Terms of reference

The Royal College of Pathologists have agreed to carry out a review of [insert name of individual / department / service] at [insert name of trust] and to do so with reference to the College’s published guidance. In order that this invited review may proceed, the following terms of reference and scope are agreed.

(Please edit/add to as necessary.)

# Workforce

* Departmental workload
* Pathologists’ workload
* Other grades (specialty and specialist [SAS] doctors, biomedical scientists, consultant clinical scientists, clinical scientists) workload
* Job plan, including programmed activities (PA) distribution and supporting professional activities (SPA) distribution
* Working patterns
* Workload classification and measurement
* Demand and capacity assessment
* Skill mix of team
* Recruitment and retention
* Use of locums
* Relationships between various grades within the department
* Relationships between other specialty teams like radiology, etc.
* Quality control
* Appraisal and revalidation outcomes
* Continuing professional development records
* Audit reports
* Outcomes of slide reviews
* Clinical governance structures
* Evidence of participation in multidisciplinary team meetings (MDTs)
* MDTs, and external quality assurance (EQA) and quality assurance processes
* Management functions (laboratory and clinical)
* Role in drug and therapeutics panels
* Research submissions with ethical approvals and outcomes
* Publications – departmental and individual
* EQA, UKAS reports on laboratory inspection for accreditation
* EQA schemes and proficiency testing relevant to areas of practice
* Test verification data
* Clinical/laboratory standard operating procedures
* Evidence of complaints or grievances – internal and external

# Governance

* Handling of clinical incidents
* Management of risk, serious incidents
* Management structure
* Oversight of processing and reporting specimens
* Patient case records
* Patient safety
* Risk assessment

# The department

* Workforce – broken down in grades
* Workload
* Laboratory equipment
* Office equipment
* Working environment, behaviours and culture
* Whistleblowing

# Management

* Structure
* Quality of leadership
* Assess the quality of communication within the department and wider trust
* Relationship of department with other diagnostic teams, nursing teams, critical care, radiology, pharmacy and management teams related to the department
* Relationship with wider trust management teams
* Impact of care on workforce
* Impact of care on patients