

Member of the Working Group on Cancer Services Job description

Appointed by: Registrar
Accountable to: Chair of the Working Group on Cancer Services
Term of office: Three years from the date of appointment

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.

Background

The Working Group on Cancer Services was established by the College's Specialty Advisory Committee (SAC) on Histopathology (now Cellular Pathology) in 1996, to deliver the following:

- commission, review and publish a series of succinct, evidence-based publications (cancer datasets) defining high standards for the reporting of common cancers
- 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
- prevent the proliferation of diverse and possibly conflicting local guidelines.

In 2006, the group was asked by the SAC on Cellular Pathology to coordinate the writing of 'Tissue Pathways' for non-cancer specimens.

Remit and Function of the WGCS

- 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 standards and 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 evidence-based guidance necessary to ensure high standards of pathology in relation to cancer services and data collection.
- To foster working relationships with other national groups, e.g. the National Cancer Registration and Analysis Service (NCRAS), United Kingdom and Ireland Association of Cancer Registries (UKIACR), NICE, etc., and to facilitate incorporation of the pathology cancer datasets into the National Cancer Services and Outcomes Dataset (COSD).
- To commission the production of Tissue Pathways for the handling and reporting of non-cancer specimens.

Job description

The member will be responsible for coordinating in conjunction with the members of the WGCS the writing of cancer datasets and tissue pathways and providing guidance to the College on cancer-related issues.

Responsibilities include:

- attend the WGCS meetings (2/year)
- advise on the content of datasets and tissue pathways
- review and comment on the content of drafts of new and revised datasets and tissue pathways that are circulated by the Chair via the Clinical Effectiveness Department, and notify the Clinical Effectiveness Department lead if you are unable to carry out a review
- support the future development of datasets and tissues pathways series
- provide advice to the College and its officers on issues related to cancer, cancer datasets and tissue pathways
- support and communicate promptly and efficiently with WGCS Chair, other WGCS members and Clinical Effectiveness staff
- promote all aspects of the WGCS and cancer dataset and tissue pathway development.

The term of office may be extended for a further 2 years subject to approval of the Chair and Clinical Director of Clinical Effectiveness.

The post-holder will be expected to abide by the College's code of conduct for College Officers and committee members.

Member of Working Group on Cancer Services

Person specification

| Requirements | Essential | Desirable |
|---|---|---|
| <ul style="list-style-type: none"> • Hold a Cellular Pathologists post in the UK • Fellow of the College • Actively participate in the RCPATH CPD scheme • Broad overview of all pathology specialties • Experience of working as part of a team • Experience of developing guidelines | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ | <ul style="list-style-type: none"> ✓ |
| Experience <ul style="list-style-type: none"> • Involvement in the development of guidelines in cellular pathology • Evidence of service development through use/audit of guidelines • Involvement in the management of delivery of cancer services and cancer peer review e.g. through local or network roles • Understanding of principles of laboratory IT systems and related software • General or special interests in areas of cellular pathology that complement those of other members of the group | | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ |
| Personal attributes <ul style="list-style-type: none"> • Good communication skills, particularly written • Good management skills (the ability to motivate others, and to get things done promptly) • Good time management • A mature attitude and a readiness to take responsibility for achieving outcomes • Tact and diplomacy • Passionate about quality • Dynamic and highly self-motivated • Attention to detail; 100% accuracy and adherence to standards and deadlines are required • Positive attitude and promotes a positive approach within an organisation • Able to take initiative, think and work both strategically and operationally • Remain resilient and calm under pressure | | <ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ |