



TRAINEE HANDBOOK 2012
SPECIFIC REQUIREMENTS FOR
DIPLOMA in PAEDIATRIC PATHOLOGY

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GLOSSARY

CPDP	RACP Continuing Professional Development Program
DOPS	Directly Observed Practical Skills
FISH	Fluorescence in situ hybridisation
(F)RACP	(Fellow of the) Royal Australasian College of Physicians
(F)RCPA	(Fellow of the) Royal College of Pathologists of Australasia
IANZ	International Accreditation New Zealand
MDT	Multi-disciplinary team
NATA	National Association of Testing Authorities
OHS	Occupational health and safety
PPD	Personal professional development
QAP	RCPA Quality Assurance Programs Pty Ltd
SOP	Standard Operating Procedure

SECTION 1

INTRODUCTION

The College offers a post-Fellowship Diploma in Paediatric Pathology (Dip.Paed Path) for Fellows who have completed Fellowship in the disciplines of Anatomical Pathology, Forensic Pathology and General Pathology.

GENERAL AIMS OF THE TRAINING PROGRAM

The aims of the Diploma in Paediatric Pathology are to:

- Certify professional expertise in Paediatric Pathology;
- Allow Fellows whose practice includes a substantial component of Paediatric Pathology to demonstrate further expertise in Paediatric Pathology.

These general aims of the training program relate to four general functions of paediatric pathologists, ie,

- discipline specific functions as a medical specialist in the laboratory
- functions as a manager in the laboratory
- other professional functions of paediatric pathologists
- generic processes employed by paediatric pathologists

These functions are elaborated as specific training outcomes and activities in Section 2.

ENROLMENT AND FEES

Fellows intending to train for the Diploma should write to the Registrar of the Board of Censors with details of their training position (full time or part time) and training program. This should be accompanied by a confirmatory letter from the supervisor(s) of the planned training program.

Training fees will be notified. In addition, Fellows will be expected to continue payment of annual membership fees. Examination fees are payable at the time of the examination application.

TRAINING REQUIREMENTS

The Diploma course of training includes the following:

- Twelve months equivalent full time experience in a laboratory approved by the RCPA Board of Censors for training in Paediatric Pathology. This would include Anatomical Pathology departments with a major service in fetal, perinatal and paediatric pathology and with an identifiable fetal, perinatal and paediatric subspecialty area in the laboratory;
- Consideration may be given to a period of pre-Fellowship training specifically in Paediatric Pathology;

Fellows who have completed the required twelve (12) months experience are eligible for immediate award of the Diploma on successful completion of the examination. For those who take the examination part-way during this period, award of the Diploma is deferred until the requisite 12 months experience is complete.

SUPERVISION

All training must be supervised. Trainees may nominate their own supervisor. More than one supervisor can be nominated, eg, if trainees divide the year between two or more unrelated laboratories. The College recommends that any one supervisor be responsible for no more than two trainees.

Who can be a supervisor?

The supervisor will normally be a Fellow of the RCPA; however non-Fellows may be approved by the Board of Censors if no Fellow is available. If the trainee spends significant periods working in an area where the supervisor has no personal involvement, the supervisor must certify that suitable supervision is being provided. The supervisor must also ensure that adequate supervision is arranged in their absence.

In some circumstances shared supervision may be necessary, but there must be a nominated primary supervisor with overall responsibility. Trainees working towards higher academic degrees (e.g. PhD), who find that their research supervisor is not suitable to be the RCPA training supervisor, should have a FRCPA co-supervisor.

While it is not appropriate for supervision to be delegated largely to a non-pathologist, it is appropriate for other pathologists and senior scientific staff with relevant experience to undertake a substantial amount of teaching and to sign off some workplace-based assessment forms required for the portfolio.

The role of the supervisor

Supervisors should devise a prospective training (or research) program, on initial registration and annually. This should be devised in collaboration with the trainee and submitted to the Registrar of the Board of Censors. Supervisors should also ensure that the trainee has sufficient time and opportunities to carry out the required training activities.

Supervisors, and others to whom aspects of training have been delegated, are expected to monitor and provide regular feedback on the development of the trainee's competence. They should meet regularly with the Trainee; observe their laboratory performance and interaction with scientists, peers and clinicians; and review result reporting. This may be delegated to other trainers where appropriate, eg, when the trainee is on secondment to another laboratory for a segment of training.

The formal duties of supervisors, such as requirements to report the trainee's progress to the Board of Censors, are described in the RCPA Induction Manual for Supervisors and the RCPA policy on the Role of the Supervisor. Please refer to these documents for detailed information

ASSESSMENT

Assessment is by examination, project work and workplace-based assessment. Records of workplace-based achievements during training should be collected in a portfolio and submitted as evidence of competence.

Examinations

- A **structured oral examination** encompassing all areas of paediatric/perinatal/fetal and placental pathology, including areas of molecular pathology, cytogenetics, microbiology, haematology and laboratory management as related to Anatomical Paediatric Pathology.
- A **slide (practical) examination** comprising 20 paediatric/perinatal/fetal /placental cases to be marked as for the Part 2 Slide Practical examination in Anatomical Pathology

Portfolio and workplace-based assessment

A variety of activities are to be completed to provide evidence of technical competence as well as broader professional development. Evidence of achievement is to be assembled in the Portfolio.

In summary these include the following:

- a project
- three (3) examples of personal professional development (PPD)
- autopsies
- cytology
- paediatric surgical cases
- placental reports
- understanding of the application of cytogenetics, molecular genetics, microbiology;
- presentations at clinico-pathological meetings
- laboratory workplace health and safety, quality Issues and management issues

Please refer to the Portfolio Guidelines (Appendix 3) for specific requirements.

LIMITED ASSESSMENT FOR PAEDIATRIC PATHOLOGY DIPLOMA

At its discretion, with the exception of the oral examination, the Board of Censors may waive any component of the assessment, depending on the candidate's qualifications and experience.

Applicants for an oral examination only should be nominated by a College Fellow, or the Head of the Department or another pathologist of equivalent status from the department in which they work.

The applicant should:

- be a Fellow of the RCPA; and
- have substantial full time experience as a specialist in Paediatric Pathology (eg full or part-time experience as a specialist in Anatomical, Forensic or General Pathology and Paediatric Pathology amounting to more than 10 years in aggregate, of which more than 5 years shall be in Paediatric Pathology); or
- have significant experience in a senior administrative or academic post with a substantial professional component in Paediatric Pathology (eg full or part-time experience as a specialist in Anatomical, Forensic or General Pathology and Paediatric Pathology

amounting to more than 10 years in aggregate, of which more than 5 years shall be in Paediatric Pathology).

