



## North Midlands and Cheshire Pathology Service

<b>Employing Organisation for NMCPs:</b>	UHNH NHS Trust
<b>Division:</b>	North Midlands and Cheshire Pathology Service
<b>Job Title:</b>	Consultant Cellular Pathologist
<b>Band:</b>	Consultant
<b>Work Location:</b>	University Hospitals of North Midlands NHS Trust based at the Royal Stoke University Hospital
<b>Managerially accountable to:</b>	North Midlands and Cheshire Pathology Service Medical Director
<b>Professionally accountable to:</b>	UHNH Medical Director
<b>Key Relationships:</b>	Pathology Clinical Director Consultant Colleagues Pathology Directorate Manager and Professional Head Cellular Pathology Manager Clinicians from UHNH, MCHFT and ECT and wider service users Laboratory staff

### Role Summary

North Midlands and Cheshire Pathology Service (NMCPs) are looking to recruit two substantive Consultant Cellular Pathologists on a full time (10 programmed activities per week) basis, although applications from part-time applicants would be considered.

These are replacement posts which offer an exceptional opportunity for pathologists with subspecialist reporting interests to join a modern forward thinking Cellular Pathology Service. The department embraces new ways of working that deliver patient benefit and will consider and support flexible/part time or job share roles. Flexible and/or remote reporting is supported where it meets or improves service capacity.

Based at the Royal Stoke University Hospital (RSUH) site you will be supported by strong and experienced specialist teams consisting of nineteen Consultant Cellular Pathologists and three Cellular Pathology Specialty Doctors

The post holder will have 10 Programmed Activities (PAs) with 8 PA's devoted to diagnostic work, MDT support and other direct patient care activities. There is no on call commitment associated with these posts. Opportunities also exist to participate in coronial autopsies, management and a wide range of undergraduate and post graduate teaching commitments. The candidates will actively engage in and develop histopathological services with a strong emphasis placed on supporting and developing clinical leadership.

The MNCPS Cellular pathology department one of four lead diagnostic laboratories heading up the West Midlands regional digital pathology (DP) project to implement digital pathology reporting. The project is well underway and it is anticipated that the system will go-live locally during Q1 2024.

The appointees will be expected to work with managers and professional colleagues in the efficient running of the Histology Service and will share the medical contribution to management with consultant colleagues. Subject to the provisions of the Terms and Conditions of Service, the appointee will be expected to observe the Unit's agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Trust.

In particular, where the appointees are involved in the management of employees of the Trust, they will be expected to follow the local and national employment and personnel policies and procedures.

All medical and dental staff employed by the Trust is expected to comply with regional and appropriate Trust Health and Safety policies. The appointees will have responsibility for the training and supervision of junior medical staff that work with them and will be expected to devote time to this activity on a regular basis.

If appropriate, the appointees will be named in the contracts of doctors in training as the person responsible for overseeing their training and as the initial source of advice to such doctors on their careers.

They will also be expected to participate in the immediate management functions and strategic planning of the Directorate, Division and Trusts on both sites.

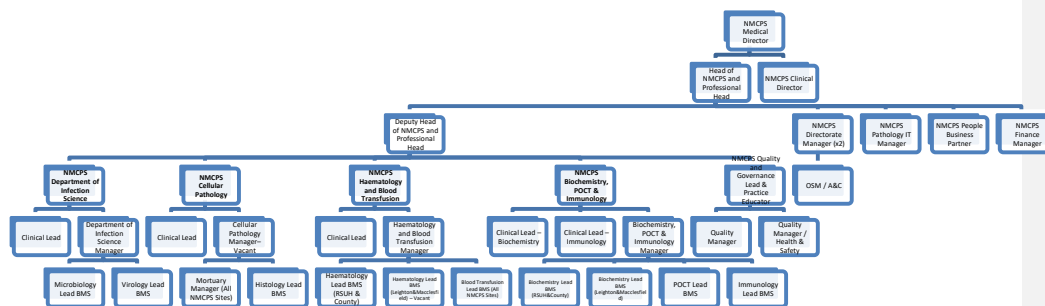
#### **North Midlands and Cheshire Pathology Service Overview**

