

## Role Description for Laboratory Special Interest Group Committee Member

For the simplicity of this document, the Specialist Interest Group will be referred to as the SIG Committee and or Committee.

### Role

As a Laboratory SIG Committee member, you will assist the committee in developing and achieving its strategic goals. In addition to attending committee meetings, committee members also contribute new ideas and skills to help develop and achieve the committee's goal.

The strategic aims of the Lab. SIG Committee are as follows:

### Overall aims of Lab SIG (from ToR)

1. To enhance multi professional, multidisciplinary collaboration and increase multi professional membership of the BSH. To encourage other professionals, such as clinical and biomedical scientists (involved in cytogenetics, genomic medicine, immunophenotyping, general laboratory haematology) as well as medical professionals (histopathologists interested in haematopathology) to participate and join the BSH, ensuring that the society provides a voice for all those who work in laboratory haematology.
2. To contribute to the improvement of education and training in haematological diagnostics for clinical staff (including non-specialists) as well as clinical and biomedical scientists. To participate in development of relevant curricula by working in partnership with the Royal College of Physicians, Royal College of Pathologists, Institute of Biomedical Scientists, BSH Education Committee and Haematology Specialist Advisory Committee.
3. To provide a contact, coordinating and advocacy group for laboratory haematology professionals nationally and internationally, in conjunction with the BSH External Affairs Committee and Trustees
4. To provide national leadership on the development and implementation of the haematological diagnostic pathways within its remit (section 1) and to provide expert advice to NICE, commissioners, NHS England and the National Genomic Medicine Service.
5. To act as a forum for discussion of HMDS, Red Cell Diagnostic and National Genomic Medicine Service professionals (and their service users) on how to standardise, sustain and develop services, as well as sharing good practice, across the four nations.
6. To link with the RCPATH and the IBMS on Digital Pathology and other aspects of general laboratory haematology

7. To commission, contribute to, and provide expertise for the development of BSH guidelines in regard to cancer diagnostics, genomics and laboratory haematology and related areas where guidance is currently lacking (eg, competence assessments/external quality assessment (EQA)), in conjunction with the BSH Guidelines committee.
8. To help contribute to national quality assurance and accreditation bodies (UKAS, NEQAS, Cancer peer review)
9. To work with professional societies and other groups to disseminate messages and embed good practice.

### **Responsibilities**

- Aim to attend all meetings or send an apology to the chair and the assigned BSH support officer if you are unable to do so.
- Provide comments on papers where you are unable to attend.
- Prepare for the meeting by reviewing the agenda, papers, and email communications before it takes place. Consider the points you want to raise.
- Actively participate in the meeting by listening to others, contributing positively to the discussion, and providing concise feedback.
- Draw attention to potential conflicts of interest that may arise during the meeting.
- Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress.
- Maintain confidentiality whenever necessary.
- Individual contributions to the committee should be respected and always valued.

### **Desirable attributes**

- Strong background or interest within the field of laboratory Haematology
- Ability to commit time to conduct the role well.

### **Time Commitment**

The appointment is for three years (renewable once).

- 3-4 meetings a year which can be held remotely or face-to-face.
- Time variable depending on your involvement.