Fellows with less than a total of ten (10) years' specialty, senior academic or administrative experience are unlikely to be approved unless there are exceptional circumstances. In this situation, the applicant and sponsor should detail why they believe an exception may be justifiable.

Approval for the oral only form of examination is most likely for those Fellows who fulfill at least one and preferably several of the following criteria:

- have a national and international reputation among peers for excellence in Paediatric Pathology;
- are a major contributor to Paediatric Pathology through publications (books; book chapters; or papers published in peer-refereed journals); or have presented or given invited lectures at national and international scientific meetings. Candidates with fewer than 20-30 publications or presentations are unlikely to be successful;
- are members of national or international committees related to Paediatric Pathology ;
- substantially contribute to professional organisations such as learned Colleges in Paediatric Pathology;
- consult or advise government, academic or professional bodies in Paediatric Pathology;
- have national or international awards recognising research achievements or professional excellence, or for other contributions in Paediatric Pathology.

Applicants and their sponsors should address these selection criteria in their applications, and may request for one or more of these criteria to be weighted.

The RCPA Board of Censors may give each application, the applicant's curriculum vitae, and any supporting documents, to up to three referees. Because referee reports may take time, the Fellows and their sponsors should send applications well in advance of the examination application closing date, which is the last working day in February each year.

At its discretion, the Board of Censors may vary any of the above guidelines depending on the circumstances and merits of a particular case.

RESOURCES

Relevant texts and journals related to fetal, perinatal, paediatric and placental pathology. The following are examples; many others are also appropriate:

Gilbert-Barness E, Kumar RP, Oligmy LL and Siebert JR (eds) Potter's pathology of the fetus, infant and child. Mosby, 2007

Keeling J, Fetal and neonatal pathology. Springer, .2009.

Stocker JT, Dehner LP and Husein AN, Stocker and Dehner's Pediatric Pathology. Wolters Kluwer, 2010

SECTION 2

LEARNING OUTCOMES AND RECOMMENDED TRAINING ACTIVITIES

The major functions of the Paediatric Pathologist can be categorised as

- Discipline specific functions as a medical specialist in the laboratory
- Functions as a manager in the laboratory
- Other professional functions of paediatric pathologists
- Generic processes employed by paediatric pathologists

In Section 2 of this Handbook, the discipline-specific functions are elaborated as a list of training outcomes and the activities that Trainees are recommended to perform in order to achieve the outcomes.

1 Discipline specific functions as a medical specialist in the laboratory

- 1.1 Foundation knowledge and skills
- 1.2 Accession, Management and Processing of Specimens
- 1.3 Storage and Retrieval of Laboratory Data
- 1.4 Analysis of Laboratory Data
- 1.5 Developing and reporting a professional opinion
- 1.6 Monitoring Patient Progress

2 Functions as a manager in the laboratory

- 2.1 Quality Assurance
- 2.2 Laboratory Safety
- 2.3 Compliance with Legislation
- 2.4 Managing People
- 2.5 Managing resources

3 Other professional functions of paediatric pathologists

- 3.1 Research and critical appraisal
- 3.2 Undertaking Self-Education and Continuing Professional Development
- 3.3 Educating Colleagues and others

4 Generic processes employed by paediatric pathologists

- 4.1 Patient Safety
- 4.2 Ethics and Confidentiality
- 4.3 Communication
- 4.4 Collaboration and teamwork

1 DISCIPLINE-SPECIFIC FUNCTIONS AS A MEDICAL SPECIALIST IN THE LABORATORY

Experienced paediatric pathologists demonstrate specialised expertise in all aspects of paediatric anatomical pathology. This includes surgical pathology (non-tumour and tumour biopsies and excision specimens), autopsy pathology (fetal, perinatal and paediatric cases) and cytology. They also demonstrate expertise in placental pathology and clinical correlation and provides a consultative service to clinicians and pathologists in cases requiring a specialised paediatric pathology opinion.

By the end of training, trainees are expected to demonstrate that they have acquired the experience, specialized skills and knowledge in the above areas to function as a Paediatric Pathologist.

The following lists of learning outcomes and activities are a guide as to what trainees should have achieved by the end of training

1.1 Knowledge and skills

1.1.1 Foundation knowledge and skills

Outcomes

The following topics should be understood at a level that enables trainees to competently carry out routine duties:

- Basic embryology, cytogenetics, molecular genetics and clinical genetics as applied to fetal, perinatal and paediatric autopsy and surgical pathology
- Basic anatomical and physiological aspects of normal and abnormal pregnancy in relation to the pathology of abortion, the embryo and pre-viable fetus.
- Basic developmental physiology, with particular attention to postnatal adaptation.
- The epidemiology of common and/or serious pregnancy-related diseases, fetal and perinatal diseases and paediatric disorders.
- Basic understanding of principles and diagnostic techniques used in fetal medicine and obstetric management and neonatal practice
- Basic understanding of diagnosis, treatment, management of common paediatric conditions

Select activities that are appropriate to your training environment and, if relevant, keep a record for your portfolio

- Read text books, journals
- Attend feto-maternal meetings and other multi-disciplinary team meetings
- Attend perinatal mortality and morbidity meetings
- Perform complex autopsy and surgical cases requiring cytogenetics, molecular genetics etc

1.1.2 Fetal, perinatal and paediatric autopsies

Outcomes

- Advise on the most appropriate method/technique for diagnosis;
- Perform perinatal post mortems, including: pre-viable fetus, fetus terminated for congenital abnormalities, premature neonate, stillbirth (premature and full term) and intra-partum death;
- Assess fetal growth and maturation using standards for body and organ development and recognize features of intrauterine growth restriction;

- Demonstrate expertise in interpreting post-mortem histological findings and ancillary investigations (cytogenetic studies, metabolic studies, radiology) and recognize the limitations of such investigations;
- Demonstrate expertise in the investigation of the basic pathology of stillbirth;
- Understand the pathology and pathogenesis of intra-partum and early neonatal death of the normally formed infant;
- Explain the pathogenesis of malformation syndromes and identify those which are important for genetic counseling;
- Diagnose common, serious prenatal, perinatal and paediatric infectious diseases;
- Identify iatrogenic diseases arising from the management of paediatric diseases, especially in neonatal intensive care and paediatric oncology;
- Describe inborn errors of metabolism;
- Demonstrate expertise in the investigation of the pathogenesis of hydrops fetalis;
- Understand the pathology, pathogenesis and investigations concerned with coronial autopsies, such as SIDS and suspected fatal child abuse.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your portfolio

- Report a minimum of 75 autopsies. Of these one (1) fetal and one (1) perinatal autopsy must be observed and signed off by the supervisor or delegate and case reports written up. This is a **mandatory** activity. Please use the Autopsy DOPS form and refer to Portfolio Guidelines.