As part of the NHS Improvement (NHSI) plans to establish 29 Pathology Networks as part of the 'Modernising Pathology Services' University Hospitals of North Midlands NHS Trust (UNNM), Mid Cheshire Hospitals Foundation Trust (MCHFT) and East Cheshire Trust (ECT), namely Cheshire Pathology Service (CPS) worked together collaboratively to develop an integrated pathology network with the aim of bringing together clinical / scientific expertise in order to increase efficiency and deliver high quality care for patients. On the 1st December 2020 North Midlands and Cheshire Pathology Service (NMCPs) was formed by way of a Partnership Agreement with UHNM being the Lead Provider and the employing organisation for this service. As part of the business case for the formation of the NMCPs the partner Trusts have committed to significant financial investment to facilitate formation of the new NMCPs Cellular Pathology service and consolidation of the histopathology laboratories to the Royal Stoke University Hospital site as hub laboratory. In July 2021 the histopathology laboratory service based at Leighton Hospital laboratory was relocated to the Royal Stoke University Hospital (RSUH) site.

#### **The NMCPs Pathology Directorate Management Team**

The NMCPs Medical Director post is currently held by Dr Angus McGregor. The Pathology Directorate Manager / Professional Head is Mrs Sharon Acton who takes the lead in operational activities and is responsible to the Medical Director. As pathology professional head Sharon is responsible for the governance, quality and health and safety within the pathology directorate.

## NMCPS Management Organogram:



## Accommodation and Facilities

### The Cellular Pathology Department at UHNM

The UHNM Histology department moved into a new purpose build hospital complex in September 2012 and is situated on the 2nd floor of the Main Building at the Royal Stoke University Hospital (RSUH) site. The RSUH Histology facility brings it closer to the Mortuary, MDT rooms and other clinical services. A new mortuary forms part of this build and provides improved facilities including a separate high risk autopsy room and increased capacity for body storage and autopsies. The design of the new laboratory had much input from current laboratory staff.

The histopathology department receives a wide range of specialty work including complex cardiothoracic, urological and upper gastrointestinal specimens reported in specialised pathology teams. Neuropathology and cervical cytology are not reported in the department.

The histopathology facilities consist of Consultant offices, a trainee medical staff office and separate training room housing a 12-headed microscope, a secretarial office, a large histology laboratory including: 6 specimen dissection areas; an embedding bay; a section cutting bay; a staining bay, an immunohistochemistry bay; a quality control bay and a separate FISH laboratory. There is also a separate category 3 laboratory (CL3) used for the preparation of non-gynaecological cytology samples and frozen sections.

Specialist BMS staff perform transfer dissection of simple biopsies (RCPATH Category A specimens). The Specimen Prosector team perform more complex dissection which incorporates the RCPATH Category B, C and D specimens. These include representative sampling, targeted sampling, appendix, gall bladder, gastro-intestinal polyps and simple non-neoplastic resections. There are three trainee advanced laboratory practitioners (ALP) undertaking specialist dissection and reporting roles in dermatology, gynaecological- and gastro-intestinal pathology.

There are multiple meeting rooms within Pathology with separate rooms for multidisciplinary meetings incorporating conference facilities located on the first floor close to the Pathology hub. We use an

external electron microscopy service but report renal electron microscopy in-house. A newly built mortuary with autopsy rooms and body storage facilities is situated in the same building 2 floors below the Pathology Laboratory. The County Hospital retains a body storage facility; cases requiring post mortem examination are transferred to RSUH for autopsy.

The new appointees will be based at the Royal Stoke University Hospital and will be provided with a personal office on site. There is a staff rest room used by all pathology departments on the same floor.

