



The Royal College of Pathologists

Pathology: the science behind the cure

Clinical Lead for Guideline Adjudication

Role description

Reporting to: Clinical Director for Quality and Safety

Accountable to: Council

Term of office: 3 years from the AGM in November of the year of appointment

Location: Remote (online)

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11,000 members, all of whom are pathologists with medical and scientific qualifications based in hospitals, universities and industry in the UK and overseas. The College's main tasks are to provide a strong and informed voice for pathologists, set and maintain education and 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 through all available channels.

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.



The College

The College has a key role in the professional and strategic 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 across all 4 UK nations and internationally to the maintenance and development of pathology services, and the quality of care that patients receive.

The College expects its office holders to be proactive, 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 provision.

The College is its membership, and the coordination between international, national, regional and local activities is paramount. All office holders are expected to subscribe to these principles, and the local leads and regional chairs are expected to provide the professional leadership within their region. The College is also expected to provide advice and guidance on specialty-specific issues nationally, regionally and locally. The Specialty Advisory Committees (SACs) provide professional leadership within their specialty.

Main purpose

The primary responsibility of this role is to make sure authors of pathology guidelines have responded to open consultation comments according to the agreed process and, where appropriate, have acted on feedback by amending the guideline.

Key duties

- **Review consultation comments online using the College consultation tool:** ensure consultation comments have been reviewed by authors and ensure all responses are satisfactory.
- **Collaborate with authors:** work closely with guideline authors via email or other online communication tools to ensure they have provided clear reasoning for accepting or rejecting feedback from stakeholders and consultees.
- **National and international standards:** Work with guideline authors to ensure that guidelines align with relevant national and international standards where appropriate



- **Ensure appropriate amendments:** confirm that authors have amended guidelines where appropriate based on the feedback received.
- **Communicate with the Professional Guidelines team:** notify the team once these actions are complete, so they can initiate the process of the revised guideline, including a final editorial review and publication.
- **Clinical sign-off:** provide clinical approval of the consultation report, which will be posted on the College's consultation response pages and each guideline document.

The post holder will be expected to abide by the [College's code of conduct](#) for College officers and committee members. The post holder will be expected to abide by the [College's code of conduct](#) for College officers and committee members.

Scope and accountability

The Professional Guidelines and Publishing and Digital teams work collaboratively to deliver the guideline production programme. As this is a remote position, you will collaborate online with these teams, meeting the deadlines set within this programme.

The post holder holds a crucial role in delivering oversight to the post-consultation comment response process. The post holder will escalate issues to relevant experts as the need arises in consultation with the Professional Guidelines team.

The post holder is responsible for finalising and signing off the revised guidelines before notifying the appropriate team that the guideline is ready for a final editorial review.

The post holder should complete a review within 2 weeks. (It should take between 1 and 4 hours to review a consultation report.)

The pathology guideline programme currently includes:

- 52 cancer datasets
- 17 tissue pathways
- 24 autopsy guidelines
- 7 clinical guidelines
- 43 best practice recommendations (BPR).



Key relationships

The post holder will work closely with:

- all staff in the Professional Guidelines and Publishing and Digital teams
- the Clinical Director for Patient Quality and Safety
- guideline authors
- the chairs of the Working Group on Cancer Services, Death Investigation Committee and Cellular Pathology SAC, and appropriate sub-committees in relation to queries about the guidelines.

We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make pathology as a profession more inclusive. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion or socioeconomic background.



Person specification

Requirements	E	D
Knowledge / qualifications / experience		
Current fellow of the College, normally for at least 5 years, undertaking continuing professional development	✓	
Currently working in a clinical, educational or research capacity within human or veterinary healthcare or related sectors	✓	
Current GMC/GDC licence to practise (if medically or dentally qualified), HCPC registration (if scientifically qualified) or RCVS registration if a veterinary surgeon	✓	
Up-to-date participation in a CPD scheme	✓	
Experience reviewing or writing guidelines or other documents	✓	
Experience of following a defined process	✓	
Knowledge and experience working with national and international standards (e.g. International Classification of Diseases, SNOMED)	✓	
General or special interests in areas of pathology	✓	
Experience of working as part of a team	✓	
Previous experience of writing to a range of audiences and in a range of formats	✓	
Experience of communicating at multiple levels – to staff and to external audiences	✓	
Skills / abilities		
Good communication skills using tact and diplomacy where necessary	✓	
Good time management skills (with the ability to motivate others and to complete tasks promptly)	✓	
Ability to give clear, constructive advice and guidance to others	✓	



Personal qualities		
Experience of working constructively as part of a team with non-medical staff	✓	
Self-motivated	✓	
Attention to detail	✓	
Not currently subject to any investigations relating to professional performance or probity	✓	