1.1.3 Placenta

Outcomes

- Understand the development, normal structure, function and pathology of the placenta of singleton and multiple pregnancies;
- Examine the singleton and multiple pregnancy placenta with adequate sampling for histology.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Report a minimum of 100 placenta cases (**mandatory** activity). Please refer to Portfolio Guidelines.

1.1.4 Paediatric surgical pathology

Outcomes

- Demonstrate expertise in recognizing and interpreting the histological appearances in a wide range of paediatric surgical pathology, including tumour and non-tumour pathology, inherited disorders and infections;
- Know the spectrum of paediatric disease processes affecting all major organ systems, including iatrogenic complications;
- Competently use techniques such as: photography, radiology, cytogenetics, flow cytometry, immunohistochemistry, immunofluorescence, electron microscopy and FISH as appropriate;
- Competently perform and report frozen sections;
- Understand the use and limitations of cytology in paediatric pathology;
- Demonstrate expertise in reporting cytology from paediatric patients.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Report a minimum of 750 cases. Logbook to be signed off by supervisor. This is a **mandatory** activity. Please refer to Portfolio Guidelines.
- Attend and report to surgeon (if permitted in training institution) a minimum of 50 frozen sections to be documented and signed off by supervisor.

1.2 Accession, Management and Processing of Specimens

Outcomes

Give advice on the best specimen for diagnosis eg fresh, formalin fixed, needle biopsy, excision

- Identify potential diagnoses and submit fresh tissue for ancillary investigations, eg, flow cytometry, cytogenetics, microbiology
- Consider cost-benefit issues when planning to use additional techniques
- Understand medico-legal and ethical issues involved with paediatric, perinatal and fetal autopsies

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Sign off having read the cut up manual.
- General sign off, every three (3) months, by the supervisor of correct identification of specimens requiring ancillary investigations

1.3 Storage and Retrieval of Laboratory Data

Outcomes

- Explain the principles and procedures involved in establishing a specimen storage and retrieval system
- Conform to the specimen indexation and report and data storage conventions of the laboratory

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Read laboratory manual
- Read NATA and NPAAC guidelines
- Participate in daily laboratory activities

1.4 Analysis of Laboratory Data

Outcomes

- Understand principles of histochemical and immunohistochemical methods appropriate to paediatric pathology and know when to use them
- Recognise histological features of histochemical and immunohistochemical stains in normal and diseased tissues from a wide range of paediatric specimens.
- Understand principles of common molecular pathology techniques and electron microscopy as applied to paediatric solid tumours.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Supply ten (10) de-identified reports indicating correct use and value in diagnosis of a range of above techniques. To be signed off by supervisor.
- Report specimens on which cytogenetic techniques, molecular genetics and microbiological techniques are needed. Record in log book with sign off by supervisor or delegate.

1.5 Developing and reporting a professional opinion

Outcomes

- Make careful observations, describe accurately, record observations succinctly, with use of photography and video when appropriate
- Demonstrate respect for the need for accuracy, attention to detail and timeliness in the performance of all duties

- Understand the limitations of pathological findings in the explanation of some infant deaths.
- Understand the limitations of own ability to interpret findings and the need to seek a second opinion

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Report all samples that are specified in the Portfolio Guidelines

2 FUNCTIONS OF THE PAEDIATRIC PATHOLOGIST AS MANAGER IN THE LABORATORY

Experienced paediatric pathologists have a significant role in safely and effectively managing the laboratory in the context of finite resources. They ensure cost-effective work practices through staffing and by developing policies and procedures based on appropriate use of information and evidence. They ensure that occupational health and safety protocols are observed in all aspects of the accession, management and processing of specimens. They demonstrate leadership in the organisation to promote safe patient care and they identify matters that are reportable to the coroner.

By the end of training, trainees are expected to carry out all these functions. In particular they should understand and be able to apply workplace health and safety protocols to all aspects of accessioning, management and processing of specimen and ensure cost effective work practices

The following lists of learning outcomes and suggested activities are a guide as to what trainees should have achieved by the end of training.

2.1 Quality Assurance

Outcomes

- Apply, review and plan quality assurance strategies for monitoring processes and outputs in the laboratory
- Participate in evaluating the cost-effectiveness of current and proposed laboratory procedures and equipment in the context of limited resources.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Review summaries of relevant requirements for laboratory accreditation and performance, for example the NATA Checklist for Laboratory Accreditation.
- Participate in case/slide/laboratory/clinical rounds, peer review meetings, external quality assurance (e.g. RCPA QAP) and continuing professional development activities
- Read current literature on QA strategies, risk management, informatics and evidence based medicine in anatomical pathology laboratories.
- Participate in workflow checks to ensure effective and efficient laboratory function
- Recognise, report and analyse quality problems when they arise in the laboratory
- Participate in implementing plans for testing and evaluating measures to improve the quality of laboratory practice and patient care.
- Complete the Quality Management module in the All Trainees/Learning Modules section of RCPA Education Online.

2.2 Laboratory Safety

Outcomes

- Apply, review and plan laboratory safety procedures, to protect self and staff against infection, radiation, toxic materials, electrical and fire hazards.
- Apply and evaluate processes for assessing risk and investigating and reporting hazards, in accordance with legal aspects of investigation and disclosure
- Analyse incident reports and near misses to identify opportunities for improvements in practice
- Contribute to the management of staff needs in the event of an adverse event in the laboratory

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Participate in orientation program for new staff members
- Schedule meeting with workplace occupational health and safety (OHS) Officer
- Participate in OHS drills and meetings, especially fire safety
- Participate in training to use equipment for biological, chemical and fire safety, first aid and resuscitation
- Review incident reports and explore improvements if relevant
- Follow relevant laboratory safety protocols and report breaches
- Wear appropriate safety (personal protective) equipment when in the laboratory
- Ensure relevant personal vaccinations are completed prior to commencement of duties
- Complete the Safety module in the All Trainees/Learning Modules section of RCPA Education Online.