The Histology department is fully computerised utilising a commercial LIMS system (Clinisys Labcentre) integrated with the rest of Pathology. NMCPs is currently in the process of implementing a new LIMS (Clinisys WinPath Enterprise), this expected to be completed for cellular pathology by the end of the 2023/24 financial year. Each Consultant is provided with a networked PC, personal laptop, (voice recognition software enabled) and a Digital Pathology Workstation. Secretarial support is provided to each consultant according to the individual's commitments and job plan.

There are video camera linked microscope facilities for multidisciplinary meetings in specially designated meeting rooms in the Royal Stoke University General Hospital.

All Consultants have high quality microscopes including facilities for high quality microphotography.

The laboratory has Sakura Smart Automation (x2 A120 embedders and x2 X120 rapid processors, semi-automated microtomes, automated immunohistochemistry/special stain systems and FISH technology. There are facilities for photography (Macropath and/or digital) and electron microscopy. X-Ray facilities are also available within department. The laboratory also utilises specimen tracking and barcoding.

There is a comprehensive library of diagnostic books and journals for Histopathology and Cytopathology housed in the department. A wide range of books and journals are held in the nearby Clinical Education Centre library on the RSUH site where there is also access to interlibrary loans and a full range of electronic medical/scientific literature.

The Directorate is continually reviewing its service to provide a flexible and up to date quality service. Working practices are monitored and modified to meet the changing needs.

## NMCPs Departmental Staffing

### Consultant Cellular Pathologist Medical Staffing:

**Dr Daniel Brett**, who has special interests in gastrointestinal and breast pathology.

**Dr Sybill Chacko**, who has a special interest in gynaecological and breast pathology, and non-gynaecological cytology.

**Dr Louise Edwards**, who has a special interest in dermatopathology and Lymphoreticular pathology.

**Dr Nimali Gamage**, who has special interest in gastrointestinal and urological pathology.

**Dr Daniel Gey van Pittius** (NMCPs Clinical Director), who has special interests in pulmonary, soft tissue, lymphoreticular and renal pathology.

**Dr Lucy Green**, who has a special interest in gynaecological and breast pathology.

**Dr Lisette Hammond**, who has special interest in breast pathology.

**Dr Eleanor Harrison**, who has special interest in gynaecological and gastrointestinal pathology.

**Dr Nour Hemali**, who has special interest in pulmonary pathology and dermatopathology.

**Dr Vani Jayaram**, who has special interest in gastrointestinal and head and neck pathology.

**Dr Karthik Kalyanasundaram**, who has special interests in gastrointestinal and urological pathology and non-gynaecological cytology.

**Dr Vivek Mudaliar** who has special interest in dermatopathology.

**Dr Nafisat Oyewale**, who has a special interest in dermatopathology and urological pathology.

**Dr Emma Sheldon**, who has a special interest in gynaecological and urological pathology.  
**Dr Paul Simcock**, who has a special interest in gastrointestinal and head and neck pathology.  
**Dr Sathya Sundararajan**, who has a special interest in breast and pulmonary pathology.  
**Dr Jane Walker** (Lead Cellular Pathologist), who has a special interest in dermatopathology and renal pathology.  
**Dr Sarah Waring**, who has special interest in head and neck pathology.

All of the above are currently full time with the exception of:

**Dr L Green** who works 7.5 sessions.  
**Dr E Harrison** who works 7.0 sessions.  
**Dr Nour Hemali** who works 8.0 sessions.  
**Dr L Hammond** who works 8.0 sessions.  
**Dr J Walker** who works 9 sessions.  
**Dr L Edwards** who works 8.5 sessions.  
**Dr V Mudaliar** who works 7.5 sessions.  
**Dr S Chacko** who works 8 sessions.  
**Dr D Butterworth** who works 6 sessions.  
**Dr L Edwards** who works 8.5 sessions.  
**Dr V Mudaliar** who works 7.5 sessions  
**Dr S Chacko** who works 8 sessions

#### Cellular Pathology Specialty Doctor staffing

**Dr Hiruni Dhanapala**, who has a special interest in gastrointestinal pathology and breast pathology.  
**Dr Rachael Howe**, who has a special interest in gastrointestinal pathology and dermatopathology.  
**Dr Rani Rajasekharan Pillai**, who has a special interest in gastrointestinal pathology and breast pathology.

