

Working Group on Cancer Services

Terms of Reference

1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and, promote study, research and innovation in pathology and disseminate results.

2. Purpose

The Working Group on Cancer Services has delegated responsibility from Council through the College's Specialty Advisory Committee (SAC) on Cellular Pathology for the following matters:

- To commission, review and publish a series of succinct, evidence-based publications (cancer datasets) defining minimum standards for reporting of common cancers.
- To ensure that pathological standards in the datasets are defined by histopathologists (now cellular pathologists) and that College Fellows are involved in a consultation process to agree on the standards.
- To prevent the proliferation of diverse and possibly conflicting local guidelines.

3. Oversight Responsibilities

- To commission the production of guidelines and datasets for the reporting of cancers, and to undertake regular reviews and updates of these in accordance with the criteria for NICE accreditation.
- To advise on the dissemination and implementation of the guidelines and datasets.
- To assist the College with consultations on and implementation of cancer standards with implications for pathology services.
- To advise on procedures, standards and guidance necessary to ensure high standards of pathology in relation to cancer services.
- To foster working relationships with other groups, e.g. the Cancer Outcomes and Services Dataset (COSD), United Kingdom and Ireland Association of Cancer Registries (UKIACR), Association of Clinical Pathologists (ACP), British Division of the International Academy of Pathology (BDIAP), International Collaboration on Cancer Reporting (ICCR).
- Establish a dedicated line of communication/reporting to and from NHS at a national level – this would include NHS England, NHS Wales, NHS Scotland and Health and Social Care in Northern Ireland.
- Establish a formal mechanism to link Cancer Datasets to the National Genomic Test Directory – in line with responsibility of the Group to foster working relationships with other groups
- To facilitate incorporation of the pathology cancer datasets into the COSD.
- To commission the production of Tissue Pathways for the handling and reporting of non-cancer specimens.

4. Accountabilities

- To report to the SAC on Cellular Pathology. The WGCS Chair is an ex-officio member of the SAC.

5. Approval Authority

- The Chair is responsible of approving the minutes of the group.
- The group is responsible for approving items and work related to the development of datasets and tissues pathways.

6. Governance

- To report to the SAC on Cellular Pathology.
- The Clinical Effectiveness Department is responsible for the appointment of members to the group and the continuity of representation. Vacant positions on the Group are advertised on the College website. Applicants must submit a CV and statement of interest and meet the required person specifications. Applicants are then approved by votes from existing committee members.

7. Membership

- Members of the Group are selected by appointment for a period of three years, with the possibility of extending the term of office up to a maximum of five years.
- The membership of the group will be College appointed members and shall be approved by Council. The membership shall comprise the following:

Chair	Cellular pathologist with active FRCPATH College membership The Chair will be as ex-officio College representative on the International Collaboration on Cancer Reporting (ICCR)
Eight appointed pathologists	Cellular pathologists with active FRCPATH College membership to promote diversity of sub-specialty representation and provide resource for the ever-increasing complexity of cancer datasets and tissue pathways. One will be chosen as a second College representative on the International Collaboration on Cancer Reporting (ICCR)
Co-opted external representation dependent on the committee. Each committee will recommend organisations they should be collaborating with for the approval by Council. (Co-opted members will not be entitled to vote on any committee matters. The term of office is normally one year for specific areas of interest)	<ol style="list-style-type: none"> 1. Association of Clinical Pathologists 2. British Division of the International Academy of Pathology 3. Cancer Outcomes and Services Dataset 4. United Kingdom and Ireland Association of Cancer Registries 5. NHS Genomics/NHS England/GLH Histopathology Lead(s) 6. An external representative for the NHS at UK level to cover all four devolved NHS responsibilities

7. International Agency for Research and Cancer (IARC)
WHO Classification of Tumours

APPENDIX

The current membership consists of the following:

Name	Role	Start date	End of (3 years)	End of term (5 years)
Dr Michael Eden (Currently representing and reporting three organisations)	Chair Cancer Outcomes and Services Dataset (COSD) and National Cancer Registration and Analysis (NCRAS) and International collaboration on Cancer reporting (ICCR)	November 2018	November 2021	
Professor Keith Hunter	Appointed member	November 2018	November 2021	
Dr Muhammad Shafiq Gill	Appointed member	November 2018	November 2021	
Professor Sebastian Brandner	Appointed member	November 2019	November 2022	
Dr Paul Craig	Co-opted representative British Division of the International Academy of Pathology (BDIAP)	June 2020	June 2023	
Dr Guy Martland	Co-opted representative Association of Clinical Pathologists (ACP)	June 2021	June 2024	
Dr Newton Wong	Appointed member	June 2021	June 2024	
Vacant	Appointed member			

New	Appointed member			
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The Royal College of Pathologists understands the value and strength that diversity brings, and we are proud to be an organisation of members from a wide range of backgrounds. We are keen to encourage and enable more people of all identities and from all backgrounds to become involved in the College.

8. Meetings

- Meetings are held twice a year, usually for 3 hours in June and November.
- Administrative support is provided by the Clinical Effectiveness Department at the College.
- The Clinical Effectiveness Department will collaborate with the Chair and keep the members informed through regular communication.
- Agendas and papers will be circulated at least one week before each meeting
- Minutes will be made available on the College website, with access restricted to College members only via my RCPATH.

Members are expected, each calendar year, to:

- Attend (in person or by video/teleconference) at least 50% of the WGCS meetings.
- Review at least 50% of the cancer datasets and tissue pathways (and other documents) that are circulated by the Chair via the Clinical Effectiveness Department and notify the Clinical Effectiveness Department lead if they are unable to carry out a review.
- Discuss/review the contributions of the group on an annual basis.

9. Resources

- Travelling expenses will be paid to members (but not observers) of the group in line with the College’s expenses policy. The expenses policy is available on the website. Claims should be made through the College’s on-line finance system.

Terms of Reference agreed at group meeting 12 November 2020

Chair of group Dr Michael Eden Signed

Approved by Cellular Pathology SAC _____

Approved at College Council meeting _____

Review date (3 years following Council approval) _____