2.3 Compliance with Legislation

Outcomes

- Understand legal and ethical aspects of paediatric and perinatal pathology.
- Demonstrate basic knowledge of requirements of Approved Pathology Provider (Australia) or other relevant undertakings.
- Operate with awareness of the potential for medical litigation and the role of pathologists as defendants or consultants, and apply appropriate risk management strategies.
- Ensure laboratory compliance with current requirements for notifiable diseases
- Identify acceptable standards of billing practice appropriate to the work setting

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Review summaries and seek advice from appropriate senior staff.
- Locate sources of pathology financing information, e.g. Medicare Benefits Schedule, Health Insurance Act or other documentation relevant to your jurisdiction
- Document incidents and discussions with medico-legal implications and discuss with supervisor or a senior colleague
- Review laboratory manuals and State/Territory/country legislation regarding notifiable diseases
- Maintain currency with the relevant requirements for notifiable diseases

2.4 Managing People

Outcomes

- Review and use orientation and training protocols for new staff
- Provide supervision and constructive feedback to staff
- Display skills in conflict resolution in the workplace.
- Behave in accordance with equal opportunity and antidiscrimination practices in the workplace

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Participate in staff and business meetings in the Department

- Observe administrative procedures in relation to selection and appointment of staff.
- Reflect on observations of interactions in the workplace.
- Participate in training on giving and receiving feedback and/or read articles on the subject
- Participate in a conflict resolution course and/or read articles on the subject
- Assist in the orientation and mentoring of junior colleagues
- Participate as trainee representative on College committees

2.5 Managing resources

Outcomes

- Describe budgetary considerations in an established anatomical pathology laboratory
- Describe issues concerned with the assessment, procurement, installation, maintenance and use of laboratory equipment and electronic information systems
- Identify sources of funding for laboratory testing

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Review and discuss with senior staff laboratory budget reports including income, expenditure, salary, overtime, annual leave and sick leave costs, maintenance and consumables costs
- Participate as an observer in committees concerned with resource management
- Teach colleagues to use new laboratory equipment and IT software and hardware.
- Attend training sessions concerned with implementing new technology, noting costs and benefits of the technology
- Access Medicare Benefits Schedule and other documents relevant to your jurisdiction
- Demonstrate judicious use of auxiliary investigations and immunohistochemical stains

3 OTHER PROFESSIONAL FUNCTIONS OF THE PAEDIATRIC PATHOLOGIST

Experienced paediatric pathologists maintain their professional competence through self-education throughout their career. They contribute to the body of knowledge and/or enhancement of practice in their discipline through research and by educating colleagues. They continuously reflect on their practice and demonstrate and promote professional behaviour and attitudes at all times, being responsible and accountable to colleagues and the community.

The following lists of learning outcomes and suggested activities are a guide as to what trainees should have achieved by the end of training.

3.1 Research and critical appraisal

Outcomes

- Critically appraise sources of medical information, discriminating between them in terms of their currency, format, authority and relevance.
- Develop a personal strategy, using IT software where appropriate, to discover, store, access and share information resources.
- Apply and interpret basic statistical and epidemiological concepts and data
- Demonstrate skill in developing a research proposal, conducting appropriate research activities and writing up for peer review/publication
- Comply with the requirements of relevant bodies concerned with ethics in human and animal research
- Prepare reports and papers for publication that comply with the conventions and guidelines for reporting biomedical research
- Contribute to data analysis and publication in the department

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Undertake at least one project under supervision and write up for submission for publication
- Participate in and present cases, reviews and original work, to peers at grand rounds, specialist meetings, journal club, etc
- Attend research meetings
- Contribute to writing research proposals and ethics submissions
- Use clinical and laboratory databases for research for collecting, organizing and analysing data.
- Use a standard bibliographic application (e.g. EndNote) to download citations from a search and organise them into a personal database.
- Read reference material on basic statistical concepts including distribution, mean, median, standard deviation, statistical significance, confidence intervals, correlation, sensitivity, specificity, predictive values, incidence and prevalence
- Consult a medical librarian, statistician or researcher

3.2 Undertaking Self-Education and Continuing Professional Development

Outcomes

- As part of a personal continuing education strategy, practice the habit of identifying and documenting own learning needs, planning educational strategies to meet them, monitoring achievements through self-assessment and reflecting on the outcomes.
- Identify personal learning preferences and reflect on how effective they are in developing competence
- Demonstrate up to date knowledge of and ability to appraise medical and pathological literature and innovations in areas relevant to anatomical paediatric pathology.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Formulate a personal learning plan
- Complete an online learning style inventory and explore a variety of ways to learn
- Apply various computer-based instructional tools, such as electronic tutorials for confirming or updating knowledge and skills.
- Review RCPA CPDP documentation to identify and apply activities and recording strategies that may be applicable.
- Select relevant mentors to guide professional activities
- Regularly review journals relevant to anatomical paediatric pathology and participate in or lead discussions on contemporary issues
- Participate in and present personal work at relevant educational meetings and journal clubs.
- Participate in case/slide/laboratory/clinical rounds, peer review meetings, external quality assurance (e.g. RCPA QAP) and continuing professional development activities

3.3 Educating Colleagues and others

Outcomes

- Prepare and deliver educational sessions, incorporating the principles of adult learning and using effective oral, visual or written modes, and reflect on their effectiveness
- Contribute to the informal education of laboratory personnel, peers, medical students and other health professionals
- Translate and convey technical concepts and information in an understandable manner to people without a background in anatomical pathology.

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Participate in and contribute to departmental teaching sessions, clinico-pathological meetings, conference presentations
- Prepare posters or educational articles of scientific investigations in pathology and present to peers and other health professionals.
- Mentor students and other trainees and advise on effective preparation for examinations
- Read journals relevant to anatomical paediatric pathology, including articles on effective teaching strategies
- Participate in training on the effective teaching and supervision of adult learners in laboratory and clinical settings, such as the "Teaching on the Run" program
- Seek evidence of own teaching effectiveness

4 GENERIC PROCESSES EMPLOYED BY THE PAEDIATRIC PATHOLOGIST

Experienced paediatric pathologists ensure patient safety through timely, accurate, appropriate, ethical use of investigations. They show respect for patient confidentiality and rights. They collaborate and communicate appropriately with others, showing awareness of cultural and linguistic diversity.

The following lists of learning outcomes and suggested activities are a guide as to what trainees should have achieved by the end of training.

4.1 Patient Safety

Outcomes

- Advocate for, and protect, patient rights.
- Promote understanding of health and disease, including relevant epidemiology and public health issues, to patients, clinicians and the community.
- Promote timely and appropriate use of pathology investigations
- Apply risk management strategies to minimise errors
- Knowing own limitations and when to refer

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Access and read relevant sections of the National Patient Safety Education Framework document.

