

RCPATH/IBMS Histopathology Reporting Conjoint Board Meeting

A meeting of BMS Conjoint Board Meeting was held on Thursday 8 September at 2:00pm via Teams.

Confirmed Minutes

Present:	Dr Gerry van Schalkwyk (GvS)	Consultant Histopathologist and Chair
	Ms Sarah May (SM)	Deputy Chief Executive, IBMS
	Dr Jo Horne (JH)	Consultant Biomedical Scientist
	Mr Patrick Kumah (PK)	Consultant Biomedical Scientist
	Dr Angus McGregor (McG)	Consultant Histopathologist
	Mr David Muskett (DM)	Biomedical Scientist (From Item 6)
	Dr Guy Orchard (GO)	Consultant Biomedical Scientist
	Mr Andrew Usher (AU)	Histopathology Manager and Deputy Chair
	Mr Chris Ward (CW)	Head of Examinations, IBMS

1. Welcome and Introductions

Dr van Schalkwyk welcomed everybody to the meeting.

2. Apologies for Absence

There were apologies from Dr Ayers, Ms Brinklow, Prof Ferry, Dr Green, Prof Hunt and Dr Husain.

3. Unconfirmed Minutes of Meeting Held on Thursday 31 March 2022 and Action Arising

The minutes were accepted as a true record of meeting.

College Drop-In Session and Joint Statement on Reporting Qualification

Ms May and Dr van Schalkwyk informed Board members that they have in their diaries a meeting scheduled for Friday 11 November at 10am at the RCPATH on Biomedical Scientist Extended Roles Member Engagement which they believed was the drop-in session and which will involve members of the Conjoint Board and key College individuals including the College and IBMS Presidents.

Board members were reminded that it has previously been agreed that the IBMS, RCPATH and National School of Healthcare Science would work together to produce a joint statement on Reporting Qualifications and that this statement would also highlight the role of the National School and the work that is taking place on the Scientist Training Programme (STP) and Higher Specialist Scientific Training (HSST) programme. This statement will be produced after the session on Friday 11 November. **ACTION: ALL**

Training for those on Reporting Qualification

Dr Horne informed that she had in early July delivered workshops to candidates preparing for their Stage A or Stage C Reporting examination that enabled them to work with their supervisors to develop their own mock exam. She commented that she had received positive feedback from those who had participants. Dr Horne agreed to send a copy of the toolkit that she had produced for these sessions to Mr Ward so that this could be published on the IBMS website.

ACTION: JH and CW

Meeting with Candidates and Educational/Clinical Supervisors

Mr Ward apologised for the fact that he had not arranged the meetings with candidates on the gastrointestinal and gynaecological pathology pathways and their educational and/or clinical supervisors. It was agreed that these should take place at least once a year and the first one should take place after the extended roles meeting at the College. Mr Ward confirmed that he would liaise with board members on potential dates for these meetings and that invitations would be extended to Prof Osborn and Mr Wells.

ACTION: CW

Demand for Other Qualifications

Mr Ward stated that he had not yet contacted departments to ascertain the potential level of demand for the development of pathways in breast and urological pathology but that he would do so after the meeting at the College in November. The outcomes of this research will be presented to a future meeting of the Board and will be used to determine whether a proposal(s) should be put forward to the College Cellular Pathology Specialty Advisory Committee (SAC) and IBMS Education and Professional Standards Committee (E&PSC) on their development.

ACTION: CW

Ms Jane Mills

It was noted that an invitation had not been sent to Ms Jane Mills, Head of Pathology Transformation for NHS England to attend this meeting. It was agreed that she would be invited to a future meeting so that there could be a discussion on how the Reporting qualifications could contribute to workforce planning.

ACTION: SM

4. Conjoint Board Terms of Reference and Membership and Expansion of Examiner Pool

Mr Ward explained that at meeting of the Conjoint Board in 2021 it had been agreed that the Terms of Reference would be revised to reflect that after their initial two terms members of the panel could be appointed on rolling annual basis.

