



The Royal College of Pathologists

Pathology: the science behind the cure

April 2019

Dear Applicant,

Administrator, Professional Standards

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

We are a professional membership organisation with charitable status. We have over 11,000 members worldwide. The majority of our members are doctors and scientists working in hospitals and universities in the UK. Although some pathologists work in laboratories, many work directly with patients in hospitals and the community. Together they are involved in over 70% of all diagnoses, as well as playing an important role in disease prevention, treatment and monitoring. The College oversees the training and continuing professional development of pathologists and scientists working in 17 different specialties.

This role will contribute to the work of the Professionalism department to promote high quality pathology standards in laboratories and hospitals across the UK. The role is available on a full time or part time basis, 28-35 hours per week.

To apply please complete an application form and email it to recruitment@rcpath.org. Alternatively send your completed application by post to Jane Stern, HR & Development Manager, The Royal College of Pathologists, 6 Alie Street, London, E1 8QT. The closing date for applications is **Tuesday 7 May 2019**. Interviews are scheduled for 14 May.

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 6708 or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Shane Johns
Senior Professional Standards Coordinator



The Royal College of Pathologists
6 Alie Street, London, E1 8QT, UK
Tel: 020 7451 6700, Fax: 020 7451 6701, www.rcpath.org
Registered Charity in England and Wales no. 261035

Job description

Job Title: Administrator, Professional Standards

Reporting to: Senior Professional Standards Co-ordinator

Introduction

The College is a professional membership organisation of approx. 11000 members, dedicated to the advancement of the science and practice of pathology. The College's mission is to promote excellence in the practice of pathology and to support its members to deliver the best patient care, patient safety and quality of pathology services.

Department

The Professional Standards Department sits within the wider Professionalism team which includes Clinical Effectiveness and Workforce. It is concerned with patient safety, performance and standards and delivering the continuing professional development (CPD) scheme.

- **Patient safety**
Patient safety is the most significant concern across the NHS and a key priority for the College. The department will deliver workstreams and projects relating to patient safety.
- **Professional Performance and Standards**
The department provides formal advice to individuals, employers and external organisations to support the maintenance of standards of professional practice, deliver high quality patient care and ensure that patient safety is maintained. This extends to include advice on return to work, remediation, revalidation, implementation of regulation on the conduct of members and the delivery of individual or service reviews.
- **Continuing Professional Development**
The Continuing Professional Development (CPD) scheme provides a framework by which pathologists maintain their knowledge and skills and demonstrate that they are keeping up to date. The department delivers the online CPD portfolio framework and CPD opportunities to support patient safety.



Main Purpose

The main purpose of the Administrator role is to provide administration for workstreams and projects related to patient safety, professional standards and continuing professional development. The post holder advises on aspects of the department's work, and supports members using the CPD online portfolio, provides reports on the CPD scheme, and is responsible for administering the CPD event application process.

Key Duties

Continuing Professional Development – Members

- Administer the Continuing Professional Development (CPD) scheme for circa. 5000 participants including CPD returns, CPD registrations, CPD event approval and CPD quality assurance processes.
- Receive, log, escalate and resolve technical queries and issues relating to the functioning of the online CPD portfolio and online CPD event application process.
- Use the CMS version of the online CPD portfolio to receive, process and maintain CPD returns and reports relating to the quality assurance process.
- Database management of member data and CPD data held on the institutional database; in particular, creating records, entering data, updating records, running queries, running reports and using the data for monitoring purposes and planning ways to work with this data more efficiently.

Continuing Professional Development - Events

- Use the CMS version of the website to upload content to maintain accurate and relevant sections of the website and process submitted online applications for CPD events. Monitor sections to ensure they are up to date and accurate.
- Use the College database to create and edit records and provide figures on the usage of CPD event and online resource approval systems, income generated and other areas of CPD.

Professional standards advice and guidance

- Provide clear, accurate and high quality written and telephone advice for all queries relating to the CPD scheme, patient safety, disciplinary regulations, invited reviews, digital pathology and external quality assessment (EQA). This may involve seeking and collating specialist clinical knowledge.
- Provide advice and guidance to members, Officers and staff on CPD and patient safety and the other work of the department.

Administrative support

The Administrator provides comprehensive administrative support for a variety of projects and workstreams, including organising meetings, taking minutes, preparing, drafting and editing documents, and organising mailings.

- Provide administrative support to the Senior Professional Standards Co-ordinator for work relating to digital pathology, EQA, invited reviews and disciplinary regulations.
- Support Clinical Director of Safety and Quality, Director of Professionalism, Registrar, Vice President for Professionalism and Senior Professional Standards Co-ordinator to develop and deliver agreed work plan and tasks.
- Provide administrative support and cover to Clinical Effectiveness and Workforce departments where required.
- Contribute to project teams where relevant to this role.

General Duties

- Use Twitter and other social media to post and update department media.
- Commitment to College values and behaviour and service standards.
- Undertake other duties and responsibilities as requested which are commensurate with this role.

