


Scotland and Northern Ireland EQA Scheme in General Histopathology

EQAO09

HOST ORGANISATION

ISO 17043:2010 ref	5.1, 5.2
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	1.9	2 Pages (Front & 2)	<u>Updated</u> : location of copies (front pg), quality managers name (pg2)

Host Organisation

The Scheme operates from the Pathology Department at Ninewells Hospital, within the Specialist Services Clinical Care Group under the Access and Assurance Care Division of NHS Tayside in Dundee, where the central administrative office for the Scheme is overseen by a Medical Administrator assisted by a part-time Secretary. Meetings of the Management Committee are held twice yearly in the department, with the executive committee meet regularly throughout the year.

Finance

The cost of running the Scheme and its supervision is covered by a renewable annual grant from the Scottish Executive. This covers the costs incurred by Executive committee, salaries, postage and stationery, technical preparative procedures and subscriptions to the bodies responsible for oversight of the Scheme. Participants' fees are now raised from all non-Scottish participants and this is controlled by NHS Tayside Finance Department via the invoicing department at Maryfield, who issue all invoices and reminders. Non payment of fees will result in suspension from the scheme.

Accounting

The financial account is managed for the Scheme by NHS Tayside Finance department at Ninewells Hospital, Dundee.

The account may be charged for secretarial time, computing equipment and consumables, photocopying, stationery and postage, fees payable to the overseeing bodies, technical preparations and any other costs involved in the date-to-day running of the Scheme, subject to the approval of the Administrator.

Staffing

The current Scheme Administrator is Dr Neil Kernohan.

The current Scheme Secretary is Linda McDonald, who is employed by NHS Tayside and is available for 20 hours per week for EQA work. The Scheme is charged by NHS Tayside for the cost of this work.

The current Quality Manager is Ms Lianne Duffy, also salaried for 4 hours per week and the current Data Administrator is Dr. Stuart Thomas, currently based at Edinburgh Western Infirmary.

The Scheme Secretary shares information with the Scheme Data Administrator on a day to day basis and is also in regular contact with the Scheme Quality Manager. Annual leave is taken at a time when absence would have a minimal impact on the running of the Scheme. In an event of unexpected protracted leave, the executive team would provide cover as described in the Quality Manual (**EQAQ01**).