



Sub-Committee Member Role description

Appointed by:	Trustee Board
Accountable to:	Cellular Pathology Specialty Advisory Committee
Term of office:	3 years from the AGM in November of the year of appointment (Can be extended by one year on approval of the Cellular Pathology Specialty Advisory Committee)

The College and its Committees

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.

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 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 – the co-ordination, coherence and consistency between national, regional and local activities is paramount. All office holders are expected to subscribe to these principles. The Honorary Officers of the College are the President, Vice-Presidents, Treasurer, Registrar and Assistant Registrar and are Trustees as well as members of College Council. The Honorary Officers play a key role and work together to ensure coherent College advice and guidance across the areas of activity at international, national, Devolved Nations, regional and local levels through the College Clinical Directors, Clinical Leads and the College's structure of committees. Regional representatives provide the professional leadership within the devolved regions of Northern Ireland, Scotland and Wales. The College also provides advice and guidance on specialty-specific issues nationally, regionally and locally. The Specialty Advisory Committees (SAC) and Sub-Committees provide professional leadership within their specialty.

SACs and Sub-Committees usually meet twice a year (including teleconferences). At meetings, committees would formally consider specialty-specific issues such as developing standards, workforce and research issues, development of a regular programme of conference and academic activity, and promoting the specialty profile and pathology in general throughout the wider community. Business is also conducted outside of meetings via email, telephone, etc.

The Honorary Officers are *ex officio* members of all College committees and although time constraints often preclude regular attendance, he/she are regularly invited to attend individual meetings in respect of important or controversial agenda items. Chairs of closely related committees may be members and some kindred societies (e.g. ACP, ACB, BSCC) are invited to nominate representatives to serve as a link. Most committees also have a trainee representative. Wherever possible, devolved regional administration is sought for committees. Details of the committee membership is provided in the individual terms of reference.

Ethics and Lay matters are considered through either a College Ethics Lead Advisor or a member of the College's Lay Advisory Network respectively.



Main Purpose

The role will provide expertise and support for the committee by:-

- Actively contributing to collective work and decision making on specialty matters
- Participating in committee work as agreed by the committee
- Contributing to responses for consultations as requested of the committee
- Providing insight and knowledge on a range of specialty and general pathology matters
- Representing the committee to his/her colleagues and other bodies as appropriate.

Key Duties of the Committee Member

- Attend two Sub-Committee meetings a year and any additional teleconferences, as required
- Provide effective and responsive contribution to the committee and specialty overall within the College
- Ensure awareness of obligations to support the Chair and committee members
- Contribute to the strategic direction of the committee's work
- Support the development of objectives and programmes of work for the committee
- Deliver any specific actions or work as agreed by the committee to fulfil its plans
- Prepare for the committee meetings and related activities as appropriate
- Contribute towards developing areas of interest for members in the specialty, including but not limited to:-
 - 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
- Voting rights in the event of the Chair calling for a vote on an item.

Reporting channels

The committee member reports through the Chair directly to College Council.

Eligibility

A committee member will normally be a Fellow of the College.

In addition, the Committee may recruit members who are eligible as:

- Trainee representative (a registered College trainee)
- Chair of associated College SACs (if applicable)
- Co-opted external representative dependent on the Sub-Committee with the approval of the Governance Committee or Council is required.
- Co-opted devolved administration representatives.

Role description reviewed by Nominations Committee

21/8/19

Review date (3 years following approval)

July 2022

Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> • Fellow of the College • In active practice at the time of appointment • Appropriate professional registration with a professional or licensing body (e.g. GMC registration if you are a medical practitioner) • Participating in a CPD scheme • Not currently subject to any investigations related to professional performance or probity • Trained and up to date in all issues relating to equality and diversity 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to contribute to professional and specialty meetings • Planning skills suited to helping to develop workplans and strategies • Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff • Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications • Ability to make decisions and give guidance • Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries • Ability to take responsibility 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
<p>Qualities</p> <ul style="list-style-type: none"> • Commitment and enthusiasm for the speciality • Excellent interpersonal and communications skills • Flexible and proactive attitude • Awareness of personal limitations • Proven experience of working constructively as part of a team • Possesses tact, diplomacy and powers of persuasion • Possesses relevant knowledge • Timekeeping skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	