4.2 Ethics and Confidentiality

Outcomes

- Demonstrate respect for parents' points of view and wishes and act with compassion at all times
- Practice ethically, which includes:
 - promptness of reporting
 - interacting appropriately with clinicians, laboratory staff and other health professionals
 - knowing when to seek opinion from others
 - financial probity
- Comply with legal, ethical and medical requirements relating to patient records and documentation, including confidentiality, informed consent and data security.
- Differentiate between ethically appropriate and ethically inappropriate procedures.
- Identify appropriate courses of action in regard to unprofessional conduct by or ill health in a colleague.
- Comply with copyright and intellectual property rules.
- Recognise and respect cultural and religious factors impacting on professional practice.
- Describe strategies to ensure equity of access to pathology testing for patients

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Complete the Ethics Module in the All Trainees/Learning Modules section of RCPA Education Online.

- Review appropriate literature and guidelines including the National Patient Safety Education Framework;
- Read the most recent Australian Medical Association Code of Ethics
- Read the Australian Medical Council Good Medical Practice Code of Conduct ;
- Access and read documents relating to cultural competence, including those concerning indigenous people, such as Aboriginal and Torres Strait Islander and Maori people;
- Reflect on professional behaviour of self and others, identifying potential for ethical dilemmas and strategies to deal with them.

4.3 Communication

Outcomes

- Employ effective oral, written and electronic communication strategies, including the production of concise, grammatically correct written reports.
- Use appropriate language in all communications, showing awareness of cultural and linguistic diversity.
- Demonstrate good interpersonal communication skills such as active listening and accepting and offering appraisal
- Comply with guidelines for handling sensitive information.
- Advise laboratory staff about testing methodologies, quality assurance techniques and delineating protocols for the issuing of results
- Advise clinicians on the choice and performance of laboratory procedures and the interpretation and relevance of pathological findings, taking into account clinicians' and patients' needs.
- Consult with clinical specialists and pathologists on issues of patient care and professional practice and in seeking and providing referral opinion on difficult cases

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Participate in training sessions on communications, cross-cultural communications, presentation skills, etc.
- Compose written reports at an appropriate level of responsibility
- Seek feedback from supervisor, colleagues and clinicians
- Document telephone communication of pathological findings, interpretations, clarification of requests and complaints where appropriate, seeking feedback from supervisors and colleagues
- Read documents relating to etiquette and proper use of electronic communications such as email
- Consult style guides for correct use of grammar and terminology for written communications
- Demonstrate findings to clinicians with clear clinico-pathological correlation
- Participate in clinico-pathological meetings
- Liaise with clinicians as to the most appropriate specimen for diagnosis
- Give expert paediatric consultative opinion and advice on referred cases

4.4 Collaboration and teamwork

Outcomes

- Contribute effectively to the activities of laboratory and health care teams, recognizing responsibilities and limitations of own role.
- Consult with laboratory colleagues, other medical practitioners and health care professionals
- Contribute effectively to inter-disciplinary team activities, such as peer review sessions and other education and quality activities, recognizing responsibilities and limitations of own role
- Promote the role of pathologists as vital contributors to patient care

Select activities that are appropriate to your training environment and, if relevant, keep a record for your Portfolio

- Identify the elements of an effective team and reflect on your observations of teams in your work place and others with which you interact
- Network and share information with colleagues, using available technologies
- Plan, organize and review teaching activities, together with supervisor, peers and laboratory staff.
- Participate in mentoring programs
- Participate in College activities and meetings
- Participate in departmental meetings

Section 3

APPENDICES

Appendix 1: Assessment

Appendix 2: Supervisor's report form and guidelines

Appendix 3: Portfolio guidelines

Appendix 4: Personal Professional Development (PPD) guidelines

Appendix 5: Written case report guidelines

Appendix 6: Forms and logbook pages

Appendix 1

Assessment

Assessment of the Diploma in Paediatric Pathology is by

- Formal examinations;
- A project
- A portfolio of evidence of having participated in a sufficient number and type of activities;
- Satisfactory progress (supervisor's) reports

All components must be passed to gain an overall pass.

Examinations

The examination has two components. Candidates who are successful in the slide examination will be invited to proceed to the oral examination.

Histopathology slide (practical) examination:

This is a practical examination of twenty (20) paediatric/perinatal/fetal /placental cases which will be marked as for the Part II Slide Practical examination in Anatomical Pathology. The examination will be held at designated examination centres.

In some cases, the diagnosis may not be straightforward or there may be no definite diagnosis. The emphasis will be on rational and scientific approaches to differential diagnosis as part of problem solving in diagnostic Paediatric Pathology

Candidates who fail the first attempt may repeat the Slide examination in the next assessment cycle. Candidates who obtain a borderline result will be invited to participate in the oral examination however they will be examined on additional cases through discussion of these cases across a double header microscope with either the Chief or Associate Chief Examiner or other senior examiner. This opportunity will be at the discretion of the Chief Examiner and will not be available to any candidate obtaining a clear fail result.

Structured oral examination:

The structured oral examination is held centrally for candidates who have passed the slides. Candidates progress through a series of stations. The content of the examination encompasses all areas of paediatric/perinatal/fetal and placental pathology, including areas of molecular pathology, cytogenetics, microbiology, haematology and laboratory management as related to Anatomical Paediatric Pathology.

Each station will take approximately ten (10) minutes to complete and will be examined by two examiners.

Each component will be assessed as pass, borderline or fail. A borderline result is not to be considered a borderline pass.

Project

A research project, clinical audit or case correlation must be completed. The topic should be approved by the supervisor before commencing work on the project. The aim should be to publish it or present it at a major national or international meeting.

The project should be a significant piece of work that demonstrates the Trainee's ability to plan, perform and present the results of a scientific investigation in paediatric pathology. As evidence of this Trainees must submit one of the following:

- a manuscript written in a style suitable for publication; or
- a paper of which the Trainee is senior or sole author, published in a refereed medical journal

Reports must be submitted in triplicate for perusal by the Chief Examiner and two other examiners. If, in the opinion of the examiners, the project work is inadequate, the Trainee will be asked to revise and resubmit the work.

Portfolio

The hard copy portfolio must be made available to the Supervisor to check periodically. To facilitate checking by the Supervisor, a print-out of the portfolio summary spreadsheet (Excel file format) must be included as the front page of the portfolio.

The hard copy portfolio and summary spreadsheet will be checked for completeness by the Supervisor at the time of the pre-examination Supervisor's report. It is strongly recommended that Trainees start these activities at the earliest possible time after commencing training.

