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LABORATORY SPECIAL INTEREST GROUP COMMITTEE TERMS OF REFERANCE

1. Purpose

1.1. The Laboratory Special Interest Group is established under Articles 31.1 - 31.3 of the Articles of Association and Terms 10.1.1 - 10.14 of the Regulations as a Special Interest Group of the Society and reports directly to the Board. (BSH Articles of Association and Regulations)

1.2. The Board has established the Special Interest Group Committee to further the practice and development of laboratory haematology, particularly in the areas not already represented by national bodies in the UK, haematological malignancy diagnosis, genomics and general haematology laboratory, particularly red cell, diagnosis.

1.3. The Special Interest Group Committee will have no power to take decisions binding on the Society without the approval of the Trustee Board.

2. Composition

2.1. The Officers responsible for the Special Interest Group Committee will be a Chair, a Vice Chair and a Secretary, who will be appointed by the Special Interest Group Committee and approved by the governance committee and Board of Trustees.

2.2. Both the Chair and Vice-Chair will be appointed for non-renewable terms of two years; the Vice-Chair will become Chair on completion of their term. The Secretary will be appointed for a period of two years, renewable once.

2.3. The Special Interest Group Committee shall consist of at least 10 people at least two thirds of whom shall be BSH members. Vacancies on the Special Interest Group Committee shall be advertised to the Special Interest Group membership and the wider BSH membership. New members of the Special Interest Group Committee are appointed by the Committee and the Governance Committee is then informed.

2.4. The Trustees may co-opt, and remove and replace, one Trustee as a voting member of the Special Interest Group Committee. If this Trustee liaison is unable to attend the committee meeting, the Trustees may co-opt an alternate who shall be entitled to attend and vote at the meeting in their place.

2.5. Any current BSH Member is entitled to become a member of the Special Interest Group.

2.6. The Special Interest Group Committee may request that the Governance Committee approve that they co-opt non-BSH members who in their opinion will bring additional relevant skills and experience to the Special Interest Group but BSH members shall always

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for at least a two thirds majority of the Special Interest Group Committee members and co-opted members will be appointed for a term of three years, renewable once.

2.7. The total time on the Special Interest Group Committee, including terms as Vice-Chair and Chair, should be no longer than 10 years.

3. Functioning of the Special Interest Group Committee

3.1. The Declarations of Interest of all Laboratory Special Interest Group Committee members will be updated at least annually or if there are substantial changes.

3.2. The Committee will report regularly to the Board.

3.3. Relevant staff will attend meetings of the committee. A member of staff will provide administrative support to the committee.

3.4. The agenda and any papers for the committee meetings will be circulated at least a week in advance of the meetings.

3.5. Minutes of the Committee meetings will be made available on request to the Trustee Board after they have been approved by the Chair of the Committee.

3.6. The Committee will meet not less than twice a year and additionally as may be necessary. Members may attend via teleconference as the need arises but will be encouraged wherever possible to attend in person.

3.7. A quorum of the committee shall be 3 of its members, a majority of whom shall be members of the Society.

3.8. There should be an expectation of minimum attendance at committee meetings of 50%.

3.9. There will be an expectation of engagement with the active work of the committee.

3.10. The Trustees may remove Laboratory Special Interest Group committee members who fail to meet the above expectations without good reason or who bring BSH into disrepute.

3.11. All members of the Laboratory Special Interest Group committee are entitled to vote on matters decided by the committee.

4. Main Responsibilities

4.1. 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.

4.2. 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

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College of Physicians, Royal College of Pathologists, Institute of Biomedical Scientists, BSH Education Committee and Haematology Specialist Advisory Committee.

4.3. 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

4.4. 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.

4.5. 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.

4.6. To link with the RCPath and the IBMS on Digital Pathology and other aspects of general laboratory haematology.

4.7. 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.

4.8. To help contribute to national quality assurance and accreditation bodies (UKAS, NEQAS, Cancer peer review)

4.9. To work with professional societies and other groups to disseminate messages and embed good practice.

4.10 To actively work towards reducing the environmental impact of current and future haematology laboratories. Embed sustainability into education and training and support the action of best practice guidance.

5. General

5.1. The Committee has the authority to undertake any other duties and responsibilities as the Trustees from time to time prescribe.