Dr McGregor informed the College he has spoken to the College on a few occasions about the future running of the exams and suggested that there should be four elected College representatives and the fifth College representative should be an ex-officio member of the board as they would be the lead examiner for the Reporting exams. This he felt would further tighten up the governance of the board. It was agreed that this proposal should be checked with Ms Brinklow as this would need to be added into the constitution section of the Terms of Reference.

Board members agreed to the other proposed revised Terms of Reference which will be finalised once the lead examiner role had been clarified and will then be sent to the College and IBMS E&PSC for approval. **ACTION: CW, JB and SM**

Mr Ward stated that Dr Green had informed Dr van Schalkwyk of his intention to step down from the Board on or before 31 March 2023 and he confirmed that the Terms of Reference state that the Chair of the Conjoint Board alternates between the College and the IBMS with the Deputy Chair assuming the role of Chair once the term of the Chair had been completed. As Dr van Schalkwyk has been Chair of the Board since 2018 it was agreed that Mr Usher would become the Chair of the Conjoint Board from 1 January 2023 whilst Dr van Schalkwyk would remain on the Board as a member.

Mr Ward agreed to liaise with Ms Brinklow regarding the appointment of a new College member(s) to the Conjoint Board and to ask Dr Husain and Dr Hunt whether they would want to take on the role of Deputy Chair of the Board from January 2023. **ACTION: CW**

Board members agreed to the proposal put forward by Mr Ward that the IBMS appoints additional IBMS members so that they can be involved in the marking of the Stage A, B and potentially Stage C portfolios as this would help reduce the burden on existing board members. These individuals must have completed the Reporting qualification and would be trained in undertaking this task by in the first instance working with an existing board member in the marking process. These people could then in turn become a member of the Board when existing IBMS member steps down. Mr Ward agreed to approach the candidates who have been awarded the Certificate of Completion of Training to see if they would be interested in undertaking this role. **ACTION: CW**

5. Current Status of Candidates on Histopathology Reporting, Assessment Arrangements and Recruitment on to Qualification

Mr Ward had circulated a report showing how many candidates were at each stage of the qualification. He thanked those who had marked the portfolios that had recently been submitted and commented that there were other portfolios that he will be sending out for marking shortly.

He highlighted the fact that six candidates are due to the Stage A exam in September and eleven candidates are due to sit the Stage C exam in November and added that recommendations on the award of the Certificate of Completion of Training for two candidates were due to be confirmed by the College at their Council meeting which was happening today. He stated that if the College agreed to these that there would now be 15 individuals who have completed the qualification and commented that he was expecting more Stage D portfolios to be submitted before the end of the year.

Dr McGregor indicated that he had anticipated that there would be two Stage A exams (probably in March and September) and one Stage C exam (in the autumn) in 2023 but he stressed that this needed to be agreed with the College. Mr Ward agreed this was in line with the expectations and information that he had provided to candidates who have already started to enquire about exam dates in 2023. Mr Ward and Dr McGregor agreed to liaise with the College exam team on this matter. **ACTION: CW and McG**

Dr van Schalkwyk asked about recruiting new candidates to the reporting qualification. Mr Ward explained that four candidates had joined the qualification in 2022 and following a decision made by the Board in 2021 candidates can apply to join at any time throughout the year. Board members agreed that the IBMS and College needed to do more to promote the availability of the reporting qualification throughout the year but that it would be sensible to look at the different ways that this could be achieved after the session in November had taken place. **ACTION: ALL**

6. Scientist Reporting of Histopathology Samples: Practice and Competencies – Proposed Joint Statement from the RCPATH and IBMS

Mr Ward explained the background to this statement which had come out as an action from the meeting held earlier in the year, chaired by Prof Osborn between members of the Conjoint Board and candidates on the dermatopathology pathway and their educational and/or clinical supervisors about Stage D of Histopathology Reporting Training where it had been agreed that the College and the IBMS would work together to produce a joint statement on the assessment of competence.

Ms May stated that this was an initial draft of the statement and that it attempts to make clear that an individual place of work has the freedom to assess additional specimens beyond those which have been agreed as being part of the curriculum if local service need required this and that these additional areas of practice would fall outside the jurisdiction of the RCPATH and the IBMS.

