bsccp | The British Society for Colposcopy and Cervical Pathology

Information Technology Committee (ITC) of the British Society for Colposcopy and Cervical Pathology (BSCCP) Terms of Reference

1. CONSTITUTION

1.1 The Information Technology Committee (ITC) of the British Society for Colposcopy and Cervical Pathology (BSCCP) is a committee of the BSCCP established as one of the three original standing committees of the society as per section 12 of the BSCCP Constitution.

1.2. BSCCP Constitution, section 12 on the BSCCP website, states that there shall be three standing committees as follows:

- Training committee
- Information Technology committee
- Research committee

2. AUTHORITY AND ACCOUNTABILITY

2.1 The ITC has no executive powers other than those specified in these Terms of Reference or otherwise by the BSCCP Executive Committee.

2.2 The ITC will be accountable for the processes and aspects concerning the digital platforms of the BSCCP.

2.3 ITC will work in accordance with the objectives of the BSCCP and in doing so to be responsible to the Executive Committee of the BSCCP.

2.4 ITC will ensure that the Executive Committee and the Membership of the Society receive appropriate advice and steerage on the digital platforms of the BSCCP.

2.5 ITC will link closely with the CTC to ensure that the educational content published on the digital platforms of the BSCCP is appropriate.

3. PURPOSE

3.1. The BSCCP was founded in 1972 as a charitable society aimed at Prevention of Cervical Cancer. The vision of the society is to provide a multi disciplinary forum for the discussion and debate of all matters pertaining to the prevention of cancer of the cervix. The BSCCP mission is to play a major influence in members' practice through education and raising awareness. The ITC as a standing committee of the BSCCP will be fully aligned with the society's purpose, vision and mission and work to fulfil the aims and objectives of the BSCCP as stated in the BSCCP Constitution section 2.

3.2. The aims of the Society as per section 2 of the BSCCP constitution are:

- To facilitate the interchange of information on colposcopy and cervical pathology between members of the society and between the society and those in other countries.
- To also study, evaluate and offer guidance on methods used for the diagnosis and clinical management and laboratory investigation of

cervical intra-epithelial neoplasia. This may include the exchange of samples, a system of external review of clinical trials and effective utilisation of available biological material; and

- To keep a record of current clinical trials and to review projected trials when requested.

3.3 The ITC will seek to ensure all the above BSCCP aims and objectives through its duties outlined under section 7 of the Terms of reference.

4. MEMBERSHIP

4.1. The Chairman of the ITC is formally appointed by the President of the Society further to a competitive application and interview process. The Chairman will fulfil their responsibilities as outlined in the Job Description and Person specification and will partake in annual appraisals for this role undertaken by the Society's secretary as their allocated appraiser.

4.2. Core Membership of the Committee shall comprise of the below:

1. Chairman of ITC appointed
2. Deputy Chairman of ITC- appointed
3. Chair of Digital Learning Group/Sub-committee/s of ITC
4. BSCCP Secretary
5. BSCCP Secretariat
6. Chair of Training Committee
7. Chair of Research Committee
8. Regional Representatives for IT Committee- appointed
9. Regional Trainees Representative -appointed

4.3. A further Trustee may be invited if agenda indicates need for same and Co-opted members may be invited as required by the agenda by chair for the relevant part of the meeting while the specific aspect of the agenda item is being discussed. Example: Website Provider Company, Digital Platform Provider Company, Jo's Trust member and other similar.

4.4. The ITC will review membership annually to ensure that it meets requirements of the society and is reflective of the operational demands at the time.

5. MEETINGS AND QUORUM

5.1 Meetings will be held as a minimum twice a year. Additional meetings of the Committee may be held on an exceptional basis at request of Chairman or the Executive Committee ie BSCCP President.

5.2. To fulfil the quorum requirement, at least five core members including secretariat representation must be present. In the absence of the Chair, the designated deputy chairman will chair the meeting on her/his behalf.

6. ATTENDANCE

6.1. Core Members will be required to attend at least 50% of the committee meetings in any one year as a minimum and ideally all meetings.

6.2. The Committee may also invite other non-members as co-opted attendees as required to meetings as it considers necessary with prior agreement from the Chair as outlined under section 4.3.

7. DUTIES

The duties of the Committee are as follows:

7.1. To continue to ensure that Information Technology is embedded as core business for strategic and operational aspects of BSCCP.

7.2. To ensure effective Information technology support is in place for the IT dependent, web based and digital operations of the BSCCP in an increasingly digital world to fulfil its purpose, vision and mission.

7.3. To provide a forum for the discussion and debate of all IT/Digital matters pertaining to the strategic and operational aspects relevant to BSCCP.

7.4. To enable Continual Quality improvements of educational content and presentation at BSCCP website, learning zones, Digital applications/platforms and enhance online education and training for members further.

7.5. Continually enhance quality/governance measures for BSCCP website and digital platforms and apps and try and build further resilience within digital resources to future proof the same.

7.6. To ensure that website refresh is undertaken periodically as appropriate and website/digital learning zones are regularly reviewed and appropriate updates or revisions made as required.

