



The Royal College of Pathologists  
Pathology: the science behind the cure

# TRUSTEE CANDIDATE INFORMATION PACK 2021

# INTRODUCTION FROM OUR PRESIDENT

Thank you for your interest in becoming a trustee of The Royal College of Pathologists. We are seeking to increase lay representation on our board of trustees.

Pathology is the study of disease. It is the bridge between science and medicine. It underpins every aspect of patient care, from diagnostic testing and treatment advice to cutting-edge genetic technologies and preventing disease. Doctors and scientists working in pathology are experts in illness and disease. Pathologists play a critical role in research, advancing medicine and devising new treatments to fight viruses, infections and diseases like cancer. In the last 100 years, we've seen significant reductions in illnesses such as polio across the world, as well as major advances in blood transfusion, vaccination and treatment of inherited conditions. This is all thanks to the pioneering work of pathologists. The Covid -19 pandemic has highlighted the critical role of pathologists in testing for and diagnosing disease and in research for vaccines and treatments.



The College will be celebrating its 60th anniversary in 2022. Our function has never been more important than in the current climate.

*Dr Mike Osborn*

President, Royal College of Pathologists

# INTRODUCTION TO THE COLLEGE

The Royal College of Pathologists is a professional membership organisation with charitable status, granted through Royal Charter, concerned with all matters relating to the science and practice of pathology. It is a body of its Fellows, Affiliates and trainees, supported by the staff who are based at the College's London offices.

The College has over 11,500 members all of whom are pathologists with registered medical or scientific qualifications based in hospitals, universities and laboratories in the UK and overseas. The College oversees the training of pathologists and scientists working in 17 different specialties, which include cellular pathology, haematology, clinical biochemistry and medical microbiology.

Although some pathologists work in laboratories, many work directly with patients in hospitals and the community. Together they are involved in the majority of all diagnoses, as well as playing an important role in disease prevention, treatment and monitoring. If you have ever had a blood test, cervical smear or tissue biopsy, a pathologist will have been involved in your care.

The college has a key role in the professional aspects of pathology services in the development and delivery of health care. Those holding office in the College provide professional leadership, and thereby contribute at a national level to the maintenance and development of pathology services, and the quality of care that patients receive.

The College is its membership, and the coordination between international, national, regional and local activities is paramount. All office holders are expected to subscribe to these principles, and the local leads and regional Chairs are expected to provide the professional leadership within their region. The College is also expected to provide advice and guidance on specialty specific issues nationally, regionally and locally. The Specialty Advisory Committees provide professional leadership within their specialty.



# OUR VISION & MISSION

The Royal College of Pathologists' Strategy for 2018–21 sets out our vision for promoting and advancing excellence in pathology. The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

## OUR VALUES



Teamwork

**We achieve excellence by working together.**



Service

**We support members to deliver the best patient care.**



Ambition

**We aspire to provide the best quality services and lead innovation for pathology.**



## COMMITMENT TO DIVERSITY & INCLUSION

We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make pathology as a profession more inclusive. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for childcare whilst you're attending an RCPATH interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.

If there is anything else you're concerned about or think we could provide, please let us know.

# OUR STRUCTURE

The College is constituted as a Registered Charity and incorporated under Royal Charter.

The College is governed by a Trustee Board. Members of the Board, as trustees, have the ultimate legal responsibility for the College.

The Trustee Board comprises the President, three Vice Presidents, Registrar, Assistant Registrar, Treasurer, the chairs of the regional councils for each of Northern Ireland, Wales and Scotland and currently two Lay Trustees.

The College Council, which reports to the Trustee Board, is focussed on the practice of pathology as a profession, which includes all the professional, clinical and educational functions of the College. Council members are not trustees of the College.