6. Digital Haematology Task force

6.1. **Purpose**

6.2. Digital Haematology Task force (Digital Pathology in Haematology) is a Task Force group of the Laboratory Special Interest Group Committee with the purpose of furthering the advancement and uptake of this laboratory technology.

6.3. The Digital Haematology Task Force shall report to and be responsible to the Laboratory Special Interest Group Committee.

7. Main Responsibilities

7.1. To ascertain and record the use of digital pathology in haematology in the UK, including benefits, drawbacks and hurdles of implementation.

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7.2. To describe and evaluate current available technologies and disseminate this information to the community. This will involve close collaboration with industry, and will require frequent updating, due to the speed of technological advancement.

7.3. To accurately appraise the evidence on digital pathology in haematology, to include scanning of haematology slides and the application of Artificial Intelligence in their analysis.

7.4. To write and share national guidelines on the adoption of digital pathology in haematology, based on 7.3 above.

7.5. To, where possible, derive strategies to advance the evidence base for digital pathology, particularly with respect to bone marrow aspirate digitization.

7.6. To develop and share strategies for the use of digital pathology in the education of the haematology community.

7.7. To act as focal point for expertise in digital hematology in the UK, and respond to queries and suggestions from individuals/groups wanting to further their knowledge.

7.8. The Task Force will collaborate with the RCPath digital haematology committe e.

8. Digital Haematology Task Force Membership and governance

8.1. There will be a Lead (or 2 Co-leads) of the Task force, who will take on the responsibility of running the Task Force and ensure is working towards the key objectives stated in section 7 above.

8.2. The Task Force Lead will be appointed by the Laboratory Special Interest Group committee and Digital Haematology Task Force members.

8.3. The term of office for the Lead (or co-Leads) will be 2 years. This can be renewed once (total term 4 years) if approved by both the Task Force members and Laboratory Special Interest Group Committee.

8.4. The Task force should be made up of 8-10 members, although this is subject to change based on the needs of the Task Force.

8.5. There should be on the Task Force Group, as a minimum: 3 Haematologists; 3 Clinical and Biomedical Scientists and 1 trainee haematologist.

8.6. The Digital Haematology Task Force and its Lead(s) will take on the responsibility of selecting the Task Force Group members.

8.7. Task force members will be appointed for a term of three years, renewable once.

8.8. A quorum of the Task force committee shall be 3 of its members, a majority of whom shall be members of the Society.

8.9. All members of the Task force are entitled to vote on matters.

8.10. There should be an expectation of minimum attendance at Task Force meetings of 50%.

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8.11. There will be an expectation of engagement with the active work of the Task Force.

8.12. All volunteer members of the Task Force are to be responsible for maintaining regular communication between the Lead (or co-Leads), to ensure active engagement. They must support and uphold the objectives of the Digital Haematology Task Force, and those of the Laboratory Special Interest Group Committee, whilst adhering to the governing documents of the BSH.

8.13. Since the Digital Haematology Task Force is a subgroup of the Laboratory Special Interest Group committee, any membership clauses pertaining to the Special Interest Group Committee are applied to Digital Haematology Task Force members, including meeting attendance and dismissal or suspension of members.

9. Functioning, reporting of Digital Haematology Task force

9.1. All members of the Task Force should declare any potential conflict of interest upon nomination to the Task Force, and update the BSH task force support staff, Lead and other members if new conflict of interest arises.

9.2. The Task Force will report regularly to the Laboratory Special Interest Group Committee.

9.3. The BSH will provide a staff member to support the Task Force for two meetings per year. This will include arranging online meetings and taking and disseminating minutes of the meetings, upon approval of the Lead(s).

9.4. Minutes of previous meetings, alongside a meeting agenda will be circulating to members in advance of the next meeting. Minutes will be shared with the Laboratory Special Interest Group Committee, and trust board upon request.

10. Additional terms at the commencement of the Task Force

10.1. Two interim co-Leads will volunteer to oversee the set-up of the Task Force. They shall take on the responsibilities as detailed in 8.1, 8.5 and 8.6 above, and the term will be for one year (Two meetings). At the completion of this year (at the third meeting), they will be eligible for nomination to Lead (or co-Lead) and will be subject to the full terms in section 8 above thereafter.

10.2. A review of the purpose and main responsibilities of the Task Force by its members will take place annually.

Update agreed by the Trustee Board on 10th of May 2025