



Histological Dissection Conjoint Board Member Role description

Appointed by: Council

Accountable to: Council

Term of office: Initial three years and can be extended on rolling basis with approval of appropriate Committee

The College and its Committees

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

This College has a key role in the professional aspects of pathology services in the development and delivery of healthcare. Those holding office in the College provide professional leadership and thereby contribute at a national level to the maintenance and development of pathology services and the quality of care that patients receive. The College expects its office holders to be proactive and to provide leadership, not only in their own specialty, but also in pathology in general, in the wider context of health services. The College's influence extends to all sectors of healthcare provision.

The Conjoint Board is a joint committee of the Institute of Biomedical Science (IBMS) and the Royal College of Pathologists (College) which is responsible for the Diploma of Expert Practice (DEP) and Advanced Specialist Diploma (ASD) in Histological Dissection.

The Conjoint Board is accountable to the College and IBMS Councils through their respective committee governance structures – the Education and Professional Standards Committee of the IBMS and the Cellular Pathology Specialty Advisory Committee (SAC) of the College.



The composition of the Conjoint Board should reflect the specialisms offered within both qualifications and will normally consist of ten members (five each from the College and IBMS) including a Chair and Deputy Chair, with the membership appointed by the respective organisations.

The key responsibilities of the Conjoint Board, to which the individual will be expected to contribute, are as follows:

1. Participate in the periodic review of the strategy for the training and assessment of competencies of participants through examination and other appropriate processes and make recommendations to the appropriate Committees on any changes that may be necessary.
2. To ensure learning outcomes meet the needs of service and the expectations of the role
3. To periodically review the curriculum (including the training logbooks), guidance and associated documentation required to deliver and monitor the training and the assessment process to ensure that they are up to date, fit for purpose and meet the needs of the profession.
4. To be responsible for the setting, marking, moderation and ratification of results of all assessment elements of each aforementioned qualification and provide the IBMS E&PSC and College Cellular Pathology SAC with a report on the outcomes at the end of the examination series.
5. To recommend new members of the Conjoint Board to the IBMS E&PSC or College Cellular Pathology SAC as appropriate for appointment to the Board.
6. To identify the histopathology subspecialties suitable for the development of a training curriculum for biomedical scientist and make recommendations to the IBMS and College for approval.
7. To periodically review the Terms of Reference to ensure that they are up to date and meet the strategic aims of both organisations and make recommendations to the appropriate Committees on any changes that may be necessary.



8. Regularly review and assess the risks faced by the Board in all areas of work and plan for the management of those risks.
9. Ensure at all times that the work of the Board is in line with IBMS/College strategy and consistent with the approach of developing IBMS members.

Main Purpose

The role will provide expertise and support for the committee by:

- Participating in the work of the board including but not limited to the marking of portfolios, the setting and marking of the written examinations and undertaking viva voce examinations for ASD candidates.
- Actively contributing to collective work and decision making on specialty matters.
- Contributing to responses for consultations as requested of the board.
- Providing insight and knowledge on a range of matters relevant to the work of the board.
- Representing the board to his/her colleagues and other bodies as appropriate.

Key Duties of the Board Member

- Attend up to two Board meetings, which may be held virtually, to discuss relevant general matters and processes.
- To assist in the marking of portfolios, the setting and marking of questions for the written examinations and the undertaking of viva voce examinations for the ASD candidates.
- Provide effective and responsive contribution to the board and specialty overall within the College.
- Ensure awareness of obligations to support the Chair and board members.
- Contribute to the strategic direction of the board's work.
- Support the development of objectives and programmes of work for the board.



- Deliver any specific actions or work as agreed by the board to fulfil its plans.
- Prepare for the board meetings and related activities as appropriate.

Reporting channels

The board member is accountable to College Council as a College representative and may be asked to submit a summary report to Council as required.

Eligibility

A board member will be a Fellow of the Royal College of Pathologists (in Cellular Pathology).



Person Specification

Requirements	Essential	Desirable
Fellow of the College	✓	
In active practice at the time of appointment in histopathology	✓	
Appropriate professional registration with a professional or licensing body (e.g. GMC registration if you are a medical practitioner)	✓	
Participating in a CPD scheme	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Trained and up to date in all issues relating to equality and diversity	✓	
Skills and Abilities		
Ability to contribute to meetings	✓	
Planning skills suited to helping to develop work plans and strategies	✓	
Ability to communicate effectively and develop effective working relationships on an individual basis with College and IBMS colleagues and staff	✓	
Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications	✓	



Ability to make decisions and give guidance	✓	
Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries	✓	
Ability to take responsibility	✓	
Qualities		
Commitment and enthusiasm for the work of the board	✓	
Excellent interpersonal and communications skills	✓	
Flexible and proactive attitude	✓	
Awareness of personal limitations	✓	
Proven experience of working constructively as part of a team	✓	
Possesses tact, diplomacy and powers of persuasion	✓	
Possesses relevant knowledge	✓	
Timekeeping skills	✓	

