



Autopsy Technician Program

Application Package

This package contains information on each of the requirements for this program. Please read through the Autopsy Technician Program Information Package, as well, before you apply for the program.

Once you have obtained the necessary documentation for all the entrance requirements, please forward the completed package to the Registrar's Office at Downtown Campus. Please note your application will only be considered if you have completed all the prerequisites. Incomplete applications will be returned to you.

The mailing address for the completed application is:

Registrar's Office
Vancouver Community College, Downtown Campus
250 West Pender Street,
Vancouver, B.C.
V6B 1S9

Autopsy Technician Admissions Check List

1. Proof of level of education equivalent to successful completion of Grade 12, including:
 - a) Completion of Math 10 or equivalent
 - b) Completion of English 12 with a B or equivalent

- ρ 2. Proof of completion of a human biology course:
either Autopsy Technician PATH 1001, Anatomy & Terminology: Understanding Body Language
OR
Biology 12
OR
Basic Medical Terminology (MEDC 1010 at VCC), or equivalent
OR
Relevant related training in a health care program

- ρ 3. English 12 with a B or equivalent

- π 4. Proof of a negative TB skin test.

- ρ 5. Completion of a Criminal Record Search that reveals the absence of a relevant criminal record.

- ρ 6. Proof of attendance at a Program Information Session (held twice yearly at VCC), OR
Completion of a Career Investigation Report

- ρ 7. A letter of reference, including your signed permission to contact the individual providing your reference.

- ρ 8. A completed application form.

- π 9. Payment of a \$30.00 application fee.

Note: The final requirement is acceptance by an autopsy service for a practicum. You are not required to find the practicum yourself. VCC proceeds with this step only after the above requirements are complete and have been processed by the Registrar's Office. The program instructor will then contact you to make arrangements for an interview with an autopsy service. An interview is not guaranteed, as an autopsy service must first agree to do it. You will only be accepted into the program if an autopsy service agrees to provide a practicum. There are no refunds if you are not given a practicum.

1. Proof of Level of Education

a) Completion of Math 10 or equivalent

Equivalents can be any of the following:

GED Math

OR

Math 10A or Applied Math 10

OR

80% grade on the VCC basic math assessment

OR

Any reasonable equivalent

b) Completion of English 12

See Autopsy Technician information at www.vcc.ca

c) Copy of High School Certificate

2. Proof of Completion of a Human Biology Course, Basic Medical Terminology, or previous training in Health Care

Successful completion of Anatomy and Terminology: Understanding Body Language (Course #1001) will meet this pre-requisite. It is one of the courses in the Autopsy Technician program. You will not have to take the anatomy course again once you are accepted into the program.

or

Grade 12 Biology (Biology 12)

or

The Basic Medical Terminology Course at VCC (Course # 2513) is one of the Basic Medical Terminology courses acceptable for this program. Also, most school district Continuing Education programs offer basic medical terminology courses. Parts 1 and 2 must be taken to be considered equivalent. VCC also offers a Basic Medical Terminology course through its Continuing Education department.

Those people who have previously completed a training program in health care may also meet this requirement. Proper documentation is required as proof of completion. Examples of prior training programs would include:

Medical Laboratory Assistant

Nursing

Laboratory Technologist

Embalming

Medical Imaging

Medicine

Note: Applicants who have Biology 12, Medical Terminology or relevant health care training as an entrance requirement, must still take PATH 1001 once they are accepted into the program

3. **English 12 with a B or equivalent see www.vcc.ca**

4. **Proof of a negative TB Skin test**

Please provide documentation.

Tuberculin skin testing can be obtained from the local public health units. A form Letter indicating your status can be requested from them. If you know you have a positive skin test, a chest x-ray is required.

5. **Completion of a Criminal Record Search**

Your Criminal Record Search must show the absence of a relevant criminal record.

Please complete the application form and submit it to your local police agency. It may take several weeks before the results are mailed out. The Criminal Record Search must be recent. Once it is completed, it is only acceptable for 1 year.

6. **Proof of attendance at a Program Information Session or submission of a Career Investigation Report**

Program Information Sessions are held twice yearly at Vancouver Community College located at 250 West Pender Street, Vancouver-in April and October from 7:00 p.m. to 9:00 p.m. Please contact pathatt@vcc.ca for an exact date. If you attend the session for the Autopsy Technician Program, you will receive a letter at that session which indicates your attendance. This letter must accompany your application.