The above are currently full time with the exception of Dr Howe who works 8 sessions

#### UHNM Trainee Medical Staff

6 x Specialist Registrars on the West Midlands Rotational Scheme  
 2 x Senior House Officers (ST1)  
 2 x F2  
 1 x F1 (Across all pathology disciplines)

#### Advanced Laboratory Practitioner Staff

ALP Dermatopathology Band 8a	1.0	WTE
ALP Gynaecological Pathology Band 8a	1.0	WTE
ALP Gastrointestinal Pathology Band 8a	1.0	WTE
ALP Breast Pathology Band 8a	0.82	WTE

#### Histology Technical Staff

Lead BMS Band 8a	1.0	WTE
Senior Biomedical Scientist (Band 7)	9.77	WTE
Biomedical Scientist (Band 6)	19.6	WTE
Biomedical Scientist (Band 5)	4.7	WTE
Associate Practitioner (Band 4)	25.9	WTE
Medical Lab Assistant (Band 3)	26.6	WTE
Medical Lab Assistant (HCSSW)	8.0	WTE

#### Histology Office

Histology Operational Service Manager Band 5	1.0	WTE
Office Team Leaders Band 4	2.73	WTE
Medical Secretaries Band 3	7.04	WTE
MDT Clerks Band 3	6.8	WTE
Admin support staff Band 2	1.0	WTE

#### UHNM Mortuary

1 x APT Band 8a (Mortuary manager)	1.0	WTE
1 x APT Band 6 (Deputy Manager)	1.0	WTE
2 x APT Band 4/5	2.0	WTE
2 x Trainee APT Band 3/4	2.0	WTE
1 x MLA Band 3	1.0	WTE

#### MCHFT / ECT Mortuary

APT Senior Technician band 6 (Deputy Manager)	1.0	WTE
APT (Mortuary technicians) band 5	2.0	WTE
1 x MLA Band 3	1.0	WTE

#### Laboratory Workload

The workload figures for Cellular Pathology for the past 3 financial years are as follows:

NMCPS Cellular Pathology Workload (Requests / Year)			
Section	2021-22	2022-23	2023-24
Histology	64100	67538	72636
Non-gynae cytology	5650	5345	5904
Adult Autopsies	900	789	750

#### NMCPS Histopathology

A broad range of surgical material is examined. As well as general surgical, medical and gynaecological samples, there are significant numbers of specialist samples including lymphoreticular, dermatological, renal medicine, cardiothoracic [including open biopsy and resection work], gastroenterological, urological, hepatic, breast screening, plastic surgical, major head and neck and facio-maxillary cases. The University Hospital North Midlands is a bowel cancer screening centre.

All histopathology and cytopathology work are reported by specialist teams of 2 -5 pathologists. There are well developed multi-disciplinary site/organ specific teams for both neoplastic and non-neoplastic disorders. On-site oncologists form part of the core team for each tumour site. The Consultant Cellular Pathologists are part of those teams and generally meet weekly to review local and referral cases from a diagnostic and therapeutic standpoint. Multi-disciplinary team meetings are held either in the pathology department, virtually via MS teams or in other MDT rooms located on the RSUH hospital site. MDT support is also provided at MCHFT by on-site pathologists or through video-link facilities from RSUH. There is currently no requirement for cross site working or travelling between sites.

The successful applicants should be prepared to develop site specific interests. Any specific interests will be discussed with the current Consultants and requirements for a range of specialties exist given

the network developments. We aim to fulfil the needs of the department whilst also accommodating the interests of the successful applicant(s).