7.7. To ensure that periodic monitoring is undertaken through Google analytics to identify trends and patterns to inform future focus of ITC work and update the Executive Committee accordingly with action plans and request for resources if/as needed to resolve any identified gaps or areas with scope to improve.

7.8. To ensure that the IT providers i.e.: website provider company/ies and Digital platform provider company/ies including Digital App providers have appropriate and effective contracts and/or Service Level Agreements in place which are reviewed annually and confirmed as continuing as such and/or any relevant changes incorporated and agreed with approval of Executive Committee members.

7.9. To commission sub-committees of the ITC as deemed necessary and appropriate to fulfil the operational functions of the BSCCP and aligned with all aspects of these terms of reference.

7.10. To ensure that appropriate budgetary allocation and/or financial support continues to be in place from BSCCP Executive Committee for the upkeep and maintenance of the BSCCP website and Digital platforms and apps for sustainability as well as for new initiatives and projects as needed agreed with consensus from ITC membership.

7.11. To function as an integral part of the BSCCP as one of the three standing committees of the BSCCP enabling web based digital Post graduate education, society membership, accreditation/re-accreditation of members, disseminating relevant national guidance, other relevant guidelines, policies and position statements on behalf of BSCCP, provide IT support for annual appraisal for elected officers and Trustees, support specialty specific guidance for annual appraisal of members and support Annual Scientific meeting as appropriate thus ensuring the BSCCP continues to remain a major influence in members' practice, ongoing professional development and postgraduate education.

7.12. To seek consensus from ITC members and approval of the BSCCP Executive Committee to define the time span, framework and terms of reference for any sub-committee thus formed including those subgroups that are already in existence, example: The Digital Learning Group which has been in place for the last 3 years and continues as a sub-committee of the ITC given the ongoing requirement for the significant niche expertise functions delivered by this group. Current needs of ITC and BSCCP as a whole indicate the need for Digital Learning Group to continue as a subcommittee of ITC for a further 3 year period and review at the end of that time period.

7.13**.** To enable partnership working with BSCCP's affiliate organisation/s to enhance user experience for women/patients/members accessing BSCCP website. ITC will ensure that the consensus group for partnership work with affiliated organisation is supported with clarity of roles and responsibilities and how BSCCP work will be acknowledged by the affiliate organisation/s in their websites thus offering optimal mutual benefit through the partnership. example: Jo's Trust is an affiliate of BSCCP. The BSCCP website has web links that take women/patients visiting BSCCP web site directly to Jo's Trust web site with information resources there that benefit our women/patients and thus enhance user experience. ITC is currently progressing work towards setting up a BSCCP/Jo's Trust Consensus group to support the review of relevant patient information content provided by Jo's trust website that is linked to BSCCP website. **Please refer to appendix 2.**

7.14. To ensure and enable through all the above, that the ITC contributes effectively to the optimal functioning of the BSCCP in an increasingly digital world with IT which is fit for purpose with an enhanced focus on quality, that conforms to requisite standards, is reliable, secure, continually quality assured and sustainable with robust governance support in place to fulfil the society's purpose, vision, mission and aims at both strategic and operational levels.

8. REPORTING

Please also refer to Appendix1.

8.1 Formal Minutes are to be taken of ITC meetings and are to be presented by the Chair as part of the Chair's report to the Executive Committee.

8.2. The ITC chair will seek assurance from sub-committee chairs and Consensus group chairs through a written report to the ITC to ensure that the requisite assurance is in place with regards to progress and pace of work within timescales besides governance and any other related aspects. The ITC chair will then ensure the assurance received forms part of the Chair's ITC report to the Executive Committee.

8.3. The Chair of the ITC shall draw to the attention of the Executive committee any issues that require its particular support, attention, or require it to take action as needed.

8.4. The Chair of the ITC shall ensure timely escalation through the BSCCP secretary and/or President elect/President to Executive committee of any significant concern/s regarding IT/Digital aspects (websites, digital platforms, digital apps). This may be done through email correspondence or telephone depending on the nature of the concern and the seriousness of potential or real impact.

8.5. The ITC would review its terms of reference and effectiveness on an annual basis and present the findings and recommendations of these reviews with any changes made with reasons to the Executive Committee.

