

Cellular Pathology Advisory Body

Medical Scientist Role Development/ Allowances Working Group

TERMS OF REFERENCE

Creation Date: 18TH February 2020 by Anna Purcell

Chairperson: Anna Purcell

Committee Members:

- Anna Purcell (Chair), Senior Medical Scientist/ Quality Lead, MMUH – apurcell@mater.ie
- Naomi Cronin, Chief medical Scientist, Midlands Regional Hospital Tullamore – naomi.cronin@hse.ie
- Alison Malkin, Lecturer in Clinical Cytology and Cellular Pathology TU Dublin - City Campus – alison.malkin@dit.ie
- Patrick Munds, Senior Medical Scientist in Med Lab Pathology – patrick.munds@medlabpathology.ie
- Janet Murtagh, Senior Medical Scientist, Breast Check, MMUH – Janet.Murtagh@screeningservice.ie
- Marie Reidy, Senior Medical Scientist, SJH – Mreidy@stjames.ie
- Marian Buckley, Chief Medical Scientist (Histology & Cytology), CUH – marian.buckley@hse.ie
- Niamh Quinn, Senior Medical Scientist, University Hospital Limerick Niamh.Quinn@hse.ie

1. Role/Purpose:

The role of CPAB Allowances/ Medical Scientist role development Working Group is to provide a framework for the development of recognised roles of Advanced Practice and Extended Scope of Practice for Cellular Pathology Medical Scientists and to draft a pay and allowance structure for these expanded duties.

The Working Group objectives:

- To ensure that Medical Scientists receive appropriate reward and support for taking on additional and more complex work and additional qualifications
- To create a stable and sustainable service by supporting a career structure and staffing model that reflects different levels of dissecting expertise and demand
- To increase the capacity for specimen dissection and/ or Reporting within pathology services to meet demand through the recruitment of expert and advanced practitioner dissectors into the Medical Scientist workforce and developing teams of practitioners
- To ensure that service quality is maintained and patient safety is protected when the dissection function is undertaken by Medical Scientists
- To ensure that risk related to running the service is not increased by assuring competence of Consultant Medical Scientist to FRCPath equivalence.

The Working Group sets out to achieve:

- Suggested guidelines for a career structure and staffing model Cellular Pathology Extended scope of Practice

- Suggested guidelines for an allowance structure for Cellular Pathology Extended scope of Practice
- Recommendation for the creation of a Consultant Grade for Cellular Pathology Medical Scientist Advanced Practice

2. Term:

The Working Group is effective from 5th March 2020 and will continue until formal structures are ratified nationally.

3. Meetings:

- **Frequency of Meetings:** The Working Group will meet a minimum of minimum of 4 per annum with an agenda that will include monitoring progress against achievement of working group objectives.
- **Quorum for Meeting:** 3 - Meetings cannot be held in the absence of a quorum.
- **Schedule of Meetings:** After each meeting

4. Roles and Responsibilities

This group will provide a charter and ensure its continued progress in the implementation of a recognised developed role of Advanced Practice and Extended Scope of Practice for Cellular Pathology Medical Scientists.

The means of carrying out these functions will include, but may not be limited to, the following;

- Set 'Baseline' plan for framework of Medical Scientist Role Development in both Advanced Practice and Extended Practice
- Agree scope, outcomes and benefits.
- Act as Change Control panel for requested changes to Baseline Plan.
- Act as point of escalation for Medical Scientist Role Development Implementation issues.
- Review reports/ communications from all relevant Stakeholders

The group is accountable for:

- Fostering and promoting opportunities for collaboration with all relevant stakeholders
- Communication with all relevant stakeholders
- Maintaining at all times the focus of the group on the agreed scope, outcomes and benefits
- Monitoring and managing the factors outside the group's control that is critical to its success.

5. Administration:

The chair will nominate a deputy from within the group to cover leave or unexpected absences, and the chair will record minutes and co-ordinate meetings. Members can forward agenda items to the Chair no later than three working days before the meeting. Special meetings of the Working Group may be convened depending on the urgency of matters raised or included in the Agenda. Agreement on decisions shall be by consensus.

Distribution of Agenda and Minutes:

Minutes of each meeting, including action points and owners, will be circulated by the chair to all participants and all members of the CPAB no later than one week after the meeting.

5. Accountability:

Working Group Reports To: The group communicates directly with the Cellular Pathology Advisory Body. Any recommendations would need to be ratified by ACSLM Council and the MLSA.

6. Review:**Amendment, Modification or Variation:**

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by group members. The group will review terms of reference every 6 months and approve any revisions.

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