



Histopathology Reporting Conjoint Board Member Role description

Appointed by: Council

Accountable to: Council

Term of office: Normally 3 years

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). It is accountable to the College and IBMS Councils through their respective committee governance structures – the Education and Professional Standards Committee (E&PSC) of the IBMS and the Cellular Pathology SAC of the College.



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

1. To develop and implement a curriculum, training framework and related assessment processes that result in appropriately qualified individuals who can independently report specified histopathology specialties.
2. To regularly review the curriculum, training framework and related assessment processes to ensure that they continue to meet evolving service needs.
3. To develop and maintain the associated documentation required to support the delivery of training and the examination/assessment processes.
4. Identifying and responding to requests/suggestions on the service need for scientists to report additional specified histopathology specialties and to make recommendations to the Cellular Pathology SAC of the College and E&PSC of the IBMS on the development of the training framework and assessment processes for those specialties.
5. Ensure consistency of standards with College medical histopathology reporting qualifications through liaison with appropriate members of the College.
6. Monitor the impact of the qualification on the histopathology workforce and service delivery and to respond accordingly.
7. Regularly review and assess the risks faced by the Board in all areas of work and plan for the management of those risks.
8. Regularly review the Terms of Reference to ensure that they meet the strategic aims of both organisations.
9. Appoint a College member and IBMS member of the Conjoint Board to report to their respective parent bodies through the agreed governance channels.
10. To oversee the process of the assessment of the marking of the portfolios.
11. Liaise with the College exam team around suitable examination process for qualifications.
12. Support activities that promote scientists in histopathology reporting and the availability of the qualifications.



Main Purpose

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

- Actively contributing to collective work and decision making on specialty matters.
- Participating in board work as agreed by the board.
- 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 four Board meetings a year, usually videoconference and any additional teleconferences, as required.
- 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 reports through the Chair directly to College Council.

Eligibility

A board member will be a Fellow of the Royal College of Pathologists (in histopathology) but may have an interest in the three areas of Gastrointestinal Pathology, Gynaecological Pathology or Dermatopathology.



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	✓	

