**Application form for Royal College of Pathologists performance reviewers**

**Role, purpose and responsibilities**

Promoting excellence in the practice of pathology and maintaining standards is a core strategic objective of the Royal College of Pathologists (RCPath) to ensure patients receive the best possible care. Pathologists and the teams in which they work face many challenges and delivering the highest quality of care is not always straightforward. Invited reviews provide an independent expert perspective when concerns are raised around the standards of practice of an individual pathologist, pathologists or a pathology service.

The College assists healthcare organisations by:

* evaluating a service or an individual's practice, where concerns have been raised
* discovering whether problems do exist, and if so, in which areas
* supporting healthcare organisations in implementing standards.

A wide range of skills among members of the review team is vital for the credibility of an RCPath invited review. The College values diversity and welcomes applications from pathologists of all backgrounds who meet the essential requirements. As a reviewer you will contribute to improvements in patient safety and care. Reviewers are required to work on behalf of the College in conducting interviews, reviewing a wide range of evidence and providing commissioning organisations with a written report of recommendations for improvements.

More details can be found in the [Guide to Invited Reviews](https://www.rcpath.org/profession/patient-safety-and-quality-improvement/raising-concerns-in-pathology/our-invited-reviews-service.html).

To be effective in their roles, reviewers must:

* collaborate with other members of the review team
* put interviewees at ease
* be role models of professional behaviour
* obtain all the information required to interpret evidence and make fair assessments
* deliver constructive and useful feedback
* provide a written report that includes all the information required by the commissioning organisation to support changes and improvements.

The invited review process may involve a team working over several days at a commissioning organisation. The assessors will need to work together and with the organisation to identify the areas working well and areas for improvement within the reviewed service. On occasion, these areas for improvement may be sensitive and challenging to report on. At times, serious patient safety concerns will need to be escalated to the regulators in a time critical manner. It is therefore imperative that the members of the review team can exercise a broad range of technical and non-technical skills.

**Experience, skills and knowledge requirements**

**Education and qualifications**

* A Fellow of the Royal College of Pathologists and working in the UK.
* In active clinical practice.
* Registered with the appropriate regulator.
* Working at consultant level or equivalent grade.
* Up to date with continuing professional development.
* Completed equality and diversity training within the last three years.

### **Knowledge**

* Demonstrate detailed knowledge of College’s service standards and other relevant publications, including application of clinical and non-clinical guidance.
* Demonstrate knowledge of clinical governance systems as they affect the work of professionals and organisations.
* Demonstrate knowledge of the role of culture in determining patient safety, the key features of a patient safety culture and culture metrics.
* Demonstrate knowledge of a systems approach to patient safety and its key features, including local rationality, demand and pressure, resources and constraints, trade-offs, performance variability, emergence and equivalence.
* Respond to patient safety incidents including local level investigations, internal root cause analyses and serious incident investigations.
* Identify available data sources to support detection and analysis of concerns and to recognise gaps in available knowledge.
* Show a good understanding of current policy, regulatory, financial and managerial constraints and pressures within the NHS.

**Skills**

* Adhere to the scope of the review and address the terms of reference.
* Analyse complex information.
* Demonstrate good team working skills and have experience of working within a multidisciplinary team and preferably with lay representatives.
* Ensure the written report is delivered within agreed timescales and all recommendations are supported by evidence.
* Demonstrate excellent interpersonal and communication skills, especially empathy, and establish a rapport with all grades of staff quickly.
* Conduct interviews sensitively using careful questioning appropriate for the audience.

**Personal qualities**

* Relate well to a wide range of people at all levels of an organisation.
* Take initiative and personal responsibility for delegated tasks.
* Commitment to the principles of equal opportunities and diversity.
* Motivated and conscientious.
* Respectful towards colleagues.

## **Other**

* Willing to travel outside their area of work, often nationally, with possible overnight stays.
* Have the necessary time to take part in the full review process.

**Expenses**

All travel, accommodation, subsistence and childcare costs will be paid directly by the employing organisation, plus a daily rate, to be agreed in advance by the reviewers.

**Time commitments**

Reviewers will be contacted by the Professional Standards team to see if they are available to undertake the invited review during a specific period. This will be at least six to eight weeks in advance to allow sufficient notice to be given to their employing organisation.

Each review visit will usually consist of two consecutive working days. This may also require overnight stays.

Prior to the visit, reviewers will need to undertake preparatory reading, reach agreement with the team on roles, and identify the interviews and activities required during the visit. Reviewers must also commit to the timely writing of the report and recommendations and the need for discussion and agreement between the team to produce the final report.

Reviewers are advised to meet the evening before (e.g. at the hotel) to discuss the plan for the interviews and anything they want to ask about the process.

**Review team**

The review team will consist of two pathologists in the relevant specialty plus a lay reviewer. One of the reviewers will be designated as Team Lead – this is usually someone who has undertaken a previous invited review.

**Period of office**

The period of office of a College reviewer is five years with the possibility of review for an additional three years. Reviewers would normally serve at least five years to provide a satisfactory pool of resources.

The frequency of invited reviews is unpredictable but on average the College undertakes one to two per year.

Reviewers who are no longer able to fulfil their commitments may resign from their role via formal notification to the Professional Standards team at any time.

**Accountability**

Reviewers are accountable to the Professional Performance Committee of the RCPath.

**Declaration and conflicts of interest**

When completing the application form, an individual should declare any investigation or medico-legal complaint against themselves in which they are involved.

Reviewers are required to disclose any involvement with the employing organisation that could lead to a conflict of interest (e.g. having worked previously with or supervised any individuals involved in the invited review).

###### **Confidentiality**

Reviewers shall not release confidential information gained as a result of their involvement to any external third party and will be expected to follow and agree to College guidance issued on this.

**Process for application**

Applications must be supported by a two-page curriculum vitae and a statement of no more than 500 words (Arial, 11pts) giving their personal details, skills, knowledge, qualifications and career and describing in what ways they think they would be a good reviewer.

Applications will be considered by the Vice President for Professionalism, Clinical Director for Safety and Quality, and Professional Standards Manager.

The application form can be found on the page below. Applications and any questions about the post should be sent to shane.johns@rcpath.org.

**In accordance with College policy, all candidates should be up to date with their membership subscription and in good standing with the College.**

**Application form**

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| College Ref No.: | Full name:  |
| Work address: | Email: Tel: |
| Specialty(s): |
| Areas of interest / expertise: |
| Is your CPD up to date? YES / NO |  |
| Are you currently the subject of any internal or external investigation? YES / NOIf YES, please give details: |
| Please open and read these links:* [Royal College of Pathologists’ Privacy Policy](https://www.rcpath.org/about-the-college/governance/college-policies/privacy-policy.html)
* [Royal College of Pathologists’ Data Protection Policy](https://www.rcpath.org/about-the-college/governance/college-policies/data-protection.html)

Please tick the box to confirm that you:* have read and understood the policies above.
* understand that, in acting as an RCPath reviewer for invited reviews, personal contact details will be shared for the purpose of the invited review.
* will delete any contact details that are shared for business purposes when you are no longer an RCPath reviewer.

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I confirm that, to the best of my knowledge, all information within this form is accurate and that I wish to apply to become a College reviewer for RCPath invited reviews.

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I have attached a 2-page CV and statement (max. 500 words) in support of my application. |