

May 2022

Dear Applicant,

RE: Professional Standards Officer (Part time role, 0.6)

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

We are looking for someone with significant experience of working on multiple projects and work streams simultaneously, experience of working with cross organisational processes, collaborating and co-ordinating with other departments and administering such processes

The main role of the post is to provide administrative support to the Professional Standards department and manager.

The Professional Standards Officer is responsible for planning and organising their own workload in response to internal and external deadlines, including the re-prioritisation of work at short notice or in response to an unexpected event or occurrence.

This is a part time role working 21 hours a week.

To apply, please send a **CV** and **completed supporting information form** to recruitment@rcpath.org. The deadline for applications is **11.59pm Sunday 29 May 2022**.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Shane Johns

Professional Standards Officer

Job description

Reporting to: Professional Standards Manager

Working hours: Part time 21 hours per week excluding lunch hour

Location: The Royal College of Pathologists, 6 Alie Street, London E1 8QT

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main roles are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

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.

Department

The Professional Standards Officer role sits within the Professional Standards department, which is one of three departments within the wider Professionalism directorate. The purpose of the Professionalism function and its five work streams is to facilitate the maintenance, delivery and development of agreed standards across the pathology profession to meet the national requirement for pathology services for the benefit of patients and the public. This is achieved through the coherent delivery of the following areas of work:

- Continuing Professional Development
- External Quality Assurance
- Professional Performance
- Disciplinary Regulations
- Clinical Effectiveness
- Workforce monitoring and reporting



Main purpose

The main role of the post is to provide administrative support to the Professional Standards department and manager.

The Professional Standards Officer reports to the Professional Standards Manager.

Key duties

External quality assurance

- Provide project management support to the College's external quality assurance (EQA) Quality Improvement programme
- Ensure appropriate governance and oversight for all elements of the College's work on EQA.
- Provide administrative support for College EQA work as necessary, including:
 - Setting up meetings, taking minutes, listing actions and coordinating and monitoring completion.
 - Circulating documents, collating comments/responses and making amendments in line with College house style.
 - Keeping webpages updated.
- Format, edit and proof-read policies/procedures/SOPs/guidelines arising from the College's EQA work.
- Provide administrative support to the chair of the National Quality Assurance Advisory Panel (NQAAP) in Chemical Pathology with the collation, organisation and recording of laboratory performance data and reports and servicing of meetings including preparation of agendas, accurate minutes and follow up of action points

Invited reviews

- Provide support to the Professional Standards Manager with the co-ordination and delivery of all aspects of RCPATH invited reviews:
 - recruit performance reviewers to form review team;
 - analyse submitted information and data relating to invited review;



- ensure that terms of reference and scope of the review relate to the stated patient safety issues;
 - take responsibility for the retention and circulation of confidential and sensitive information;
 - edit and format draft invited review report into College house style and cross reference document to the terms of reference and scope of review;
 - ensure submission of report to commissioning organisation within service timeframe; and
 - liaise with Care Quality Commission upon production of report.
- Provide expert guidance to internal and external stakeholders, including commissioning organisations, performance reviewers, the Vice President for Professionalism, the Director for Safety & Quality, President and RCPATH staff.

Disciplinary regulations

- Provide support to the Professional Standards Manager and guidance to the Registrar for the investigation into allegations of misconduct of College members under the Disciplinary Regulations:
 - research, analyse and interpret evidence and allegations into misconduct and determine if regulations have been breached by reconciling with disciplinary regulations;
 - assist with the recruitment of Trustee Board panel members for the disciplinary and appeal hearings;
 - ensure strict adherence to Disciplinary Regulations with regard to actions and requirements within stated timeframes;
 - conduct research and liaise with GMC / Medical Practitioners Tribunal Service;
 - maintain strict adherence to GDPR and data protection with regard to highly sensitive data related to Disciplinary Regulations; and
 - provide expert guidance on Disciplinary Regulations to the subject of the allegations, maintaining confidentiality associated with sensitive nature of the case
- Provide expert guidance to internal and external stakeholders, including commissioning organisations, performance reviewers, the Vice President for Professionalism, the Director for Safety & Quality, President and RCPATH staff.

CPD

- In the absence of the Professionalism Team Administrator or when required to, provide support the Professional Standards Manager with CPD processes, including:
 - processing online registrations and annual CPD returns;
 - providing advice and support to 5000+ CPD participants including how to use the online portfolio;
 - using the NetXtra CMS to quality assure submitted CPD reports for the annual CPD review;
 - processing applications for CPD approval of events and online resources; and
 - processing applications for Medical Examiners and Medical Examiner Officers.

Professional Performance Committee

- Provide administrative support to the Professional Performance Committee (PPC), preparing the agenda, taking minutes, coordinating actions and circulating relevant documents.

General duties

- Use the Preside CMS to create, edit and upload content to maintain accurate and relevant web pages
- Use the NetXtra CMS to process CPD returns and submitted CPD reports for the quality assurance process
- Use the College membership database (CRM) to update records and run queries for extracting data
- Assist with other general duties commensurate with this role
- Show commitment to College values and behaviour and staff service standards
- Respect confidentiality

Scope and Accountability

Planning

The Professional Standards Officer is responsible for planning and organising their own workload in response to internal and external deadlines, including the re-prioritisation of work at short notice or in response to an unexpected event or occurrence.

The job holder will plan and prioritise work over a period of many months relating to the EQA Quality Improvement Programme and will involve the meeting of various milestones and deadlines.

