

# JOINT WORKING GROUP FOR QUALITY ASSURANCE

## TERMS OF REFERENCE

### 1. Remit

- 1.1 The Joint Working Group for Quality Assurance (JWG) exists to co-ordinate and protect high professional standards of quality assurance practice of all pathology disciplines.
- 1.2 JWG fulfils its remit by:
  - Supporting the work of the National Quality Assurance Advisory Panels (NQAAP) that have responsibility for monitoring of External Quality Assurance schemes in each of the disciplines of pathology and through them the performance of the UK laboratories participating in those schemes.
  - Giving professional approval to membership of NQAAP's.
  - Reviewing the effectiveness of liaison between EQA Scheme Organisers, NQAAP's and participants.
  - Being responsible for resolving unsatisfactory performance of laboratory methods in EQAS where EQA Scheme Organisers or NQAAP's have not satisfactorily resolved issue.
  - Receiving, discussing and resolving complaints about quality assurance practices from participants or individual practitioners where issues have not been satisfactorily resolved by EQA Scheme Organisers, EQA Steering Committees or NQAAP's.
  - Liaise with accreditation bodies in the monitoring of quality assurance in the UK.
  - To encourage education and development in pathology quality assurance.

### 2

#### Accountability

- The Royal College of Pathologists through the Professional Standards Unit.

### 3

#### Membership

- 3.1 The membership of JWG comprises:
  - The chair should be in active diagnostic laboratory practice and has experience of the working of an NQAAP. He/She will be appointed by the Royal College of Pathologists.
  - The deputy chair will normally be nominated from the existing committee though in exceptional circumstances may be a past chair of a NQAAP or of the JWG.
  - The chair of each NQAAP is selected by the members of the individual NQAAP on the basis of their experience and final approval is ratified by the Royal College of Pathologists.
  - Two nominees from the Institute of Biomedical Sciences.
  - A nominee from the CPA (UK) Ltd.
  - A nominee from the Department of Health.
  - A nominee from the private sector
- 3.2 All members of JWG serve for a four-year term of office and are eligible to be appointed for one additional term of office.
- 3.3 The membership of JWG should reflect the needs of continuity.

## 4

### **Operation**

- 4.1 JWG will meet twice a year, or as frequently as required to discuss business that cannot otherwise be resolved by dialogue or email.
- 4.2 JWG will produce written minutes of its meetings which will be distributed to the RCPATH and IBMS. Confidential matters relating to named individual participants or companies will not be distributed but will be recorded in a Private Minute Book.
- 4.3 JWG will produce an annual report of its work, which will be submitted to the Royal College of Pathologists and IBMS for publication in their newsletters.
- 4.4 The expenses of JWG will be met by a levy on EQA providers.

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