

Intercollegiate Committee on Haematology (ICH)

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

This is a standing committee established jointly between the Royal College of Physicians of London (RCP) and the Royal College of Pathologists (RCPath). The joint committee is advisory rather than executive and has accountability to each of its parent bodies. In terms of accountability to the RCP, it reports to RCP Council through the Medical Specialties Board. In terms of accountability to the RCPath, it reports to the RCPath Council. Other related groups will be invited to attend as appropriate.

The following organisations are represented in the ICH; British Society for Haematology (BSH), the British Society of Blood and Marrow Transplantation (BSBMT), the British Blood Transfusion Society (BBTS) and the Association for Clinical Pathologists (ACP). Other external organisations that represent practitioners in haematology will be invited to attend the ICH as appropriate.

3. Oversight Responsibilities

The ICH is established to advise its parent bodies (RCP and RCPath) on their behalf on matters of mutual interest. These include the following regarding haematology in the clinical and laboratory fields:

- to act as a conduit for information on haematology matters, reducing duplication of activity, and identifying areas of unmet need, including but not exclusive to:
 - training of doctors and healthcare scientists in haematology
 - workforce planning and other issues that are unique to haematology that impact on the quality-of-service delivery and patient experience
 - advising its parent bodies on setting national standards and agreeing joint guidelines and policy statements
- to assist the colleges, as requested, in providing responses to external consultations, individual queries, and requests for expert nominations in conjunction with the BSH and other related organisations

- ensuring that haematology expertise is available to appropriate outside bodies and expert committees, in consultation with the relevant royal college and/or BSH and other specialist organisations as appropriate
- to provide liaison between the RCP, RCPATH, specialist societies and relevant health bodies of the devolved nations
- to consider the remit of the RCP and RCPATH with regard to relevant international strategies
- to support dissemination of information relevant to haematology through producing joint college documents for publications and delivering educational events of broad interest to all haematological practitioners.

In dealing with these issues the committee will restrict its advice to the context of England, Wales, and Northern Ireland in relation to the remit of the RCP. The contribution of any Scottish Colleges observer on the committee is welcomed, but the Scottish Colleges are not involved in joint ownership or sending items of business direct to the committee. However, in issues relating to the RCPATH, which covers Scotland, this restriction does not apply. A Joint Royal College of Physicians training Board representative aims to bring together RCP and RCPATH role in relation to curriculum and examinations.

The committee may not make any public statement or approve any published materials in its own name or that of its parent bodies, except with their approval.

4. Accountabilities

The Terms of Reference should be reviewed triennially unless there is a material fact that requires they be reviewed earlier.

The activity of the committee will be summarised in a concise annual report produced at the end of each calendar year.

5. Constitution

Chair

The office of chair will rotate between the RCP and the RCPATH. The relevant college will appoint when it is their turn, always with the proviso that this is a joint committee, so there must be agreement and mutual respect. Either body will have the right to object in extremis.

The chair's terms of office will be for three years, for the duration of the administrative period between each college.

Vice-chair

A vice-chair will be appointed informally by committee members to chair meetings in the event of the chair's absence.

6. Membership

The ICH aims to be open, transparent, and inclusive when appointing fellows and members to the committee. It seeks to promote a plurality of member voices across our work. It welcomes and

actively seeks to recruit to its activities people of any race, religion, ethnic origin, disability, age, gender, and sexual orientation. The ICH recognises that a diverse committee makes better decisions, result in higher productivity and satisfaction and that individual members are role models for emerging leaders.

Each parent body will nominate its own representatives. Neither party should be seen to be prescriptive about the other's nominees.

Individual members' term of office will be for at least three years, renewable once.

In joining the committee, members are asked to attend all meetings, wherever possible. The chair and committee manager may implement periodic reviews of attendance and set a minimum attendance figure in this respect.

Membership will include:

RCP

- Two senior RCP representatives (the president and registrar will share attendance)
- One RCP representative (fellow in active clinical practice)
- One new consultant representative
- One devolved nations observer (who will receive papers and participate usually by teleconference)

RCPPath

- President and one vice-president, RCPPath (the president and one vice-president will share attendance)
- Chair, Haematology Panel of Examiners
- RCPPath Director of Learning
- Two RCPPath representatives, one medically qualified, one clinical scientist

Affiliate organisations

BSH

- President, BSH
- Chief executive, BSH
- Chair, External Affairs Committee, BSH

BSBMTCT

- President or representative

BBTS

- BBTS President or representative

Association of Clinical Pathologists (ACP)

- President or representative

Training and Education representatives

- Chair, Haematology Specialist Advisory Committee (SAC)
- Chair, Transfusion Medicine Specialist Advisory Committee (SAC)
- Postgraduate Dean for Haematology
- One medical haematology trainee representative (RCPath)
- One scientific trainee representative in haematology, transfusion or genetics (RCPath)
- Getting It Right First Time (GIRFT) representative

Public Voice Representatives

One RCP lay representative and one RCPath lay representative appointed in collaboration with the parent bodies' patient and carer/lay representative networks.

Due regard will be given to representing the diversity of the specialty.

7. Meetings

The administration of this committee rotates on a three-yearly basis between the two colleges.

The college providing administration will provide meeting rooms and a committee manager to support it for up to two meetings per annum.

Parent bodies will pay the travel costs of their representatives.

Agendas and papers will be circulated at least one week before each meeting

8. Review

The Constitution should be reviewed triennially.

Last review: December 2019

Next review: December 2022

Terms of Reference agreed at meeting *Insert date*

Chair of ICH _____ Signed _____

Approved at College Council meeting *Insert date*

Review date (3 years following Council approval) *Insert date*

