



bscpp

**The British Society for
Colposcopy and Cervical Pathology**

Role Specification and Responsibilities of BSCCP Regional Representatives

This role specification is designed to inform regional representatives about their role and responsibilities.

There are 10 Regional Representative Positions -

North East and North West Representative

South East and South West Representative

Eastern Representative

London Representative

Scottish / Welsh / Irish Representative

Midlands Representative

Election/Appointment of Regional Representatives

The regional representatives are responsible to their Colposcopy colleagues in their region - they need to keep the BSCCP members informed about BSCCP matters.

The regional representatives are also responsible to the BSCCP Executive and the President of the BSCCP.

The term of office is three years with a possibility of renewal for another three years. Regional representatives may be elected by a process whereby, they apply with an expression of interest and a statement as to why they should be elected to the regional representative post. For further information please see the BSCCP Constitution <https://www.bscpp.org.uk/about-us/bscpp-constitution/>

In the case of one candidate applying - then this candidate will be elected, pending agreement of the BSCCP Executive.

In the case where more than one person has applied for the post – then the person with the most votes – will be elected as Regional representative.

This will then be presented at the next BSCCP executive meeting – usually the Spring Meeting that coincides with the BSCCP Scientific Meeting.

Upon acceptance by the BSCCP Executive, the successful candidate will be invited to take up the position of regional representative.

Attendance at Meetings

The regional representative would be expected to commit to attend twice yearly Executive Committee meetings in early December and at the Scientific Meeting which is usually around April/May.

Expenses

Full travel expenses will be paid for the December meeting and the scientific meeting if not attending the conference. The expenses policy and expense claim forms can be requested from the Secretariat

Quality Assurance

The BSCCP Executive and membership accept that there will be regional differences and the regional representatives provide communication between the BSCCP Executive and the membership.

The regional representative would be expected to keep up to date with any new developments within the Cervical Screening Programme and communicate these to the membership.

They would also be expected to communicate with their Local Quality Assurance team on any BSCCP matters pertaining to them. The local Quality Assurance team will already have a representative on the National Quality Assurance Committee and there is a National Quality Assurance representative on the BSCCP Executive. However any BSCCP issues pertaining to Quality Assurance should also be communicated locally via the BSCCP representative.

Quality Assurance will communicate with all their local membership, but where issues arise that the BSCCP membership feels is in contradiction with BSCCP regulations the regional representative should bring this to the attention of the BSCCP Executive and communicate with the BSCCP Members following instruction from the Executive.

The regional representative should also have a good understanding and knowledge of local Quality Assurance policies and should communicate with their local Quality Assurance team on any issues pertaining to Teaching and Training especially those that may have any impact on Quality Assurance.

Matters/items for discussion at the Executive meeting should be sent to the secretariat for inclusion on the Executive agenda.

Feedback following the Executive meeting will be provided to the membership.

Teaching and Training

Teaching and training in the region would be within the remit of the regional representative, in communication with the CTC Chair, CTC committee and RCOG representative.

The BSCCP Executive previously communicated that the role of the regional representative would include that of Lead Trainer for the region. The guidance for this is available on the website. <https://www.bsccp.org.uk/healthcare-professionals/trainers-section/>
It has been identified that given the increased responsibilities of all Trainers, the role of Lead Trainer within Colposcopy units is less well defined and in some areas there may be no 'lead' present. It is therefore necessary to provide a more comprehensive back-up for Trainers.

There is agreement that the Regional Representatives of the BSCCP can be referred to by any trainer who feels that there are issues/or questions relating to trainees for which external advice is needed in their particular region. In future the role of a BSCCP Regional Representative would attract those with educational supervisor skills, although this qualification is not considered essential.

The BSCCP executive recognises that where there are difficulties with Training within the region, firstly trainees and trainers would contact their regional representative and should solutions not be arrived at locally, the regional representative would contact the Certification and Training Committee via the BSCCP Secretariat and table a motion for discussion at the next Certification and Training Committee Meeting.

Should there be an issue with the RCOG/ BSCCP ATSM in Colposcopy, the regional representative would communicate via the Certification and Training Committee.

Regional Meetings

Wherever possible the Regional Representative could consider organising Educational meetings once a year in the region. This could take place in different parts of the region and could be in many formats. This would increase communication, teaching and training within the region.

Funding is available for these meeting and details can be found on the BSCCP website <https://www.bsccp.org.uk/about-us/awards-and-scholarships/>

The BSCCP Executive appreciates that this may be difficult geographically, but this would be greatly encouraged by the BSCCP.

This Role Specification is for guidance only and represents the minimum expectation of a Regional Representative on the BSCCP Executive.

Position Requirements

Position Requirements	Essential	Desirable
	BSCCP Accredited Colposcopist	Interest in Teaching and Training
	Excellent communication skills	Interest in Research
	BSCCP Trainer Accreditation	Educational Supervisor
	Knowledge of Local Quality Assurance	
	Commitment to attend BSCCP Executive twice yearly meetings	

Role specifications are also available for the CTC Chair and IT Chair posts.