



## Job description

<b>Post:</b>	Chair of National Quality Assessment Advisory Panel for Cellular Pathology
<b>Appointed by:</b>	Registrar
<b>Accountable to:</b>	Chair of Quality Assurance in Pathology Committee (QAPC)
<b>Term of office:</b>	Three years from the year of appointment, renewal for further term subject to satisfactory performance and approval of the Registrar

### The College

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 to the standard and quality of care that patients receive.

The College expects its office holders to be proactive, show initiative, 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 planning and provision.

### Introduction

The Cellular Pathology National Quality Assessment Advisory Panel (NQAAP) is responsible for overseeing and monitoring the correct operation of interpretative and technical External Quality Assessment schemes in Cellular pathology. The NQAAP is responsible for promoting, coordinating, and protecting high professional standards in External Quality Assessment (EQA) and encouraging development of appropriate EQA schemes in support of patient safety.

The Panel is accountable to the Quality Assurance in Pathology Committee (QAPC) which in turn is accountable to the Royal College of Pathologists' Professional Performance Committee. The terms of reference for the Cellular Pathology NQAAP are currently available by clicking [here](#).

The Panel is responsible for delivering the following:

1. Technical EQA schemes: Set the criteria for performance standards and the management of poor performance.
2. Receive referrals from all schemes about individuals or laboratories with persistent poor performance. Manage the referrals within an appropriate time scale. If persistent poor performance remains unresolved, make a referral of the laboratory or individual to the Chairperson of the QAPC.



3. Receive and resolve complaints from all scheme participants where these have not been resolved by the scheme organisers, making referral to QAPC where not resolved.
4. Interpretative EQA schemes: Review and approve Standards of Practice, agree criteria for performance standards, agree the scheme organisers mechanism for resolution and the management of poor performance.
5. Interpretative EQA schemes: Hold an annual plenary session to promote the development of interpretative cellular pathology EQA Schemes. All Interpretative EQA Scheme Organisers will be invited to this session.

### **Purpose of the Post**

The Chair of the National Quality Assessment Advisory Panel for Cellular Pathology leads the work of the Panel and represents the Panel on the Quality Assurance in Pathology Committee (QAPC).

It is anticipated that the chair of a NQAAP may be supported by a Vice-Chair/Chair-elect who will be successor to the Chair position and will perform the duties of the Chair in the Chair's absence or as delegated by the Chair. It is expected that all Vice-Chairs will work closely with the Quality Assurance in Pathology Committee to help identify, recruit and mentor future leadership in quality assessment.

### **Key Responsibilities:**

1. To direct the agenda of the Panel and co-ordinate all committee business.
2. To chair NQAAP meetings (2 per year as required [may vary by specialty]);
3. To attend QAPC meetings (2 per year).
4. To receive referrals and seek to resolve the unsatisfactory performance of laboratory methods in EQA schemes where the EQA Scheme Organisers have not satisfactorily resolved the issue. This will include referral of laboratory to QAPC if resolution cannot be achieved.
5. To receive and resolve complaints about quality assurance practices from participants or individual practitioners where issues have not been satisfactorily resolved by EQA Scheme Organisers. This will include onward referral to QAPC of issues that cannot be addressed and resolved at NQAAP level.
6. To review the effectiveness of liaison between EQA Scheme Organisers, NQAAPs and participants.
7. To act as communication channel between EQA schemes, NQAAP and the QAPC
8. To disseminate relevant information and developments to scheme organisers.
9. To undertake any other duties commensurate with the nature of the post as and when required

**The post-holder will be expected to abide by the College's code of conduct for College Officers and committee members (<https://www.rcpath.org/about-the-college/governance/code-of-conduct.html>).**

## Chair of NQAAP

### Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> <li>• Fellow of the Royal College of Pathologists</li> <li>• Hold a consultant post in the UK with current GMC licence to practice</li> <li>• Independent of any scheme that may be monitored by the panel</li> </ul>	Y Y	Y
<b>Experience</b> <ul style="list-style-type: none"> <li>• Previous experience of the workings of an NQAAP, ideally as Vice-chairman or other member</li> <li>• Demonstrable experience of previous work in QA</li> </ul>	Y	Y
<b>Abilities / Qualities</b> <ul style="list-style-type: none"> <li>• Ability to articulate and present information succinctly</li> <li>• Excellent organisational and team management skills</li> <li>• Strong verbal and written communication skills with the ability to confidently and concisely communicate information to a wide range of people and form effective working relationships</li> <li>• Ability to motivate others, and to get things done promptly</li> <li>• Attention to detail and accuracy</li> <li>• Excellent time management skills</li> <li>• Diplomacy</li> <li>• Analytical</li> </ul>	Y Y Y  Y Y Y Y	