

BCSP Accreditation Panel - Terms of reference

1. Purpose

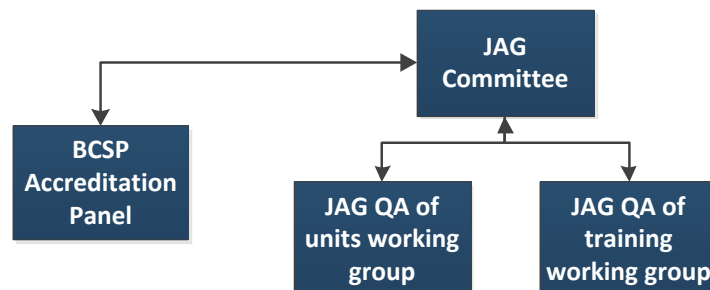
The BCSP Accreditation Panel's primary role is to advise the JAG office and NHS BCSP on the process of assessing and accrediting screening endoscopists. The panel oversees the quality assurance of the accreditation process to ensure that bowel cancer screening is provided by safe, competent, high-quality endoscopists.

2. Objectives

- To advise the JAG office and NHS BCSP on the development and assessment of screening endoscopists
- To develop and update appropriate criteria for application and assessment of screening endoscopists
- To devise, maintain and deliver an appropriate assessment process
- To advise on the recruitment, induction and training of assessors
- To monitor and quality assure the assessment and accreditation process

3. Governance

- The *Accreditation Panel* is accountable to the *JAG Committee*. The JAG governance structure of the panel is shown below
- The chair of the BCSP accreditation panel, or a nominated deputy, will attend the JAG Committee meeting and report to this committee
- The BCSP accreditation panel will also liaise with the JAG QA of training working group to ensure any shared themes of work are consistent
- The panel is quorate when at least four people are present
- The JAG office will support the activities of the panel



4. Membership

The panel membership will include;

- The chair of the panel. He/she is selected through an open recruitment process. Once appointed, the chair's tenure is 2 years, renewable for a further year by agreement.
- One representative from each assessment centre which offers BCSP colonoscopy assessments
- Expert endoscopists including at least one nurse representative
- Representatives from key groups such as the BSG and ACP
- An independent assessor, who will be an endoscopist of good standing with experience of assessment.

Panel meetings occur twice annually, if a member is unable to attend they are required to nominate an appropriate colleague to attend on their behalf. Membership will be revoked if a member misses three consecutive meetings.

The panel's work will be informed by input from the bodies and professions it represents, data in candidate applications, the assessment and accreditation processes, assessor and candidate evaluations and external assessor reports.

The terms of reference will be reviewed periodically by the JAG committee and the BCSP accreditation panel chair.

Date of first issue: June 2006

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Date of next review: October 2019