


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAM09

SELECTION OF MANAGEMENT COMMITTEE MEMBERS

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1 PURPOSE

The purpose of this procedure is to describe the selection process for members of the Management Committee of the EQA scheme.

2 REFERENCES

None.

3 DUTIES, RESPONSIBILITIES AND AUTHORITY

The Executive Team, through the chairperson of the scheme, are responsible for the implementation of this procedure.

4 SCOPE

Every six months, two Scheme participants are invited by the Chair to serve as new members of the management committee.

This will involve a term of office lasting about two years, during which they will be asked to contribute cases to one of the assessable i.e. test circulations and also to one of the special educational sets. They will however have the opportunity to come to one of the management meetings before being asked to make any contribution. A prerequisite for their participation as a member of the Management Team is their assurance that tissue sections provided for selection for a circulation are prepared in a laboratory accredited to ISO 15189. The laboratory must also be participating satisfactorily in an **approved technical EQA Scheme**. The individuals will be expected to attend the Management meetings twice a year and participants meetings to present their cases and justify marking. If they are unable to attend any of these meetings, the Chairman of the Scheme or Scheme secretary should be notified in advance.

CPD certificates are awarded to all members of the management team, with two points being awarded for their first two meetings, three points for their third meeting (where they have provided the cases and will give a presentation at the participants meeting), and two points for their fourth and final management meeting. All permanent members of the committee will receive two CPD points for each meeting.

The Chair selects these individuals from a list of all currently active Scheme members, aiming to recruit individuals from a broad range of departments in order to reflect the wider Scheme membership.

On occasion, Scheme members may spontaneously offer to serve on the management team and, as long as their laboratory meets the relevant UKAS accreditation standard and they have not recently sat upon the committee, such offers are usually accepted.

As far as possible, the Chair attempts to seek Scheme members with differing areas of specialist interest, to avoid skewing the range of cases which may be contributed for any given round. Offers may on occasion be deferred until a future round to preserve a degree of balance on the management team.

Some participants may decline to take part when invited, citing a range of reasons such as workload and staffing difficulties, laboratory accreditation issues or an inability to access a suitably general range of cases for submission. These reasons are respected but, if the difficulties are thought to be temporary in nature, the individual may be invited to take part at a later time.

Where possible, non-Scottish participants are invited to serve as members of the management team, although recruitment of Northern Irish members is inevitably more difficult, due to the necessity for travel over greater distances for relevant meetings. Where possible, video conferencing is made available for Scheme meetings to facilitate wider participation.

New candidates for serving on the management committee are usually suggested to the Chair by existing members, often based upon their knowledge of local and national colleagues who participate in the Scheme but who have not yet served a term as part of the management team or who have not done this recently. Such discussions may take place during the management committee or executive meetings. The Chair then considers possible candidates and seeks, where possible, to invite members with diverse areas of interest and from different host departments to serve on the management committee.

If these individuals agree to take part following informal discussion with the Chair (or Scheme administrator), **Letter 13**, Management Member Invite, is sent to the individual. They must then confirm before formally joining the committee that their laboratory is accredited to ISO 15189 and that it participates satisfactorily in a relevant technical EQA Scheme. As Scheme participants, these individuals will be practicing diagnostic pathologists and will therefore take part in appropriate CPD to support appraisal and revalidation. Once these checks have been completed, the Scheme secretary will update **Form 25**, New Management Members List, with the details of the new members and they will be invited to attend the management committee meetings for the subsequent 4 circulations of the Scheme, with roles in each cycle as described above.

The members' contributions to each cycle are recorded in the relevant management committee meeting minutes and also in the participants' meeting minutes, as appropriate for each circulation.