Diagnostic neuropathology services are provided by consultant neuropathologists from the Queen Elizabeth Hospital, Birmingham through a contract with the Trust.

The laboratory has a wide range of immunohistochemical markers and performs Her 2 staining for several hospitals in the network. A FISH service has also been set up which accompanies this. Immunofluorescence work is undertaken in the department for skin, mucosal and renal biopsies.

Molecular services are currently being developed to accommodate tests accompanying the increasing number of gene targeted therapies.

### Autopsies

A full range of autopsies are performed at the RSUH mortuary as well as MCHFT and ECT mortuaries. These are autopsies requested and remunerated through the coronial system and fall outside the 10 PA job plan. However opportunities do exist for candidates who wish to take part in providing an autopsy service outside their job plan. Participating in UHNM hospital autopsies also offers a job plan sessional allowance of a maximum of 0.5 PA per week. (The Coroner's payments are retained by the Consultant). Participation in the provision of this service is voluntary.

Perinatal services are provided by the Specialist Perinatal Pathologists in the Birmingham Women's Hospital.

### Medical Audit / External Quality Assurance Schemes

Consultants are expected to take part in the following schemes as appropriate: The National Breast Screening EQA scheme; the National Urological Pathology EQA scheme; the National Renal Transplant EQA scheme, the National Renal EQA scheme, the National Liver EQA scheme, the Pulmonary Pathology EQA scheme, the National Dermatopathology EQA scheme and the National Gynaecology EQA scheme.

There is an on-going programme of internal medical audit projects and appropriate multidisciplinary audits.

The new appointees will have sessional allocation for and be expected to take part in appropriate EQA schemes and internal and multidisciplinary audits.

### Continuing Professional Development

Participation in the Royal College CPD scheme and appropriate CPD activities is expected. Study leave is granted in accordance with National Guidelines with adequate financial support being provided by the Trust. Cover for study leave is normally provided by colleagues.

### Teaching

The UHNM department is approved for training for both the first and second parts of the FRCPath exam.

The department highly values teaching and has a strong and active involvement in both post graduate pathology teaching and undergraduate medical education linked with Keele University medical school.

A commitment to fully participate in the delivery of the educational programme of the trainee cellular pathologist is essential. The department is actively involved in administering and participating in the FRCPath practical part 2 exams for autopsy and surgical histology and cytology.

Typically training involves the usual apprenticeship style learning where trainees are attached to each of the consultants in turn as 'clinical trainers'. In addition formal 'black box' and other specific teaching sessions are provided.

The department is one of 3 in the West Midlands forming the ST1 School. Participation in teaching at this level in the department is expected and teaching as part of the day release course for all the regional ST1s is encouraged.

A commitment to participate in the training of departmental scientific and technical staff is also required.

Individual Consultants support several postgraduate medical courses e.g. FRCPATH and teach other members of staff e.g. nurses. Involvement in such teaching is encouraged.

### **Undergraduate teaching**

Keele University has an undergraduate medical school initially delivering the Manchester course but now delivering its own. The first clinical students started in 2002 and graduated in 2007. The first intake of the 'stand-alone' Keele course commenced their studies in October 2007.

For the Keele course the Histopathology department is involved in developing and delivering the undergraduate curriculum for pathology for each year. This includes: an 'introduction to pathology', 'basic pathological processes', 'integrated clinical/systemic pathology', and 'interpretation of pathology reports'. This will be delivered by the Lead Medical Examiner from August 2020. Teaching is delivered in a range of formats including lectures, practical tutorials, virtual lectures and small group sessions.

Close links are increasingly being developed between the anatomy /histology department at Keele and the histopathology department. Additional undergraduate teaching includes 'special study modules', research/audit project options, participation in setting and delivery of examinations and university admission interviews.

The successful candidates would have an opportunity to participate in the undergraduate teaching

### **Laboratory Accreditation**

The NMCPS Histology and Mortuary Departments are fully accredited to ISO15189:2015 standards. The NMCPS Histology Laboratory and Mortuaries also hold a HTA licenses.