Ms May asked that this statement was treated as confidential and explained that she had sent it to the IBMS President, Chief Executive and Mr Allan Wilson (IBMS Past President) for comment and that it would also need to Prof Osborn and other appropriate College representatives for approval. Dr van Schalkwyk stated that he felt that the statement reflected the discussions that took place at that meeting. Dr McGregor stated he agreed with the principal and premise of the statement but suggested there was a need for some re-phrasing of the start penultimate paragraph. Mr Usher put forward an alternative which was accepted by the other board members.

Ms May agreed to circulate to an amended version of the statement which will incorporate the comments and suggestions made in the meeting and any that are received from the colleagues she has sent it to for agreement by the Board before it is sent to Prof Osborn.

ACTION: SM

7. Use of Certificate of Completion of Training (CCT)

Members of the Conjoint Board expressed their concern about the request that we do not use term the Certificate of Completion of Training as it is a clear title that explains what has happened, but they concluded that if it helped to resolve one of the concerns, that some individuals have about the qualification that an alternative could be used.

Suggestions included Completion of Specialist Training or Completion of Scientist Training and Confirmation of Completion of Training. Dr Horne informed that the National School use the phrase **Certificate of Completion** and it was felt that the Board could adopt this terminology as well.

8. Limited Scope Qualification – Issues to Resolve

Mr Ward explained that before a paper could be sent to the College Specialty Advisory Committee (SAC) for Cellular Pathology and the Institute's Education and Professional Standards Committee (E&PSC) on the development of the limited scope qualifications that there were certain issues that the Board needed to come to an agreement upon. These were discussed in the meeting, and as some members were unable to attend the

meeting, they were confirmed with all members of the Board via email afterwards. The following decisions have been agreed:

Eligibility Criteria

The eligibility criteria for the limited scope qualifications will be the same as for the 'full' qualifications. It was agreed that for both types of qualification the requirement for the letter of support to be counter-signed by a member of the Trust Executive Team would no longer be required.

Title of Qualifications

Board members agreed that the title of the limited scope qualifications should be:
Advanced Specialist Diploma (ASD) in Bowel Screening Histopathology Reporting
Advanced Specialist Diploma (ASD) in Cervical Screening Histopathology Reporting

It was also suggested and agreed that for consistency the titles of the full qualifications should be amended to:

Advanced Specialist Diploma (ASD) in Dermatopathology Reporting
Advanced Specialist Diploma (ASD) in Gastrointestinal Histopathology Reporting
Advanced Specialist Diploma (ASD) in Gynaecological Histopathology Reporting

Portfolio Requirements

It was agreed that for the limited scope qualifications the candidates must submit a portfolio for Stage A that contains:

- Case log - 12 months is the expected timeframe for Stage A however as minimum number of cases is likely to be significantly exceeded in that timeframe – portfolio could be submitted earlier than that if all other elements of the portfolio are completed
- Nine work-based assessments (three of each type)
- One audit
- One educational case report/study
- Clear evidence of attendance at MDT/MDMs - some of the WBAs could be based on the attendance at these meetings.
- Evidence of tutorials and training sessions
- A Multi-Source Feedback (MSF) that has minimum of ten respondents and that there should be a good mix of respondents (Consultant Histopathologists, Other Scientific staff etc.)

End of Stage Examination

Board members reaffirmed their belief of the necessity of end of stage exam for these candidates and that this exam must be run through the College exam team. It was felt that this exam would have a microscopy bias and would use the relevant screening guidelines to help set the exam. It was noted that an agreement would need to be reached with the College exam team about the running and scheduling of these exams.

Preceptorship Stage

It was agreed that for qualifications on the limited scope qualifications that they would need to undertake a preceptorship stage (it would not be Stage D as there is no Stage B or C for these qualifications) and that candidates would need to submit the following evidence:

- A minimum of 500 cases with evidence of moving towards independent reporting and case reviews
- Completion of one satisfactory multisource feedback
- Completion of satisfactory educational supervisor's report
- Of involvement (included presenting cases that they have reported) in MDT/MDMs

It was recognized that most candidates could complete these requirements within six months and that there must be a minimum of three months of evidence.