Scope and accountability

The Administrator Professional Standards is responsible for planning their own workload and meeting internally set deadlines. The post holder supports a variety of workstreams and projects, and has to manage multiple priorities and collaborate with other members of the team.

The post holder is responsible for answering incoming phone and email queries and requests for help about all aspects of the CPD scheme to other team members, Officers and staff. The post holder is responsible for using the website content management system (CMS) to upload content and to process online applications, CPD annual returns and record CPD reviews.

The post holder is accountable to the Senior Professional Standards Coordinator who is the line manager.

Key relationships

The Administrator Professional Standards works closely with members of the Professional Standards team and provides specialist advice to members of the wider Professionalism team and Officers. They are also responsible for providing holiday cover within the wider Professionalism team.

Maintain a close relationship with:

- the Finance department on invoicing, the preparation of information for financial audit purposes and the processing of income from the CPD approval systems and issuing of receipts
- the Events department to ensure appropriate advertisement of CPD approved events on the College website calendar function
- the Communications department to ensure appropriate advertisement of CPD approved events and online resources in College publications
- the Clinical Effectiveness department to work on e-CPD

Liaise with Clinical Director for Safety and Quality, Vice President for Professionalism and Registrar to secure input in to specialist queries.

**Administrator Professional Standards
Person specification**

Requirements	Essential	Desirable
Qualifications		
3 A-levels or equivalent	✓	
Experience / Knowledge		
Previous experience of administration, including written and verbal communication with customers or members, and where accuracy and attention to detail is essential	✓	
Experience of working with databases; entering data, running queries and generating reports	✓	
Experience of working to processes and deadlines	✓	
Experience of working with websites including uploading content, identifying issues and escalating for resolution		✓
Skills / Abilities		
Ability to follow processes and suggest improvements to make processes more efficient	✓	
Ability to work in a methodical way, prioritising workload, working on multiple tasks, and meeting personal and team deadlines	✓	
Accuracy and attention to detail, with excellent grammar and punctuation	✓	
Excellent verbal and written communication skills, with a high level of grammar and punctuation, and able to communicate confidently and concisely with colleagues and members	✓	
Able to work as part of a team and independently to achieve results	✓	
Ability to use initiative to overcome problems or obstacles	✓	
Excellent IT skills with the ability to use Microsoft Word, Outlook and Excel	✓	
Ability to work with confidential information and to maintain confidentiality	✓	
Qualities		
Commitment to a customer focussed culture	✓	
Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities	✓	
Commitment to College values and behaviours and service standards	✓	

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 starting salary for this role is £25,642 per annum for 35 hours per week, with competence-based pay rising to £28,333 per annum, pro-rata if part time.
Hours	The post is available part time (28 hours per week) or full time (35 hour per week).
Annual Leave	25 days per annum, plus bank holidays, pro-rata for part time staff. 1 extra day for each two years of completed service is given to a maximum of 33 days FTE.
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.
Pension	The College participates in the Superannuation Arrangements of the University of London (SAUL) a career average defined benefit scheme. Currently, the employee contribution is 6% of salary and the employer contribution is 16% of salary.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
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. Start and finish times are flexible between 8am-10am and 4pm-6pm. Time off in lieu may be accrued for additional hours worked.

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

Values & Behaviours

Delivering the best Quality Service through Teamwork & Partnership

Teamwork – we achieve excellence by working together	
Behaviours: <ul style="list-style-type: none"> • Personal responsibility. • Leadership. • Team working. • Open communication 	We will . . . <ul style="list-style-type: none"> • Take responsibility for own and team performance. • Provide leadership by setting the example, giving direction and guidance, and having the ability to listen and adjust. • Be responsive in our approach to objectives, tasks and actions placed on us. • Work collaboratively with others in the best interest of the College. • Value the time and contribution of others by being punctual, professional and delivering on commitments. • Listen, share information encourage and support each other.
Service – we support members to deliver the best patient care	
Behaviours: <ul style="list-style-type: none"> • Prioritise needs of pathologists, patients and the public. • Partnership. • Integrity. 	We will . . . <ul style="list-style-type: none"> • Help our members wherever and whenever we can. • Engage and advise at every level for the benefit of patients, the public and the profession. • Deliver impartial and accurate advice even when that is uncomfortable. • Act with integrity in all that we do. • Work constructively in partnership with other organisations for the benefit of patients and the profession.
Ambition – we aspire to provide the best quality services and lead innovation for pathology	
Behaviours: <ul style="list-style-type: none"> • Accuracy. • Efficiency. • Transparency. 	We will . . . <ul style="list-style-type: none"> • Invest in our officers, directors, chairs and staff so they can do their job well. • Be passionate about supporting and improving healthcare through the work of the pathologist. • Promise only what we can deliver. • Deliver products and results – right, first time. • Have the courage to explore, suggest and implement change that improves our work and outputs.