In summary, the portfolio activities include

- autopsies: a minimum number must be completed, including two (2) that must be observed. Please refer to the DOPS form in Appendix 6;
- cytology:
- paediatric surgical cases
- placenta reports
- frozen sections
- histochemical and immunohistochemical methods
- understanding of the application of cytogenetics, molecular genetics, microbiology;
- presentations at clinicopathological meetings
- laboratory workplace health and safety, quality Issues and management issues
- personal professional development: peer-reviewed publication OR project OR conference presentations

Detailed instructions are included in Appendix 3 and on the forms that must be used to record the activities (Appendix 6). Detailed guidelines for activities related to personal professional development are in Appendix 4. The portfolio summary spreadsheet (Excel file) may be downloaded from the RCPA website.

A print-out of the portfolio summary spreadsheet should be appended to the pre-examination supervisor's report which is sent to the College. The summary will be reviewed by the Chief Examiner and the Registrar of the Board of Censors. The signatories and trainee may be contacted to confirm evidence of satisfactory completion. The portfolio and summary must be provided to the Supervisor for review when they are preparing the annual Supervisor's report

Supervisor's reports

Trainees must submit a Supervisor's report for each year of training, including periods of rotation as well as an additional pre-examination Supervisor's report with the appended print-out of the portfolio summary spreadsheet. Please refer to *RCPA Trainee Handbook – General Requirements* for key dates for submitting these reports.

It is the Trainee's responsibility to ensure that the pre-examination Supervisor's report is completed and submitted by the due date. Failure to do so may jeopardise the accreditation of training time or finalisation of examination results.

Summary of assessment requirements

Item	Completion	Assessed by	Comments
Histopathology slide examination	Final year (usually May)	Examiners with at least 5 years post-Fellowship experience.	
Structured oral examination	Final year (August)	Examiners with at least 5 years post-Fellowship experience.	
Portfolio of evidence of having completed specified workplace activities	Prior to being awarded the Diploma.	Assessed by Chief Examiner or delegate. Summary spreadsheet checked for completeness by BOC Registrar. If not satisfactory, the candidate may be required to undertake further portfolio activities.	Supervisor will review the hard copy portfolio when preparing the pre-examination supervisor's report.

Assessment calendar

Please refer to the *RCPA Training Handbook – General Requirements* on the RCPA website for enrolment dates and on the website for assessment dates.

Appendix 2

Guidelines for completing the Supervisor's Report Form

The Supervisor

The role and responsibilities of supervisors are outlined in the following documents which are available on the RCPA website:

- RCPA induction manual for supervisors
- Policy (Supervision of Training)

The Supervisor's Report Form can be downloaded from the RCPA website:

<http://www.rcpa.edu.au/Careers/Training/SupervisorReports.htm>

The form should be completed by the Supervisor in consultation with other pathologists and laboratory staff with a significant role in the Trainee's training program and with reference to the Trainee's portfolio.

Trainees must make their up-to-date portfolio and logbooks available to the supervisor for the annual, rotation and pre-examination reviews. For the pre-examination review, a print-out of the portfolio summary spread sheet must also be made available.

The portfolio should include evidence of completion of the following activities:

- autopsies (case log plus two autopsy DOPS)
- paediatric surgical cases
- frozen sections
- cytology
- placentas
- cytogenetics, molecular genetics, microbiology
- histochemical and immunohistochemical methods
- presentations at clinicopathological meetings
- laboratory management, OH&S and quality management
- personal professional development
- all previous Supervisors' reports

Submitting the Supervisor's Report

It is the Trainee's responsibility to submit this form by the due date. At least one Supervisor's Report is due annually and may be submitted with the annual registration for the subsequent year.

For Trainees who participate in rotational programs, one report is required for each period of rotation at a different institution and should be submitted on completion of the rotation. For Trainees sitting the examination, the pre-examination Supervisor's report is due by the date specified in the *RCPA Trainee Handbook – General Requirements* (on the RCPA website). A print-out of the portfolio summary spreadsheet must be appended to this report. Reports must be available for consideration at the examinations.

Please post this form by the due date to
The Royal College of Pathologists of Australasia
207 Albion Street
Surry Hills NSW 2010 AUSTRALIA

Faxed reports will not be accepted

Appendix 3

Portfolio Guidelines for Trainees and Supervisors

This document contains guidelines to assist Trainees to compile the portfolio and the portfolio summary.

The activities to be recorded in the portfolio are carried out in the workplace and provide evidence that the Trainee is developing the desired technical skills and professional values and behaviours that are not readily assessed by formal examinations.

Trainees should accumulate evidence for the portfolio from the commencement until the completion of training. We strongly recommend that Trainees commence activities **early** in training.

The forms for recording these workplace activities are in Appendix 6. They can also be downloaded from the RCPA website. They are

- DOPS form for autopsy
- Supervisor sign off form for clinical meetings
- Form for confirming completion of the Quality Management and Laboratory Safety Modules in the All Trainees/Learning Modules section of RCPA Education Online.

The hard copy forms should be filed in a portfolio folder with eleven (11) separate sections, numbered as in the Table of items/activities (overleaf).

A logbook should also be kept for recording

- autopsies
- surgical cases
- frozen sections
- cytology
- placentas
- histochemical and immunohistochemical methods
- cytogenetics, molecular genetics, microbiology

Pages for the logbook are included in Appendix 6. We recommend that you preserve them by keeping them in a plastic folder which you keep with you at all times.

A soft copy **portfolio summary** (Excel spreadsheet) should be compiled so that you can keep track of what you have completed. The spreadsheet can be downloaded from the RCPA website.

It is the Trainee's responsibility to keep both hard and soft copy records **up-to-date**. The Supervisor should review and sign off completed portfolio forms and logbook on the annual, rotation and pre-examination Supervisor's report.

The only document from the portfolio required for submission to the College is a print out of the portfolio summary spreadsheet. The actual portfolio should not be sent unless requested for audit purposes.

