


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAO02

SCHEME MEMBERSHIP

ISO 17043:2010 ref	4.6.1, 4.6.3, 4.9.1
LOCATION OF COPIES	Q-Pulse (Electronic Master) Master Copy held by Quality Manager Standard Operating Procedures – Scottish Pathology Network
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Review and Amendment History			
Date Reviewed / Amended	Version Replaces	Pages Changed	Details of review/Amendment
Feb 2021	3.9	1 Pages (Front)	<u>Updated</u> : location of copies (front pg)

SCHEME MEMBERSHIP

The Scheme is available to those who report surgical pathology cases and have the authority to report independently on material which is part of the Scheme i.e. consultants and Specialty trainees post MRCPATH who have achieved their CCT and are reporting independently.

Specialty trainees may take part at the discretion of the Executive Committee but they will not be scored and therefore not be subject to action for "persistent substandard performance".

Retrospective notice of certain types of cases not to be reported in the circulation will not be acceptable. For guidance on the notification of "opt-outs" please refer **EQAO01**.

When a participant is away from work for a protracted period (e.g. sabbatical, maternity leave) then he/she should inform the Scheme Secretary so that their participation can be suspended.

The scheme would hold an extra ordinary executive meeting to discuss a plan of action if participating numbers fell below 120.

ENROLMENT OF NEW PARTICIPANTS

When the Scheme Secretary is made aware of a pathologist's desire to join the Scheme, that pathologist will be sent the scheme's procedures **EQAO01** "General Description of the Objectives, Purpose and Design Of The EQA Scheme for Participants" and **EQAO02** "Scheme Membership", along with directions on how to access all of the schemes' Standard Operating Procedures, via The Scottish Pathology Network site: <http://www.pathology.scot.nhs.uk/resources/pathologists-eqa/>

The prospective participant is asked to read the documents and confirm in writing that he/she wishes to participate on these terms. He/she is also asked to indicate which sub-specialties, if any, should be excluded for scoring purposes.

On receiving the consent form and the remaining information, the Data Administrator assigns a code and enters the new participant's details into the computer file, such that the new participant can join the next circulation of EQA material. The confidential code number is then issued by the Scheme Secretary to the new member. This code will not be known by the Scheme Administrator.