

New Consultants Committee

Terms of Reference

1. The College's Mission Statement

The Royal College of Pathologists' mission is to: advance the science and practice of pathology; further public education in the field of pathology; and promote study, research and innovation in pathology and disseminate results.

2. Purpose

The New Consultants Committee (NCC) has delegated responsibility from Council for matters, including the professional, clinical and continuing professional education functions relating to RCPATH members who are new consultants.

New consultants are defined as Fellows of the College who are within five years of their first consultant pathologist or clinical scientist post.

3. Oversight Responsibilities

- Representing the interests and views of RCPATH Fellows who are new consultants.
- Promoting the involvement of new consultants in RCPATH activities.
- Delivery of agreed strategic objectives relevant to the interests of new consultants and approved through College Council. These will be within any budget parameters and resource limitations of the College.
- Training and Continuing Professional Development for new consultants
- Workforce issues and actions taken for new consultants.
- New consultants networks and links or relationships with other networks or bodies related to the new consultants.
- New consultants engagement through an annual meeting, other meetings and published articles.

4. Accountabilities

4.1. Strategy

- To promote the work of the College with new consultants in accordance with overall College strategy.
- Developing strategic objectives to support new consultants in the context of the College vision and strategy.
- Monitoring and considering workforce issues and actions in regard to new consultants.

4.2. Engagement

- Develop a regular programme of events and other content to provide advice and resources to support new consultants both before appointment and during their first five years in post.
- To develop regular articles for publication on the interests of new consultants
- Providing advice on College communications with new consultants and key stakeholders as appropriate.
- To regularly keep relevant webpage(s) under review and update as appropriate in co-operation with College Communications department.
- Recognising and monitoring networks and links or relationships with other networks or bodies related to new consultants.

4.3 Supporting other Committee and College activities

- To respond to requests for specialist advice from exams and training committees
- Partnership and links with specialist societies
- Responding to College consultation processes

5. Approval Authority

- Communications plan for new consultants.
- NCC annual report to Council.

6. Governance

- Reporting to Council on the activities of the NCC, including production of an annual report
- In relation to the new consultants, raising ethical issues in specialties up to Council for consideration and action when the NCC becomes aware of them.

7. Membership

- The membership of the New Consultants Committee will be College appointed members and shall be approved by Council. Normally there will be up to twenty members, with exceptions to this requiring Council approval.

The membership shall comprise the following:

- Chair
- Vice Chair (to act as deputy and work closely with the chair)
- New Consultants
 - All specialties to be represented
 - Clinical scientist representation
 - Devolved administration representation
- Honorary officer representation (ex officio). Officers are all ex-officio members of committees and should be included in any item that requires a vote.
- Co-opted devolved administration representatives will be sought should any region not already be represented by an NCC member
- Lay member (where required, this will be specified)
Selected from applications to cover all specialties and geographies of the UK

8. Meetings

- Three meetings a year should normally be held, with the possibility to hold one of these in person. Discussion and decision via email or other electronic means is encouraged outside of formal meetings.

- Administrative support will be provided by a member of the College's Governance and Committee Services team.
- Agendas and papers will be circulated at least one week before each meeting
- Minutes will be made available on the College website, with access restricted to College members only via myrcpath.

9. Resources

- Travelling expenses will be paid to members (but not observers) of the committee in line with the College's expenses policy. The expenses policy is available on the website. Claims should be made through the College's on-line finance system.

Terms of Reference agreed at New Consultants Committee meeting _____

Chair of NCC _____ Signed _____

Approved at College Council meeting _____

Review date (3 years following Council approval) _____