If you are unable to attend a Program Information Session, you must investigate the work of the Autopsy Technician using our career investigation report. It is important that you have a very clear understanding about what the work involves. You will interview an Autopsy Technician or a supervisor of an autopsy service. Please complete the Career Investigation Report in your own handwriting. The form is attached at the end of this package. Please contact the VCC instructor before approaching an autopsy service.

7. Letter of Reference

A letter of reference must be provided by an individual who is aware of your intent to work in an autopsy service, and has some idea about what the work entails. Your referee should be an individual who has known you for at least one year and is not related to you. Your reference must be a business reference, not a personal one.

Suggested referees:

Former teacher or school principal

Former or present employer

An individual who works in a supervisory role in health care

Social worker, psychologist, counsellor

The Letter of Reference should comment on the following:

- length of time the individual has known you, and in what capacity
- your communication skills
- your physical stamina
- your ability to deal with emotionally difficult situations
- your ability to be self-directed
- why this field might be appropriate for you.

For those who currently work in an autopsy service, this letter of reference should come from your present employer. The letter should indicate how long you have worked for this autopsy service.

A signed waiver giving VCC permission to contact your referee must also accompany this letter. Please see the form called "Consent for the Release of Information".

8. Application Form

Please complete the VCC Application for Admission form on-line at www.vcc.ca.

9. Application Fee of \$30.00

Cheques or money orders must be made out to Vancouver Community College. VCC will also accept payment by credit card. This can be done online.

For Additional Information or Assistance for applications steps 1, 2, 4 5, 8 and 9 Contact :

Advising Department

Vancouver Community College – Downtown
250 West Pender Street
Vancouver, B.C.
V6B 1S9

Phone: (604) 443-8453

Fax: (604) 443-8444

Email: pathatt @vcc.ca

For questions regarding steps 6 and 7, and before you proceed with a Career Investigation Report, contact the Continuing Care Department:

Phone: (604) 443-8559

Fax: (604) 443-8595

Send your completed application to :

Admissions Department
Registrar's Office
Vancouver Community College
Downtown Campus
250 West Pender Street
Vancouver, B.C. V6B 1S9

Step 6

CAREER INVESTIGATION REPORT

This worksheet provides you with a series of questions to use for information interviews about the role of the autopsy technician. Any additional questions that you add are welcome. Please complete this in your own handwriting.

Individual who was interviewed:

Name: _____

Place of Employment: _____

Address: _____

Telephone Number: _____

Date of the Interview: _____
(Please attach a business card if available)

Here are questions for you to ask:

1. What is your specific job title?

2. How long have you been in this line of work, and in what capacity?

3. What are the positive aspects about the work of an autopsy technician?

4. What is the most difficult thing about your job?

Description of the Job

5. What tasks do you perform during a normal workday?

6. What hours do autopsy technicians usually work at this facility?

Is there any shift work?

Yes

No

7. What does an Autopsy Technician usually wear while assisting with autopsies, and what type of equipment/instrumentation is used?

Demands of the Job

8. What are the physical demands of this work?

9. What are the emotional demands of this work?

10. What are the mental demands of this work?

11. What personal qualities or characteristics do you feel are required for a person to be successful in this field?

Wages and Benefits

12. What is the current starting wage or salary range for this occupation?

Labour Market Demands

13. What demand is there for people working in this occupation, and is this likely to change in the future?

Other Comments/Questions

This completes the interview.

Step 7

CONSENT FOR THE RELEASE OF INFORMATION

- o I WILL allow the individual identified below to release information related to my application in the Autopsy Technician Program at Vancouver Community College.
- o I DO NOT consent to the release of any information. I understand that my refusal to consent may impact upon my application to the Autopsy Technician Program.

This individual has provided me with a reference letter as part of the application to the Autopsy Technician Program. He/she is aware that an employee of Vancouver Community College may contact them.

Referee's Name: _____

Name and address of Workplace _____

Business Telephone Number: _____

Relationship to You: _____

(Please attach a business card if one is available).

THIS AUTHORIZATION WILL BE VALID FROM THE DATE OF THE SIGNATURE.

Applicant's Signature: _____

Applicant's Printed Name: _____

Date: _____