Moving Between Limited Scope and Full Qualifications

Any existing candidate who wishes to move from one of the 'full' qualifications to one of the limited scope qualifications must submit a Stage A portfolio that covers the requirements of that qualification. The evidence contained within that portfolio must not be older than 12 months from the point of application. So, if a candidate applies in late 2022 their evidence can come from throughout 2022 and into 2023. They must also sit the Stage A exam for the limited scope qualification even if they have already passed the Stage A exam for the full qualification.

Any candidate who passes one of the limited scope reporting qualifications who wishes to undertake one of the 'full' pathology reporting qualifications will need to start from Stage A.

Next Steps

It has been previously confirmed that as these limited scope qualifications were part of the existing Gastrointestinal and Gynaecological pathology qualifications that the Board

needed to inform, rather than seek permission from the College Cellular Pathology SAC and Institute's E&PSC of the project for their development.

Ms May agreed to work with Mr Ward on a communication to the College Cellular Pathology SAC that next meets on 2nd November. The communication would summarise the proposals and explained that this we hope to be able to recruit to this from late 2022 or early 2023.

ACTION: SM and CW

9. Any Other Business

Mr Kumah was congratulated on being on the Pathologist Power List for 2022 which is an annual celebration of the great and inspirational minds that underpin the medical laboratory.

10. Date of Next Meeting

Mr Ward agreed to do a Doodle Poll to set a date for the next meeting of the Conjoint Board which would take place before the end of the year. It was agreed that at the meeting the Board would look to set dates for meetings throughout 2023 and to ensure these meetings did not clash with College or Institute Council and Committee meetings.

ACTION: CW

The meeting concluded at 12:00.

Action Log

ACTION	WHO	DATE
Produce joint statement on the direction of the Reporting Qualification	ALL	After joint meeting in November
Toolkit delivered by Dr Horne for reporting examinations to be sent to Mr Ward so that it is published on IBMS website	JH and CW	ASAP
Set dates for meetings with members of the Conjoint Board and candidates and their educational/clinical supervisors for candidates on gastrointestinal and gynaecological pathways	CW and GvS	Autumn 2022 – after joint meeting in November
Contact histopathology departments to ascertain potential demand for urological reporting qualification	CW	For next Meeting
Invite Ms Jane Mills to future meeting of Conjoint Board	SM	For next Meeting
Revised Terms of Reference to be sent to IBMS E&PSC and RCPATH Cellular Pathology SAC for approval	CW	October and November 2022
Dr Akhtar and Dr Hunt to be asked if interested in becoming Deputy Chair of the Conjoint Board from January 2023	CW	21 October

Mr Ward to liaise with Ms Brinlow regarding the appointment of a new College member of the CJB to replace Dr Green	CW and JB	21 October 2022
Mr Ward to approach individuals who have been awarded the Certificate of Completion of Training to ascertain their interest in becoming a portfolio examiner for the qualification	CW	31 October 2022
Mr Ward and Dr McGregor to liaise with the College exam team over schedule for Stage A and Stage C exams in 2023	CW, McG and JB	
Mr Ward to work with CJB members to regularly promote the availability of the Reporting qualification	CW	November 2022
Ms May to finalise the proposed joint statement from RCPATH and IBMS on Scientist Reporting of Histopathology Samples: Practice and Competencies – and to circulate this for approval	SM	
Produce document to inform College Specialty Advisory Committee on development of gastrointestinal polyps and cervical biopsies and LLETZ limited scope qualifications	SM CW	October 2022
Date for next Conjoint Board Meeting to be agreed via a Doodle Poll	CW	
On-Going Actions		
Dr van Schalkwyk to highlight key issues from Board meetings to the Cellular Pathology Specialty Advisory Committee (SAC)	GvS	
Board members to inform Mr Ward of training courses/events that would be of benefit to those on Reporting qualification	ALL	
On-Hold Actions - This action to be picked up if and when it is decided to proceed with the development of the Generic Curriculum		
Dr McGregor to produce paper summarising options for future assessment arrangements for Reporting qualification	McG	
Mr Ward to discuss with Ms May production of regular newsletter for those on Reporting qualification	SM CW	