### **Weekend Working/On Call**

There is currently a flexible voluntary scheme in place to enable consultants to participate in weekend work in lieu of time taken off during weekdays to facilitate workflow and reporting demands. The UHNM cellular pathology laboratory has recently moved to 7 day working to improve laboratory transit and specimen reporting turnaround times.

There is no on call commitment associated with these posts.

### **Resources**

Clinical and non-clinical staff as described in previous sections.

### **Key Areas/Tasks**

#### **Clinical Duties**



To share in the provision of a diagnostic and consultative service to the NMCPs comprising UHNM Hospitals, MCHFT, ECT and wider service users. It is expected that the persons appointed will have, or be willing to develop subspecialist reporting in one to three cellular pathology disciplines to complement those of existing consultants. This is open to discussion with colleagues. The consultant medical staff will deputise for each other during annual leave and study leave and ensure optimal use of resources. 8 of 10 PA's on average are devoted to direct clinical care.

#### **Participation in Professional Audit and Continuing Personal/Professional Development.**

It is a requirement of the post that post-holders comply with Trust policies and procedures, have (and maintain) GMC registration / licensing and participate in a formal CPD programme (The Trust supports the requirements for Continuing Medical Education and is committed to providing time and financial support for these activities). You will be required to participate in professional audit and continuing professional development and to participate in internal and external quality assurance programmes as appropriate.

2 of 10 PA's on average per week are provided for supporting activities to include audit, EQA, CPD and training. It is expected that one of these sessions should be devoted to trust related 'non-clinical' activities such as audit, management, teaching etc. Extra sessions are provided for additional trust responsibilities and agreed through the annual job planning process.

The department and trust support and expect the post holder to maintain and improve their professional knowledge and competence through the job planning and study leave process and an extensive departmental library.

The post holder should take part in personal objective setting and review, including the creation of a personal development plan in the Trust's appraisal process.

#### **Appraisal and Revalidation**

The post holders must also participate in job planning, regular medical audit and in annual appraisal with one of the trained appraisers within the Trust. Job planning will take place on an annual basis and it is the responsibility of the clinical director and directorate manager to ensure that job planning takes place.

#### **IQA and EQA**

To participate in internal and external quality assurance programmes as appropriate.

#### **Clinical Governance**

The post holders will have the responsibility to maintain a high quality service to patients by continual development of practice in the light of research evidence, appropriately reporting and managing clinical risk and through acting on audit findings measured against clinical relevant standards. In addition individual staff have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no blame' culture.

#### **Managerial Duties**

The post holders will work with colleagues to manage the daily business of the Directorate and to develop the service in accordance with the Trust's strategic direction. Taking part in meetings and other activities as agreed with the Clinical Directorate. Managerial duties will include managing resources, preparation of business plans, and negotiating contracts in liaison with the Laboratory and Directorate Manager.

Opportunities for a higher managerial role within histopathology may become available to an interested candidate. Clinical lead positions are usually 3 year tenures and are reviewed as part of the consultant appraisal process.

### Financial Management

You will operate value for money measures within the constraints of the departmental budget ensuring quality and patient care is not compromised. Follow due process when implementing new services or altered pathways to ensure any financial implications are considered. The NMCPs Pathology Divisional budget is circa £50 million.

### Teaching Duties

To be actively involved, along with consultant colleagues, in the training of junior medical staff and Medical Laboratory Scientific staff. To participate in the undergraduate medical students teaching programme. The department has close links with Keele University medical school and the West Midlands regional Histopathology training scheme.

### Work Programme

As required under Paragraphs 30a of the Terms and Conditions of Service, the list of duties must be supported by a work programme, including a weekly timetable of fixed commitments.

Work with colleagues to provide cover in the absence of others in accordance with Directorate arrangements.

