

## **Dermatopathology Sub 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 sub-committee has delegated responsibility from the Cellular Pathology Specialty Advisory Committee (SAC) for matters, including the professional, clinical and continuing professional education functions relating to dermatopathology. This includes delivery for the College and committee of the British Society of Dermatopathology its responsibilities in terms of dermatopathology

#### **3. Oversight Responsibilities**

- Delivery of agreed strategic objectives for Dermatopathology which will be approved through the Cellular Pathology SAC. These will be within any budget parameters and resource limitations of the College.
- Maintaining the relationship and joint working with the British Society for Dermatology (BSD) and the British Association of Dermatologists (BAD)
- Key Performance Indicators (KPIs) and Key Assurance Indicators (KAIs) that monitor the effective delivery of their specialty. These will be in keeping with any applicable College policy or strategy.
- 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 an annual conference, other meetings and published articles

#### **4. Accountabilities**

##### **4.1. Strategy**

- To promote the work of the specialty and the College that enhances the profile of dermatopathology in the UK with the aim of working towards greater subspecialty recognition.
- Consider all proposals, official documents, consultations, and developments brought to our attention by the College and the BSD that are relevant to the practice of dermatopathology.
- 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 by
- Monitoring and considering workforce issues and actions taken within the specialty



#### 4.2. Standards and best practice

- Developing and maintaining standards, clinical guidelines and best practice recommendations, working with college staff and other college committees as appropriate (see EQA work under 4.4)
- Contribute to CPD by continuing to deliver a regular update in dermatopathology that complements meetings run by other professional bodies.
- Develop, review and update datasets for reporting cutaneous Skin cancer and inflammatory dermatoses.
- Advise and contribute to patient safety initiatives within the specialty
- Establishing and periodically reviewing specialty KPIs and KAIIs
- Supporting and fostering a culture of research and evidence-based practice

#### 4.3. Specialty engagement

- Partnership and links with specialist societies especially ensuring the linked partnership between the Royal College of Pathologists and the British Society for Dermatopathology a special interest group of British Association of Dermatology (BAD) and the BAD. This partnership reflects that dermatopathologists may come from a histopathological or dermatological background.
- 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 ('Outbods') associated with specialties
- 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

#### 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
- Contribute to the monitoring and review of the specialist College examination in dermatopathology including training and entry requirements. Histopathologists and dermatologists must continue to meet the same high standard required to pass the specialty examination and the Committee will ensure that the standard of the examination is maintained at level that facilitates specialist expertise in dermatopathology. This is defined by NICE and the Department of Health (England and Wales) as participation in Specialist Skin Cancer MDTs and the National Dermatopathology Specialist EQA.
- Monitor developments and progress of European examinations in dermatopathology and broader European issues in dermatopathology
- For all SACs with no CSTC, SACs will take responsibility for training, curriculum and examinations
- Working with the College's EQA scheme programme, provide an overview of the National Specialist EQA Scheme in Dermatopathology and, if requested, offer advice on retraining to any individual whose performance in the EQA scheme is identified as being substandard.
- To respond to requests for specialist advice from exams and training committees
- Nominate dermatopathology representatives to contribute to the work of other College committees or working groups as required e.g., the Education Board of the BAD or NICE
- Responding to College consultation processes
- Participating in College processes for administering Fellowship applications as required
- Through the specialty trainee representative, the sub-committee 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
- Sub-committee annual report to the Cellular Pathology SAC

## 6. Governance

- Reporting to the Cellular Pathology SAC on the activities of the sub-committee, including production of an annual report
- In relation to the speciality, raising ethical issues in specialties up to the Cellular Pathology SAC for consideration and action when the sub-committee becomes aware of them

## 7. Membership

The membership of the sub-committee will be College appointed members<sup>1</sup> and shall be approved by Council. Normally there will be 9-11 members, with exceptions to this requiring Council approval.

- Chair
- Specialty members
- Trainee representative (Histopathology)
- Chair of associated College SAC on Cellular Pathology (ex-officio)
- 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 - *SAC will recommend organisations they should be collaborating with for the approval by the Governance Committee or Council.*
- A member nominated by the British Association of Dermatologists
- A member nominated by the British Society for Dermatopathology (BSD) - *ideally the President or two representatives if the chair of the JSAC and the President of the BSD are the same person.*
- 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*

In addition, (when required), the Committee may co-opt College Fellows for their expertise relating to higher specialist training, dataset development and review. These are the posts currently deemed necessary:

- Either the Chair of the Steering Committee or the scheme organiser of the NSDEQA
- Dataset review and development
- Tissue pathway development
- E – learning/digital now
- Molecular pathology representative
- Education delivery – i.e., study day
- Representatives of the RCPATH/IBMS conjoint board – *Ideally the chair and dermatopathology representative to address issues were pertinent*
- Workload scoring representative

\* Chair - appointed by the RCPATH for a period of three years. The Chair will also sit on the committee of the BSD (ex -officio) This will streamline communication between the college and the BSD, advise the BSD community on college issues, advise the college community where different and information gather. Close working relations is the aim of the role.

Each parent body will nominate its own representatives. Individual members' term of office will be for at least three years but can be extended depending on the role e.g. dataset review. In joining the committee, members are asked to attend all meetings, wherever possible. The chair and committee manager may implement periodic reviews of attendance and set a minimum attendance figure in this respect.

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

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 Sub-Committee meeting.....6 August 2020

Approved by Chair of Sub-Committee..... Dr Bipin Mathew

Approved at College Council meeting.....10 September 2020

Review date (3 years following Council approval) .....September 2023

## Appendix 1

Chair	Dr Bipin Mathew
Specialty members	Dr Lynne Jamieson (Chair of the Panel of Examiners)
Trainee representative (Dermatopathology)	Vacant
Chair of associated College SACs	Dr Adrian Bateman (Chair, Cellular Pathology SAC)
Honorary officer representation (ex officio). <i>Officers are all ex-officio members of committees and should be included in any item that requires a vote.</i>	<ul style="list-style-type: none"> <li>• Prof Sarah Coupland (RCPath Vice-President for Communications)</li> <li>• Dr Paul Craig (Immediate Past Chair)</li> </ul>
<b>Co-opted external representation dependent on the SAC</b>	
British Association of Dermatologists (BAD)	Dr Anoud Zidan (BAD representative)
British Society for Dermatopathology (BSD)	<ul style="list-style-type: none"> <li>• Dr Catherine Stefanato (President, British Society for Dermatopathology)</li> <li>• Dr Arti Bakshi (Chair, BSD NSDEQA Steering Committee)</li> </ul>
Dataset review and development	
Tissue pathway development	
E – learning/digital now/ Pathology Portal	<ul style="list-style-type: none"> <li>• Dr Jonathan Oxley (Lead, Pathology Portal)</li> <li>• Dr Sara Edward (e-learning)</li> </ul>
Molecular pathology representative	
Education delivery – i.e., study day	Dr Paul Craig
Representatives of the RCPath/IBMS conjoint board (Ideally the chair and dermatopathology representative to address issues where pertinent)	
Workload scoring representative	
Lay member (where required, this will be specified)	
Charities will be offered observer status, at the request of the SAC	
<b>Total:</b>	<b>12</b>