The job holder will plan the various activities with the Professional Standards Manager and Professionalism Team Administrator to inform CPD participants of the submission period including reminders via the College website, *Bulletin*, President's e-newsletter and Twitter; this will span from March – August.

Decision making

The Professional Standards Officer will take actions and make decisions relating to planning work and meeting deadlines which will have an impact on the external image and reputation of the College such as adherence to and implementation of the Disciplinary Regulations and delivery of College invited reviews.

Responsibility for resources

The Professional Standards Officer is responsible for the allocation of funds from the Professional Standards' budget for specific activities such as development of functionality for the online CPD portfolio, training sessions and department / College events and functionality for online approval of CPD events.

Organisational Knowledge

The Professional Standards Officer will have an understanding of the College Strategy, how Professional Standards' activities and work relate to the College Strategy and how other departments contribute to the College Strategy.

Key relationships and communications

The Professional Standards Officer will work closely with the Professional Standards Manager, Professionalism Team Administrator and Director of Professionalism.

The job holder will advise and provide guidance to other College staff, Honorary Officers, external stakeholders and members of the College on all matters relating to Professional Standards' work.

The Professional Standards Officer will liaise with the Clinical Director for Safety & Quality, Vice President for Professionalism, Chairs of the EQA Quality Improvement Programme workstreams, Chair of the National Quality Assurance Advisory Panel (NQAAP) in Chemical Pathology and any other individuals relating to External Quality Assurance (EQA) including NHS England, Public Health England and the Care Quality Commission.

The Professional Standards Officer will liaise with the Registrar and members of the Professional Performance Committee including the President on matters concerning disciplinary regulations and professional performance.

Professional Standards Officer

Person Specification

Requirements	E	D
Qualifications		
Bachelor's Degree or equivalent		✓
Experience / Knowledge		
Experience of administrative work in an office environment	✓	
Significant experience of working on multiple projects or work streams simultaneously	✓	
Experience of working with quality assurance processes	✓	
Experience of working with cross organisational processes, collaborating and co-ordinating with other departments and administering such processes	✓	
Extensive experience of proofreading, formatting and editing documents	✓	
Significant experience of organising meetings, preparing papers and taking formal minutes for senior level meetings and committees	✓	
Experience of working with senior staff and board members	✓	
Experience of implementing regulations, e.g. conduct regulations		✓
Experience of working with and circulating highly sensitive and confidential documents and data	✓	
Knowledge and experience of using IT systems and databases and MS Office (to a high level)	✓	
Previous experience of supporting a team (including specialists)	✓	
Experience of working for a professional body, in a medical education environment, healthcare or charitable sector		✓
Experience of working with professional groups and organisations	✓	
Skills / Abilities		
Excellent verbal and written communication skills, with the ability to communicate with a wide range of people in a professional manner	✓	

Requirements	E	D
Ability to multi-task with excellent organisation and planning skills, especially with regard to meetings, meeting arrangements and documentation to ensure deadlines are met	✓	
Ability to plan, manage and prioritise a busy and reactive workload and working to fixed deadlines within different teams	✓	
Proactive and forward thinking in planning work ahead, identifying and prioritising the requirements and taking initiative for delegated tasks	✓	
Takes a careful and thorough approach when working with detailed information and maintains a high level of accuracy	✓	
Ability to work collaboratively as part of a team, including managing upwards to establish the priorities and requirements of line manager to meet their needs.	✓	
Ability to deal with confidential information in a professional and customer-friendly manner	✓	
Understanding of equality and diversity and how it applies to this role	✓	
Understanding of data protection, and how it applies to this role	✓	
Excellent IT skills with the ability to use Microsoft Word, Outlook, Excel and PowerPoint	✓	
Able to use content management systems and customer relationship management systems	✓	
Personal Qualities		
Willing to learn	✓	
Flexibility	✓	
Commitment to customer focussed culture	✓	
Commitment to equality and diversity and understanding how this applies to own role and responsibilities	✓	

Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	The salary for this Grade 3 role and based on the part time hours (21hrs) the salary is £19,298 per annum (FTE £32,164) with competence-based pay progression and depending on experience.
Hours	Part time working hours are 21 hours per week, Monday to Friday (excluding lunch hour).
Annual Leave	25 days per annum (pro-rotta), plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Cycle to work scheme	The College offers an interest free loan as part of our cycle to work scheme.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff.
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.



The Royal College of Pathologists

Pathology: the science behind the cure

The College's values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.

They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.



Teamwork

We achieve excellence by working together.

- ☐ We collaborate, share knowledge and communicate plans.
- ☐ We involve the right people at the right time.
- ☐ We work cohesively towards common goals.
- ☐ We value diversity and the contribution and expertise of others.
- ☐ We provide, seek and act on constructive feedback.
- ☐ We approach tasks with energy and focus on positives.



Service

We support members to deliver the best patient care.

- ☐ We provide a welcoming, consistent and professional service.
- ☐ We listen to our members to understand and respond to their needs.
- ☐ We deliver impartial and accurate information and advice.
- ☐ We seek opportunities to improve the value of benefits for all membership categories.
- ☐ We are positive, open and transparent.
- ☐ We are reliable, delivering within agreed timescales.



Ambition

We aspire to provide the best quality services and lead innovation for pathology.

- ☐ We strive to be the best we can be. We
- ☐ are resilient and determined.
- ☐ We take managed risks and learn from our mistakes.
- ☐ We take a proactive and solutions-focused approach to our work.
- ☐ We use innovation and creativity to improve the quality and efficiency of our work.
- ☐ We are committed to continuous learning and development.