



## GUIDANCE NOTES - SPECIALTY REGISTRAR (StR) REGISTRATION

The Royal College of Pathologists undertakes a mandatory registration process for all StRs in the following specialties:

- Chemical Pathology (including Chemical Pathology [Metabolic Medicine])
- Diagnostic Neuropathology
- Forensic Histopathology
- Histopathology
- Medical Microbiology
- Medical Virology
- Paediatric and Perinatal Pathology

### 1. Who should register?

All StRs appointed to a specialty training programme with a National Training Number (NTN).

If you are unsure if you should register with the College then please contact the Training Co-ordinator, Bill West ([bill.west@rcpath.org](mailto:bill.west@rcpath.org))

Registration does not extend to:

- Haematology and immunology. Please contact the Joint Royal Colleges of Physicians Training Board (JRCPTB) - <https://www.jrcptb.org.uk/enrolment>
- Joint medical microbiology and virology and infectious diseases trainees will also register with the JRCPTB who will then send us your registration details directly.
- Trainee oral pathologists or oral microbiologists.
- Doctors undertaking a full programme of training outside of the UK (including Eire).

### 2. What are the benefits of registration?

The benefits of registration with the Royal College of Pathologists will include:

- a. A welcome pack from the College that includes:
  - The relevant curriculum (approved by GMC).
  - Information about your assessment requirements for this year (please ensure that both you and your educational supervisor are familiar with the requirements).
  - Information about the College's Trainees Advisory Committee – the committee that represents trainees in the College.
  - Confirmation of route of entry to the specialist register either via the award of the Certificate of Completion of Training (CCT) or through the combined programme (CESR/CP) and the completion of training date.
- b. New Trainee Welcome Day (free).
- c. Trainees in chemical pathology, diagnostic neuropathology, forensic histopathology, histopathology and paediatric and perinatal pathology will be able to access to the web-based system which will support workplace-based assessment and trainee e-Portfolios. It is known as the Learning Environment for Pathology Trainees (LEPT) system.



Trainees in medical microbiology and medical virology will use the [JRCPTB e-portfolio](#). The guidance notes for trainees can also be found on the [JRCPTB website](#).

- d. Access to 'MyRCPATH' including access to the member's handbook, draft consultations, Council and other College committee minutes and previous issues of the Bulletin. The Members Handbook includes details of individual members but as a Registered Trainee your details will not be listed in the Members Handbook.
- e. Provision of guidance and advice throughout training including setting of provisional CCT date, guidance on OOPT, OOPE, OOPR, less than full-time training and curriculum transition (if required).
- f. Recommend to the GMC the award of the CCT/CESR (CP) in order to obtain Specialist Registration.
- g. A free copy of the quarterly [Bulletin](#) and all College mailings (including the monthly e-newsletter) for the duration of training.
- h. Notification of [College Scientific Meetings](#) at reduced rates.
- i. [Discounts on pathology titles](#).
- j. **TOTUM PRO**: As a registered trainee of the RCPATH you are able to buy a TOTUM PRO Card which offers discounts across a range of over 200 retailers (you can buy a 1 year card for £19.99, a 2 year card for £34.99 or a 3 year card for £44.99).

### 3. How can trainees register?

Trainees register online at: <https://www.rcpath.org/trainees/training/registration-forms.html>

### 4. When can trainees register?

StRs are expected to register with the College on appointment to a specialty training programme. Trainees should expect to receive their College pack within three weeks of registering.

### 5. Is there a registration fee?

There is an annual registration fee for StRs appointed to a specialty training programme which will be levied for the duration of the training programme.

The registration fee for 2019/20 is £182.

Please note that trainees are expected to pay the registration fee for each year up to and including year 5. Trainees who become an Associate or Fellow earlier than 5 years will move to paying Associate or Fellowship fee.

### 6. How can the fee be paid?

The initial trainee registration fee is paid online by credit card. Trainees will then be sent a direct debit form with their registration pack, which they should complete and return to ensure future payments. Alternative payments by credit card will be accepted.

### 7. What documentation should be submitted with the registration form?

The following documentation must be uploaded into the online registration form:

- An up-to-date curriculum vitae
- Photo (optional)
- Evidence of appointment (e.g. Form R or letter of appointment)
- A copy of the MRCP certificate or equivalent (if applicable)

**8. What happens if any of my details change after registration?**

If any of your details change after registration, you must inform the Training Department in writing.

Change of name

Where a change of surname is involved, appropriate documentation must be included (e.g. a copy of your marriage certificate).

Change of provisional CCT/completion date

Where there is a change of provisional CCT/completion date, appropriate documentation should be submitted.

**9. Further queries about registering with the College**

Any queries concerning the registration process should be directed to:

Bill West  
Training Co-ordinator  
Training Department  
The Royal College of Pathologists  
6 Alie Street  
London, E1 8QT

Tel: 020 7451 6748

E-mail: [bill.west@rcpath.org](mailto:bill.west@rcpath.org)