



Bowel Cancer Screener Accreditation panel

Terms of reference

Purpose

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

Objectives

- To advise JAG and NHSE 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
- Provide appropriate governance to enable oversight of processes, quality assurance, risks, issues and complaints.

Group governance

The Accreditation Panel is accountable to JAG, which is part of the RCP accreditation unit.

Membership

The panel membership will include;

- The chair of the panel. They will be selected through an open recruitment process, which is managed by JAG. Once appointed, the chair's tenure is 2 years, renewable for a further year by agreement.
- One representative from each assessment centre which offers BCSA colonoscopy assessments
- Expert endoscopists including at least one nurse representative.
- Representatives from key groups such as NHSE, BSG and ACP as appropriate.

If a member is unable to attend they are required to nominate an appropriate colleague to attend on their behalf or send comments on relevant papers/items for discussion at the meeting. Membership will be revoked if a member misses three consecutive meetings.

If a member wishes to leave the advisory group they should notify the chairperson and a replacement will be sought from that member's professional organisation/peers.



Meetings

The Panel will meet a minimum of twice annually via MicroSoft Teams. It is quorate if a minimum of 4 clinicians are in attendance.

The agenda and papers will be distributed electronically at least 5 working days in advance of meetings. Panel members should read meeting papers so that they are informed in order to contribute to programme development.

Minutes/meeting notes will be distributed within 15 working days following the meeting.

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 BCSA accreditation panel chair.

Date of first issue:	June 2006
Date of this amendment:	June 2023
Date of next review:	June 2024