9. OTHER MATTERS

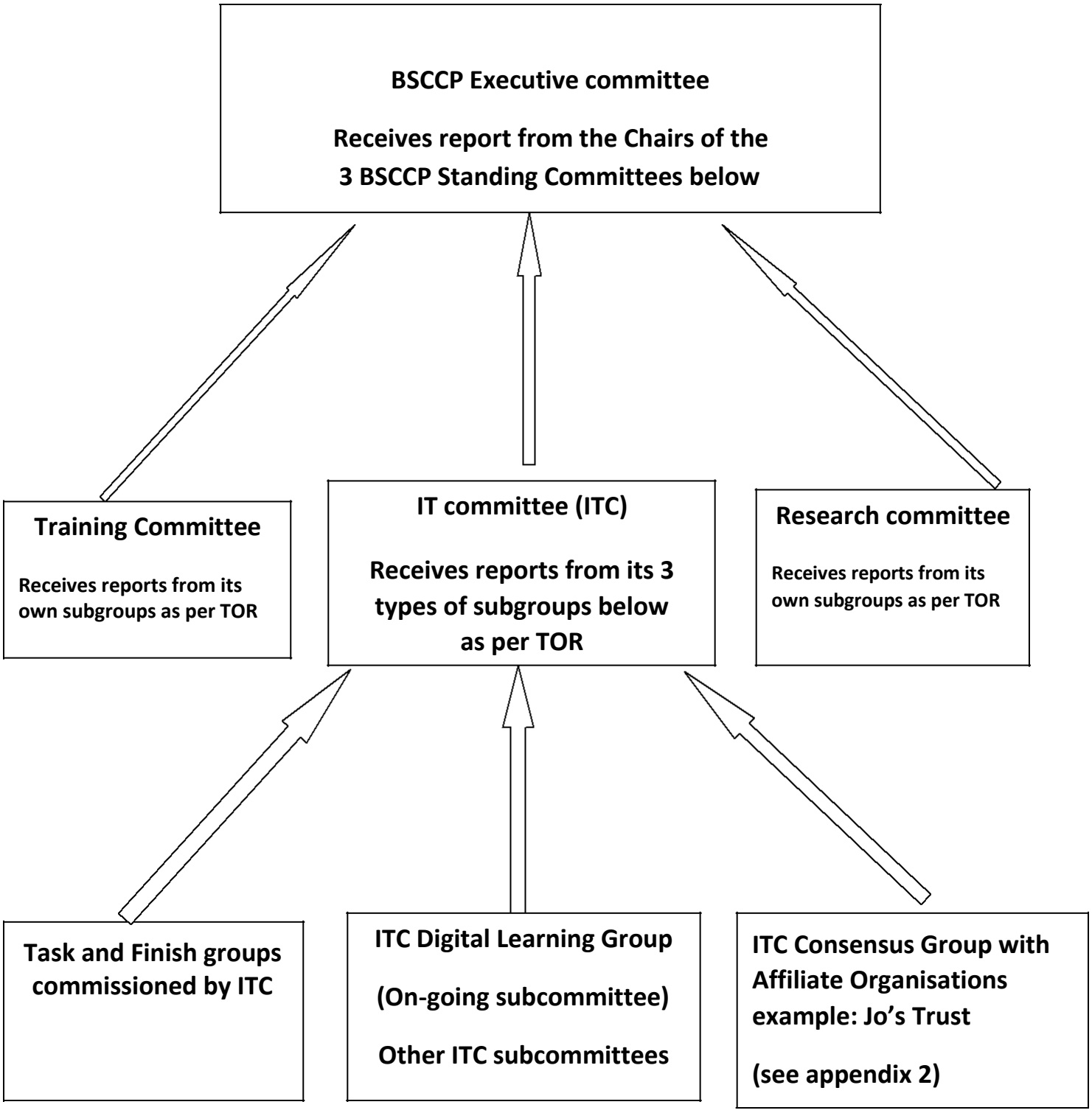
9.1. The Committee will establish 'Task and Finish Groups' as it deems necessary to undertake detailed work on any matter covered by its Terms of Reference as a formal sub-committee or Consensus Group may not always be needed for time limited operational functions.

10 ADMINISTRATIVE AND SECRETARIAL SUPPORTS

10.1 The Committee will be supported with appropriate level of administrative support by the BSCCP secretariat.

bsccp | The British Society for Colposcopy and Cervical Pathology

APPENDIX 1: Reporting routes with accountability structure for IT Committee and its sub-committees and sub-groups



bsccp | The British Society for Colposcopy and Cervical Pathology

Appendix 2: Framework for BSCCP Consensus Group for Partnership Work with Jo's Trust

Aim: to enhance User experience of those women/patients visiting BSCCP who will be routed to Jo's Trust website when they click on the link in BSCCP website page.

BSCCP Executive Committee

Receives report from the ITC Chair which includes a section devoted to Consensus Group updates and Sub Groups

BSCCP ITC Chair

Receives report from the Consensus Group Lead Below

BSCCP/Jo's Trust Consensus Group Chair provides a report to ITC Chair

BSCCP IT committee/Jo's Trust: Consensus Group for Partnership work

ITC Deputy Chair AF will lead this work with Jo's Trust designated lead

BSCCP consensus group membership for each piece of work will include the lead as above (Deputy chair of ITC) and at least 2 more Exec Committee members with one Exec member from ITC and another Exec member from CTC.

Every Jo's Trust Patient resource item that is due a review will be reviewed by at least 3 BSCCP Exec Committee members for factual accuracy of content which will be arranged by the BSCCP lead for this who is Deputy Chair for ITC)

Jo's trust to ensure that work by BSCCP team as above is acknowledged clearly in their website where reviewed content is published for women to access