Portfolio Section	Mandatory activities	Evidence
1	<p>Autopsy assessment. Perform a minimum of 75 autopsies covering the range of paediatric, perinatal and fetal cases</p> <p>Two (2) of these autopsies must be done while being observed by a suitably qualified observer, ie,</p> <ul style="list-style-type: none"> • one (1) fetal autopsy • one (1) paediatric autopsy <p>For the observed autopsies, the deaths must be from different causes.</p>	<p>Autopsy logbook record All autopsies to be recorded in the logbook and signed off by the supervisor or delegate.</p> <p>Autopsy DOPS form Both Autopsy DOPS forms to be signed off as satisfactory by the observer. Case reports are also required.</p>
2	<p>Paediatric surgical cases: Report a minimum of 750, excluding placentas.</p> <p>Cases that the trainee has reviewed but not reported should not be included.</p>	<p>Logbook records, signed periodically by supervisor or delegate.</p>
3	<p>Frozen sections Attend and report to surgeon (if permitted in training institution). Minimum of 50 during training.</p>	<p>Logbook records, signed periodically by supervisor or delegate.</p>
4	<p>Cytology Perform and report cytology investigations (exfoliative, fluid, FNA). Minimum of 25 reports and no more than 10 in one area.</p>	<p>Logbook records, signed periodically by supervisor or delegate.</p>
5	<p>Placentas Report a minimum of 100 cases.</p>	<p>Logbook records, signed periodically by supervisor or delegate.</p>
6	<p>Cytogenetics, molecular genetics, microbiology Ten (10) specimens for which these investigations are required.</p>	<p>Logbook records, signed periodically by supervisor or delegate.</p>
7	<p>Histochemical and immuno-histochemical methods Ten (10) de-identified reports indicating correct use and value in diagnosis of these techniques in paediatric pathology.</p>	<p>Logbook records, signed periodically by supervisor or delegate</p> <p>De-identified copies of signed laboratory reports must also be kept in the portfolio.</p>

8	<p>Clinical meetings (CPC, MDT)</p> <p>Provide evidence of having attended at least 30 meetings.</p> <p>Prepare and present at 15 of these meetings</p>	<p>Supervisor Sign-off Form for Clinical Meetings</p> <p>Each meeting noted on this form should be signed by the supervisor or delegate to verify the trainee's involvement in the meeting.</p> <p>Trainee should also keep a list of cases/entities presented at each meeting</p>
9	<p>Laboratory workplace health and safety, quality issues and management issues</p> <p>Complete the RCPA Laboratory Safety and Quality Management modules in the All Trainees/Learning Modules section of RCPA Education Online).</p>	<p>Laboratory Management and Quality Management Form</p> <p>Sign and date form and have it witnessed</p>
10	<p>Personal professional development</p> <p>Three (3) examples are required during training, in which the trainee must be the major contributor to the item presented.</p>	<p>See Guidelines for Personal Professional Development (Appendix 4).</p>
11	<p>Supervisor's report/s for each year and/or rotation</p>	<p>Reports and a brief reflection (maximum 1 page) on the supervisor's comments for each report.</p>

Appendix 4

Guidelines for presenting evidence of Personal Professional Development (PPD)

By the completion of training the portfolio should contain **three** (3) examples of personal professional development in the areas of paediatric pathology, quality and audit or health & safety where the trainee is the major contributor to the item presented.

At least **one** (1) item should come from Category A (see below). The remainder should be from Category A and/or Category B, noting that some items have a maximum number per portfolio.

Trainees are strongly advised to commence these activities early in training.

The appropriate portfolio documentation and signoff for each activity is summarised in the Table below

Category A	Maximum number per portfolio	Documentation in portfolio
One (1) project , undertaken under supervision, which is written up to a standard that is acceptable for publication	No limit	Copy of project report, with sign off from the supervisor that work was performed and written up by the trainee.
Principal author on one (1) publication in a peer-reviewed journal on a paediatric/perinatal/fetal case	No limit	Copy of article or manuscript with evidence of submission; sign off from the supervisor that the trainee made a major contribution to the work
Two (2) oral and/or poster presentations on a paediatric/perinatal/fetal topic at a national or international meeting The Trainee must be a major contributor to the work being presented and must be significantly responsible for the production of the poster	No limit	Copy of meeting poster abstracts and A4 or A3 printout of mini version of the poster; sign off from the supervisor that the trainee made a major contribution to the work and production of the poster

Category B	Maximum number per portfolio	Documentation in portfolio
Oral presentation by the Trainee of a topic or case/s at a hospital meeting, clinical meeting, regional meeting or grand round where the trainee had a major contribution to preparing and delivering the presentation	Two per portfolio	Copy of documentation including printout of (eg) PowerPoint slides etc from the presentation; sign off from supervisor that the trainee made a major contribution to preparing and delivering the presentation
Presentation of a written report on an audit activity in AP undertaken by the trainee or where the trainee made a major contribution to the item. The written report should be submitted to the Chief Examiner AP for formal assessment	Two per portfolio	Copy of the written report; sign off from the supervisor that the trainee made a major contribution to the production of the work. Sign off from the supervisor regarding adequacy of the report.
Presentation of a written report on a complex case in AP with appropriate discussion of the relevant points and issues; worked up and reported by the trainee. Refer to Appendix 5 for guidelines. The written case report should be submitted for assessment to the RCPA Board of Censors Office.	Three per portfolio	Copy of the written case report; sign off from the supervisor that the trainee made a major contribution to the reporting of the case. Sign off from the Chief Examiner on adequacy of the written report.
Prepare and present teaching sessions (lecture/seminar) for medical students, lab staff, GPs etc	Two per portfolio	Copy of the teaching material (PowerPoint slides, brochures etc); sign off from the supervisor that the trainee made a major contribution to the session. Sign off from the Chief Examiner on adequacy of the written report.

Submission of written reports for assessment by the Chief Examiner

Please post the reports to

The Chief Examiner, Paediatric Pathology
The Royal College of Pathologists of Australasia
207 Albion Street
Surry Hills NSW 2010 AUSTRALIA

Appendix 5

Guidelines for written case reports

Requirements

The cases must have been handled personally by the Trainee as part of their supervised training and each should be in a different area or demonstrate a different technique in paediatric pathology.

The written report should be

- written to a standard suitable for publication;
- no more than 10 pages of single spaced type;
- the discussion, clinico-pathological correlation must be at least twice as long as the remainder of the report;
- the appraisal of the cited literature should be critical and selective;
- the reference list should include 15 - 30 references, including recent peer-reviewed literature;
- photomicrographs and illustrations must be high quality.

Signed declarations of originality from the Trainee and Supervisor must be included with each case report:

Trainee's declaration: "I certify that I reported this case as part of my personal supervised practice during my accredited training in Paediatric Pathology. The case report is original. It has not been submitted for assessment and has not been used by any other Trainee.

Supervisor's declaration: "As the supervisor for Dr., I certify this case was examined and reported personally by Dr. during training in Paediatric Pathology. The case report is original and has not been used by any other Trainee."

Assessment

Case reports will be assessed as satisfactory or unsatisfactory. A case report that is assessed as unsatisfactory may be revised and re-submitted one time only.

Appendix 6

Forms and Logbook pages

Appendix 6 contains master copies of forms to be used to record activities for the portfolio. Please make as many copies as you need and file the completed forms safely in the portfolio folder.

