



Cytology Conjoint Board Member

Role description

Appointed by: Council

Accountable to: Cytopathology Sub-Committee of the Cellular Pathology Specialty Advisory Committee of the College (to be approved)

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 (the College) which is responsible for the Diploma of Expert Practice (DEP) in Diagnostic Cytopathology, Advanced Specialist Diploma (ASD) in Cervical Cytology and ASD in Diagnostic Cytopathology.



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 Cytopathology Sub-Committee of the Cellular Pathology Specialty Advisory Committee (SAC) of the College.

The composition of the Conjoint Board should reflect the specialisms of diagnostic and cervical cytopathology 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. To periodically review the strategy for the training and assessment of participants through examination and other appropriate processes to ensure they continue to meet service need and the expectations of the role and where necessary make recommendations to the appropriate Committees on any changes that are required.
2. To periodically review the curriculum, 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.
3. To be responsible for the setting, marking, moderation and ratification of results of all assessment elements of each of the aforementioned qualifications and provide the IBMS E&PSC and College Cytopathology SAC with a report on the outcomes at the end of the examination series.
4. To recommend new members of the Conjoint Board to the IBMS E&PSC or College Cytopathology Sub-Committee as appropriate for appointment to the Board.
5. Regularly 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.



6. Monitor the impact of the qualifications on the cytology workforce and service delivery and to respond accordingly.
7. Regularly review and assess the risks faced by the Board in all areas of work, plan for the management of those risks and make recommendations to the respective governing committees where appropriate.
8. Appoint an IBMS member and College member of the Conjoint Board to report to their respective parent bodies through the agreed governance channels.
9. Support activities that promote scientists in cytology and the availability of the qualifications.

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 and the setting and marking of the written and microscopy examinations.
- 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 potentially up to four Board meetings a year, which may be held virtually, to confirm the questions for the written examinations, to select appropriate slides in preparation for the microscopy examinations, for the marking of the microscopy examinations and to discuss relevant general matters and processes.
- 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 to the Cytopathology Sub-Committee which reports to the Cellular Pathology Specialty Advisory Committee (SAC) of the College (to be approved).

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	✓	