### Review of the Job Plan

This Job Plan is subject to review once a year by you and the Clinical Director, and ultimately, the Medical Director. For this purpose, both you and the Clinical Director should have a copy of the current job plan including an up-to-date work programme, and relevant departmental statistical information (preferably over a 12 month period), together with note(s) - provided by either side - of any new or proposed service or other developments.

Local procedures must be followed if it is not possible to agree a job plan, either immediately or at an annual review. These procedures may culminate in an appeal to the Trust Board.

### Consultant Cellular Pathologist - Sessional Commitment

TYPE OF DUTY	SESSIONAL COMMITMENT
Direct clinical care (Clinical laboratory duties, multidisciplinary meetings (MDM) and direct patient related activities)	8.0
Supporting activities (Audit, EQA, CPD, teaching, training etc). It is expected that 1.0 session of SA time should be devoted to trust related 'non-clinical' activities such as audit, management, teaching etc.	2.0

A voluntary weekend and flexible working arrangement operates to facilitate high quality care. Consultants working weekend sessions or whole days take time in lieu of sessions/whole days during the week (Monday-Friday).

### Education

The pathology directorate is proud to deliver high quality education and supervision of medical undergraduate students and postgraduate trainees. It is expected that consultants and other permanent members of staff will contribute to education in the normal course of their duties. If this contribution exceeds the norm then it is anticipated this will be acknowledged by appropriate changes in job planning and honorary contract status with Keele.

### Research

There is no formal commitment to or sessional allocation for research for this post. However collaborative projects are in progress with academic units within the hospital and research is possible within the confines of the job plan. It is anticipated that consultants will engage in and support research and enrolment of patients into clinical trials with professional development in these areas being reflected in job plans as appropriate.

### Personal/Professional Development

To take every reasonable opportunity to maintain and improve your professional knowledge and competence

To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

### Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to. To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

### Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behavior to other workers and patients/service users

### Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

**All staff employed by the UHNM Trust have the following responsibilities:**

#### Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas all staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewelry, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

#### Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

#### Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### Trust Policies

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

### Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the

most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

### **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

To know how to identify a business continuity incident and the method for reporting;

To have an awareness of local business continuity arrangements;

To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



### Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

### Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

### Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

### Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

## Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## Confidentiality

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

## Equality and Diversity

To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

## Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

## **Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring that they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Bill, General Data Protection Regulations (GDPR) and the NHS Code of Confidentiality

GDPR replaces the EU Data Protection Directive of 1995 and supersedes the law of member states that were developed in compliance with the Data Protection Directive 95/45/EC. Its purpose is to protect the "right and freedom" of natural persons (i.e. living individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent.

Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to confidential patient information but is far wider in its scope, e.g. it also covers personal records.

While GDPR applies to both patient and employee information, the Confidentiality Code of Practice (COP) applies only to patient information. The COP incorporates the requirements of GDPR and other relevant legislations together with the recommendations of the Caldicott report and medical ethics considerations, in some cases extending statutory requirements and provides detailed specific guidance.

## **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role



## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNMT) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

**PERSON SPECIFICATION**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Full and Specialist registration (and with a licence to practice) with the General Medical Council (GMC) or be eligible for registration within six months of interview.</li> <li>Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview.</li> <li>Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT</li> <li>Evidence of equivalence to the UK CCT</li> <li>FRCPATH or evidence of equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Higher Medical Degree PhD/MD.</li> </ul>
<b>Clinical Experience &amp; Training:</b>	<ul style="list-style-type: none"> <li>Recent wide experience and completion of Specialist training and ability in general histopathology and morbid anatomy.</li> <li>Willingness to develop an area of special interest to fit in with current establishment and service needs.</li> <li>Good writing and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Specialist reporting experience in GI, dermatopathology, gynaecological pathology, pulmonary pathology, breast pathology, urological pathology, 'head and neck' pathology, 'Soft Tissue and Bone' pathology</li> <li>Experience of undergraduate and postgraduate teaching.</li> <li>Recognised teaching skills course/ medical education qualification</li> </ul>
<b>Professional and Multidisciplinary Team Working:</b>	<ul style="list-style-type: none"> <li>Ability to work effectively with colleagues and within a team.</li> </ul>	
<b>Academic Achievements, Research, Publications:</b>	<ul style="list-style-type: none"> <li>Ability to apply research outcomes to clinical problems.</li> <li>An awareness of current speciality specific developments, initiatives and issues.</li> <li>Knowledge of the principles that involved in research.</li> <li>Evidence of audit and the implementation of change following the audit.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of having undertaken original research.</li> <li>Publications in relevant peer-reviewed journals in the last five years.</li> </ul>