The forms are

- DOPS form for Autopsy Assessment
- Supervisor sign-off form for Clinical Meetings
- Form confirming completion of the Laboratory Safety and Quality Management Modules in the All Trainees/Learning Modules section of RCPA Education Online.

Appendix 6 also contains master copies of logbook pages. Please make as many copies of the pages as you need and file the completed pages safely in a plastic folder.

The logbook pages are for

- autopsies
- surgical cases
- frozen sections
- cytology
- placentas
- histochemical and immunohistochemical methods
- cytogenetics, molecular genetics, microbiology

How to use this form

The supervisor or delegate is asked to observe the trainee conducting two autopsies.

Please use a separate form for each.

There should be one fetal and one paediatric autopsy, on deaths from different causes. The following are suggested, however others may also be chosen

- Metabolic abnormality
- Congenital abnormality
- Combined immunodeficiency
- Unexplained stillbirth

The trainee should also write up a case report for each, including

- Clinical history and investigations including maternal history in fetal or perinatal case
- External examination
- Macroscopic dissection
- Microscopy
- Ancillary investigations
- Diagnosis
- Clinico-pathological correlation including a discussion of the diagnosis/cause of death relating to underlying aetiology and recurrence risk

Completed Autopsy DOPS forms & case reports are to be retained in the Portfolio, whether satisfactory or not. Both forms should be sighted by the supervisor and signed off on the annual supervisor report.

Trainee name	Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify		
Observer/Assessor name	Observer/Assessor position			
Type of case	Complexity of case (tick box) <input type="checkbox"/> low <input type="checkbox"/> medium <input type="checkbox"/> high			
Please comment on whether these aspects of the trainee's performance are satisfactory for the stage of training (SY= satisfactory; NS = not satisfactory; n/a=not applicable)		SY	NS	n/a
Identify & understand the significance of the clinical history and investigations				
External examination and identification of abnormalities				
Macroscopic dissection and identification of abnormalities				
Appropriate ancillary investigations				
Microscopic report				
Diagnosis/cause of death identification				
Appropriateness and relevance of clinico-pathological correlation				
Please comment on any other relevant aspects, especially on aspects for improvement				
Final outcome (please circle) Satisfactory Not Satisfactory		Date of assessment	Time taken for assessment	Time taken for feedback
Signature of assessor Print name			Signature of trainee	

How to use this form

During training, the trainee should log a minimum of 75 autopsies, covering the range of paediatric, perinatal and fetal cases. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

Please place a tick (✓) in the column to denote whether the specimen is fetal, perinatal or neonatal.

At the end of each year the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name	Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
---------------------	-------------------	---

Place a tick (✓) in the column to denote whether the specimen is **Fetal, Perinatal or Neonatal**

	Date	ID of specimen	Fetal	Perinatal	Neonatal
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

During training, the trainee should log a minimum of 750 paediatric surgical cases, excluding placentas. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

Place a tick (✓) in the column to indicate whether benign, malignant or normal/inflammatory.

At the end of each year the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name	Trainee ID	Stage of PP training		
		Y1	Yr2	Yr3
		if > Y3 please specify		

Place a tick (✓) in the column to denote whether the specimen is **Benign, Malignant or Normal/Inflammatory**

	Date	ID of specimen	Benign	Malignant	Normal/ Inflamm
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Supervisor
name.....

Supervisor
signature.....Date.....



RCPA

The Royal College of Pathologists of Australasia

Paediatric Pathology Frozen Sections Log

How to use this form

During training, the trainee should attend and log a minimum of 50 frozen sections. If permitted in the training institution, the trainee should also report these to the surgeon.

Please place a tick (✓) in the column to denote whether the specimen is benign, malignant or normal/inflammatory.

At the end of each year the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name

Trainee ID

Stage of PP training

Y1 Yr2 Yr3

if > Y3 please specify

Place a tick (✓) in the column to denote whether the specimen is **Benign, Malignant or Normal /Inflammatory**

	Date	ID of specimen	Benign	Malignant	Normal/ Inflamm
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

During training, the trainees should perform, report and log a minimum of 25 cytology investigations, including exfoliative, fluid, FNA. No more than 10 are to be in one area. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

Please place a tick (✓) in the column to denote whether the specimen is benign, malignant or normal/inflammatory.

At the end of each year the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name	Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
---------------------	-------------------	---

Place a tick (✓) in the column to denote whether the specimen is **Benign, Malignant or Normal/inflammatory**

	Date	ID of specimen	Benign	Malignant	Normal/ Inflamm
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

During training, the trainee should report and log a minimum of 100 placenta investigations. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

At the end of each year, the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name		Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
	Date	ID of specimen and brief description	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

During training, the trainee should log a ten (10) investigations using histochemical and immunohistochemical techniques. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

A copy of the de-identified laboratory report for each case should be appended to this form and should be retained in the portfolio.

At the end of each year, the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name		Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
	Date	ID of specimen and brief description	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

During training, the trainee should log a ten (10) investigations on which cytogenetic, molecular genetic and microbiological investigation are required. Only cases that the trainee has reported should be logged on this form. Cases that the trainee has reviewed but not reported should **not** be included.

A copy of the de-identified laboratory report for each case should be appended to this form and should be retained in the portfolio.

At the end of each year, the log should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name		Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
	Date	ID of specimen and brief description	Type of investigation cyto, molecular, micro
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Supervisor
name.....

Supervisor
signature.....Date.....

How to use this form

By signing this Clinical Meetings form, the supervisor verifies that the trainee has prepared for and has attended at least 30 clinical meetings during the training period and has presented at 15 of these.

Trainees should retain a list of the cases/entities presented at each meeting in the Portfolio. [Note: It is recommended that trainees are assigned to at least one (1) meeting per week throughout training. Only 10 meetings per year must be reported using this form.]

At the end of each year, this Clinical Meetings form and appended case lists should be sighted by the supervisor and signed off on the annual supervisor report.

Please START A NEW FORM AT THE BEGINNING OF EACH YEAR OF TRAINING

Trainee name	Trainee ID	Stage of PP training Y1 Yr2 Yr3 if > Y3 please specify
---------------------	-------------------	---

Place a tick (✓) in the column to denote whether the Trainee presented a case at the meeting

	Meeting date	Brief description of meeting	Present case (P)	Supervisor signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



**Paediatric Pathology
Laboratory Management and
Quality Management**

I have completed the relevant sections of the following learning modules in the All Trainees/Learning Modules section of RCPA Education Online.

- Laboratory Safety module
- Quality Management module

Trainee name:.....

Trainee signature:

Witness name.....

Witness signature:

Date: