



The Royal College of Pathologists

Pathology: the science behind the cure

Toxicology Specialty Advisory Committee

Terms of Reference

1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and, promote study, research and innovation in pathology and disseminate results.

2. Purpose

The Specialty Advisory Committee (SAC) has delegated responsibility from Council for matters, including the professional, clinical and continuing professional education functions relating to their specialty. The Toxicology SAC supports College members working in the fields of human intoxication and in nonclinical safety assessment of pharmaceuticals and industrial chemicals.

3. Oversight Responsibilities

- Delivery of agreed strategic objectives for the specialty which will be approved through College Council. These will be within any budget parameters and resource limitations of the College.
- Standards, continuous quality improvement, clinical audit and patient safety in the specialty
- Training and Continuing Professional Development for established practitioners
- Workforce issues and actions taken within the specialty
- Specialty networks and links or relationships with other networks or bodies related to the specialty
- Specialty engagement through webinars and published articles

4. Accountabilities

4.1. Strategy

- To promote the work of the specialty and the College
- Reviewing latest research and considering its implications on the specialty
- Developing strategic objectives for the continuous improvement of their specialty in the context of the College vision and strategy
- Monitoring and considering workforce issues and actions taken within the specialty



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4.2. Standards and best practice

- Developing and maintaining standards, clinical and scientific guidelines impacting patient safety and best practice recommendations, working with college staff, other college committees and external professional organisations as appropriate
- Providing advice on how pathologists, clinical pathologists and toxicologists in the specialty should demonstrate compliance with relevant regulatory bodies' requirements
- Advise and contribute to patient safety initiatives within the specialty
- Support ongoing development of continuous quality improvements
- Supporting and fostering a culture of research and evidence-based practice

4.3. Specialty engagement

- Develop a regular programme of conference and academic activity for the specialty
- To develop regular articles for publication on the specialty
- Providing advice on College communications with members with an interest in the specialty and key stakeholders as appropriate
- To receive reports from representatives from outside bodies associated with the specialty
- Delivery of the College membership engagement plan through regular communication
- To regularly keep the specialty webpage(s) under review and update as appropriate in co-operation with College Communications department
- Contribute/organise the provision of specialty input into NICE consultations
- Recognising and monitoring specialty networks and links or relationships with other networks or bodies related to the specialty

4.4 Supporting other Committee and College activities

- To receive for information reports on Examinations from the Chair of the specialty Examiners Panel following each examination session
- To respond to requests for specialist advice from exams and training committees
- Partnership and links with specialist societies
- Responding to College consultation processes
- Participating in College processes for administering Fellowship applications as required
- Through the specialty trainee representative, the SAC will gain an understanding of issues experienced by trainees in the specialty

5. Approval Authority

- Communications plan within specialties
- Review periods for approved standards in the specialty
- Review periods for specialty KPIs/KAIs
- SAC annual report to Council

6. Governance

- Reporting to Council on the activities of the SAC, including production of an annual report
- In relation to the specialty, raising ethical issues and environmental concerns in specialties up to Council for consideration and action when an SAC becomes aware of them

7. Membership

The membership of the SAC will be College appointed members and shall be approved by Council. Normally there will be 9-11 members, with exceptions to this requiring Council approval, and membership shall comprise of the following:

- Chair
- Specialty members
- Trainee representative
- Chair of associated College SACs (if applicable)
- Honorary officer representation (ex officio) - *Officers are all ex-officio members of committees and should be included in any item that requires a vote.*
- Co-opted external representation dependent on the SAC - *Each SAC will recommend organisations they should be collaborating with for the approval by the Governance Committee or Council*
- Co-opted devolved administration representatives - *will be sought should any region not be represented by an SAC member*
- Lay member - *where required, this will be specified*
- Charities - *will be offered observer status, at the request of the SAC*

**Appendix 1- attached is a complete list of named members currently on the SAC.*

The Royal College of Pathologists understands the value and strength that diversity brings and we are proud to be an organisation of members from a wide range of backgrounds. We are keen to encourage and enable more people of all identities and from all backgrounds to become involved in the College.

8. Meetings

- Two meetings a year should normally be held, with the possibility to hold one of these via teleconference. Discussion and decision via email or other electronic means is encouraged outside of formal meetings
- Administrative support will be provided by a member of the College's Governance and Committee Services team
- Agendas and papers will be circulated at least one week before each meeting
- Minutes will be made available on the College website, with access restricted to College members only via myrcpath

9. Resources

- Travelling expenses will be paid to members (but not observers) of the committee in line with the College's expenses policy. The expenses policy is available on the website. Claims should be made through the College's on-line finance system.

Terms of Reference agreed at SAC meeting February 2024

Chair of SAC Dr Jan Klapwijk

Signed J Klapwijk

Approved at College Council meeting

February 2024

Review date (3 years following Council approval) January 2027

Chair	Dr Jan Klapwijk FRCPATH
Chair of associated College SACs	Dr Pamela Kelly FRCPATH, Veterinary Pathology SAC Chair
Trainee representative.	Vacancy
Specialty members	Dr Andrea Terron, FRCPATH, Chair of the Panel of Examiners Dr Sarah Taplin FRCPATH, Training Officer Dr John Foster FRCPATH, Specialty Advisor Professor Heather Wallace FRCPATH, CPD Advisor
Honorary officer representation (ex officio). Officers are all ex-officio members of committees and should be included in any item that requires a vote.	Dr Bernie Croal RCPATH President
Co-opted external representation dependent on the SAC. Each SAC will recommend organisations they should be collaborating with for the approval by the Governance Committee or Council.	Dr Lauren Starbrook, UK Clinical Toxicology Group Prof David Wood, Royal College of Physicians Dr Atholl Johnston, United Kingdom and Ireland Association of Forensic Toxicologists (UKIAFT) Jon Carter, Junior President, British Society of Toxicological Pathology (BSTP) Professor Shirley Price, British Toxicology Society
Governance and Committee Services Officer	Miss Louise Mair
Co-opted devolved administration representatives will be sought should any region not be represented by an SAC member.	
Lay member (where required, this will be specified).	
Charities will be offered observer status, at the request of the SAC.	
Total:	14