret all macroscopic and microscopic findings identified from the post-mortem examination in order to evaluate and identify disease processes, and their likely biological and or clinical significance
- Able to portray an appropriate amount of certainty around a pathological diagnosis so as to influence the multidisciplinary team accordingly
- Able to provide a timely accurate report in clear and appropriate language, in written and spoken form
- Able to use appropriate published guidelines and diagnostic coding as required
- Able to provide a provisional verbal report urgently, according to clinical need, and document appropriately (e.g. for intraoperative pathology)
- Able to counsel next of kin and peer health professionals on the outcomes of pathology investigations and post-mortem examinations
- Demonstrate the ability to report independently

## Documentation required

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| Colleagues | <p>Applicants should provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• multi-source feedback (including pathology and non-pathology colleagues) or external or peer-review reports)</li> <li>• a portfolio documenting evidence of life-long learning or CPD or CME</li> <li>• letters produced by applicants requesting a second opinion</li> <li>• letters of appreciation from colleagues regarding involvement in patient management</li> <li>• communications with clinical colleagues advising them or answering questions regarding a report issued</li> </ul> |
| Patients   | <p>Applicants should provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• handling complaints from patients – please provide the complaint and the response. You may also provide evidence of a hypothetical complaint</li> <li>• letters of appreciation from patients or patients</li> <li>• multi-source feedback (including feedback from patients) or external or</li> </ul>  |

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|   | peer-review reports  |
| Working in multidisciplinary teams          | Applicants should provide evidence of participation in multidisciplinary clinical teams, multidisciplinary or clinicopathological meetings/MDTs, service improvement meetings (supported by evidence of attendance lists, minutes of meetings, action points directly involving the applicant).  |
| Management and leadership experience        | Applicants must provide evidence of management activities, e.g. developing, delivering and managing a high-quality clinical service, including staff management (supported by evidence from clinical director/medical director or equivalent).<br><br>Evidence could include letters from Clinical Directors, rotas and course certificates  |
| Chairing meetings and leading projects      | Applicants should provide evidence of meetings attended, chaired or organised by applicant (supported by letter of confirmation, copies of relevant page from minutes confirming role).  |
| Honesty and integrity                       | Applicants should refer to the Histopathology curriculum and can provide evidence of: <ul style="list-style-type: none"> <li>• certificate of good standing</li> <li>• disciplinary procedures or adverse outcomes</li> <li>• health statement/declaration</li> <li>• a portfolio documenting evidence of life-long learning or CPD or CME</li> <li>• letters of appreciation</li> </ul> |
| Understanding your limitations/capabilities | Demonstrating awareness of your own limitations and understanding when and who to refer on to or seek professional advice from by providing:<br>Reflection on limitations and capabilities.  |

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| Equality and human rights (including disability, human rights, race, religion and ethnicity awareness and equal opportunities) | Suggested evidence could be: <ul style="list-style-type: none"><li>• a personal reflection about your work</li><li>• any learning needs you have identified and reflection on your learning</li><li>• equality and diversity training certificates</li><li>• multi-source feedback</li></ul> |
| Data protection  | <ul style="list-style-type: none"><li>• certificate demonstrating course attendance</li></ul>  |