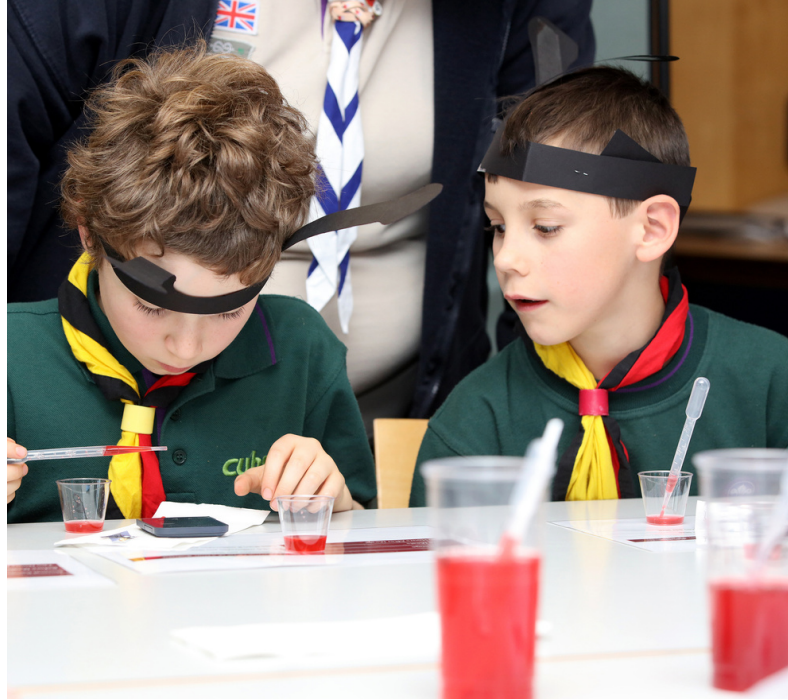
# The Role

Charity trustees are responsible for controlling the management and administration of the charity. Trustees have ultimate responsibility for directing the affairs of the College, and ensuring that it is solvent, well run, and delivering the outcomes for which it has been set up. Trustees must:

- Ensure that the College as a charity complies with charity law, and with the requirements of the Charity Commission
- Ensure that the College complies with the requirements and rules set out in its governing documents (Royal charter, ordinances & bye-laws) and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators (if any) that govern the activities of the College
- Act with integrity, and avoid any personal conflicts of interest
- Contribute actively to the Board of Trustees role in giving firm strategic direction to the College, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the College

In addition to these statutory duties, Trustees responsibilities include:

- Scrutinising board papers
- Leading or facilitating discussions at Board meetings
- Providing guidance and opinion on new initiatives
- Chairing and participating in other committees of the Board as may be required
- Becoming well informed about pathology and the context in which the professional and clinical matters of the College are debated
- Showing an active and current interest in all aspects of the College
- Strategic planning to forward the College's business development
- Being involved in appointing senior staff as and when required



## PERSON SPECIFICATION

**We are looking to recruit a further Lay Trustee to support the diversity of skills on our Board. We are particularly keen to hear from individuals with expertise in at least ONE of the following areas:**

- **Commercial business management / growth**
- **Digital Transformation**

**We are also particularly interested to hear from candidates who have experience in Equality, Diversity and Inclusion.**

Essential Criteria:

- A proven track record of sound judgement and effective decision making
- Integrity
- A commitment to The Royal College of Pathologists and its objectives
- A willingness to devote the necessary time and effort to their duties as a trustee
- Ability to think and apply knowledge strategically
- Good, independent judgment
- An ability to work effectively as a member of a team
- Happy to speak up and challenge thinking
- Excellent verbal and written communication skills
- Ability to take responsibility and show evidence of leadership

Desirable Criteria:

- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Experience of chairing a committee





## ADDITIONAL INFORMATION

**Term of office:** Three years from the date of appointment, term may be extended for a second three-year term by agreement between the post-holder and the trustee board.

**Time Commitment:** The Trustee Board meets 5 times per annum. We anticipate the average time commitment will be one to 2 days per month. This might include:

- Attending dinners/events on behalf of the College
- Being available by email or occasionally telephone between board meetings for advice and to make decisions by circulation
- Being available for other ad hoc requirements

**Location:** Board meetings will usually be held at our offices in London however they are currently taking place remotely. We hope to return to face-to-face meetings when possible but will look to continue to offer flexible meeting options.

**Remuneration:** The role is not remunerated but reasonable expenses will be reimbursed in line with our expenses guidelines.

**Conflicts of Interest:** All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

# How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The Royal College of Pathologists. If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you, referees will not be contacted without your prior consent.
- Diversity monitoring form - your data will be stored separately from your application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role, please email [RCPath@inclusiveboards.co.uk](mailto:RCPath@inclusiveboards.co.uk) or call 0207 267 8369 to speak to Ros Hollinghurst.

**Please send your CV and cover letter to [RCPath@inclusiveboards.co.uk](mailto:RCPath@inclusiveboards.co.uk) by 23.59 14/03/2021.**

- First stage interviews ongoing with Inclusive Boards up to and including w/c 22/03/2021
- Interviews with The Royal College of Pathologists held 15/03/2021
- Expected first Board meeting 13/05/2021