


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAO06

PARTICIPANTS GENERAL MEETING AND REVIEW SESSION

ISO 17043:2010 ref	4.4.1, 4.7.2, 4.9
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	3.2	1 Pages (Front)	<u>Updated</u> : location of copies (front pg)

Participants' General Meeting and Review Session

Discussion of the cases in each circulation and of the results takes place twice yearly. For convenience, this has usually occurred as part of the meeting of the Caledonian Branch of the Association of Clinical Pathologists.

All participants are encouraged to attend the meeting and comment on the suitability of the cases for personal performance analysis, particularly from recognised specialists in the category. Discussion of the general management of the Scheme and its improvement or extension is also encouraged. For each case in the EQA circulation under consideration, the submitting pathologist presents the case with justification of the majority i.e. correct diagnosis, borderline and wrong diagnoses and why marks are awarded (see EQAO 04).

A simple majority vote from the members present is sufficient for agreement or suggested amendment of the scoring in each case. If the management committee consider the attendance to be too low for meaningful discussion (*ideally a minimum relevant number of members should be present*) then comments and discussion may be elicited by offering all participants the chance to comment by e-mail (*again ideally a minimum relevant number of responses should be received to be sufficient for any proposed amendment of scoring*). The recommended allocation of marks will be described in full for those cases with a range of proffered diagnoses. Cases in which there is complete unanimity in respect of the diagnosis will not be subject to further consideration. The management committee will consider any suggested changes to provisional diagnoses and scoring but will retain the ultimate decision for final scoring of all diagnoses.

The four cases of special educational interest are presented in considerable detail at this meeting.

Following the meeting, the presenters are required to prepare their presentations for publication on the EQA web site. Guidelines are appended to this document.

Minutes of the meeting are retained and sent to each participant along with the final listing of results for the circulation under consideration.

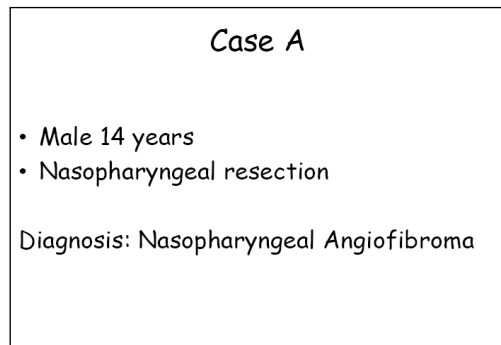
Terms of Reference

1. All participants are encouraged to share their opinions on the provisional marking, particularly those with a recognised specialty interest in each of the test cases.
2. When voting takes place to indicate the views of those participants present at the meeting, it must be recognised that the EQA Management team retains authority to determine final scoring.
3. A minimum of 25* members should be present to be sufficient for the suggested amendment of any scoring.
4. If an e-mail ballot is held then again a minimum of 25* responses should be received to be sufficient for the suggested amendment of any scoring.
5. If required, the chairman of the participants' meeting can circulate to any of the management team not present at the participants' meeting, the views on diagnosis of those present, so that they can have input into any proposed changes to final scoring.

* Following UKAS findings in 2019, this number is being actively reviewed by the scheme and may change.

Guidance for the Preparation of PowerPoint Presentations for the Web Site.

1. The first slide in each case should contain the Case ID, the relevant clinical details and the final approved diagnosis. For example:



2. Where possible, choose only two or perhaps three microscopy images for inclusion. A few more can be included in exceptional circumstances. Educational cases can include more in the interests of clarity but there is a practical limit to the file size that can be loaded to and from the web site.

To this end, please ensure that the images that you insert into PowerPoint are in a compressed image format like JPEG rather than the uncompressed formats such as TIF that have very large file sizes. Template PowerPoint's are available if required.

A copy of the case presentations of the cases chosen for the next circulation should be sent to the Scheme Secretary or the Scheme Quality Manager as PowerPoint presentations, as soon as they are available, to allow upload to the EQA website as soon as possible after the participants meeting.

3. All microscopy images should be clearly labelled with the Case ID and an explanatory legend (containing approx. magnification), and any appropriate areas of interest highlighted (with arrows etc.)