<b>Management and Administrative Experience:</b>	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise their workload effectively.</li> <li>• Ability to plan strategically and to exercise sound judgements when faced with conflicting pressures.</li> <li>• Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives.</li> <li>• General exposure to and understanding of managerial issues.</li> <li>• Sense of understanding and commitment to corporate responsibility.</li> <li>• Able to support the Clinical Director of Pathology.</li> </ul>	<ul style="list-style-type: none"> <li>• Management Experience</li> </ul>
<b>Clinical Effectiveness:</b>	<ul style="list-style-type: none"> <li>• Experience of conducting clinical audit.</li> <li>• Ability to use the evidence base and clinical audit to support decision-making and the implementation of change following the audit.</li> </ul>	
<b>Teaching and Training Experience:</b>	<ul style="list-style-type: none"> <li>• Ability to teach clinical skills to medical staff and medical students, and other disciplines</li> </ul>	<ul style="list-style-type: none"> <li>• Training in medical education</li> <li>• Experience of supervising trainee pathologists</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Energy and enthusiasm and the ability to work under pressure.</li> <li>• An enquiring and critical approach to work.</li> <li>• Caring attitude to patients.</li> <li>• Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies.</li> <li>• Commitment to Continuing Medical Education and Professional Development.</li> <li>• Ability to liaise tactfully with clinical referrers and as part of a multidisciplinary team.</li> <li>• Ability to work flexibly.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake a leadership role.</li> <li>• Calm under pressure.</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>• Appropriate Immigration Status (where appropriate).</li> <li>• Good knowledge of spoken and written English.</li> <li>• An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues.</li> <li>•</li> </ul>	

Personal Circumstances	<ul style="list-style-type: none"><li>Must be able to travel to meet the requirements of the post (upon appointment to post).</li></ul>	<ul style="list-style-type: none"><li>Residence within 10 miles of the Hospital Centre.</li></ul>
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JOB PLAN

The draft timetable below is an example outline timetable. The details will be discussed and agreed with the successful candidate and with the existing colleagues and through the process of job planning in line with current terms and conditions of service. The post holder would expect to be working at least 10 Programmed activities (if full time) as defined under the conditions of the new consultant contract (i.e. a minimum of 8.0 PA for DCC and 2.0 for SPA), although applicants who wish to work a different number of programmed activities will still be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

The job plan would be subject to requirements to deputise for absent colleagues, and the special interest(s) of the appointee, other staff in post and future service developments. Subsequent job plans and timetables will be agreed annually with the Clinical Director.

An example of an existing full time Consultants job plan is as follows:

Day and Session		Activity	Category/Location	Number of Programmed Activities
Monday	AM	09:00 – 13:00	Laboratory & Clinical Duties	1 DCC
	PM	13:00 – 15:00 15:00 – 17:00	Reporting (0.5) Teaching/Research/Audit/local service development (0.5)	0.5 DCC 0.5 SPA
Tuesday	AM	09:00 – 13:00	Laboratory & Clinical Duties	1 DCC
	PM	13:00 – 17:00	Laboratory & Clinical Duties	1 DCC
Wednesday	AM	09:00 – 13:00	Laboratory & Clinical Duties	1 DCC
	PM	13:00 – 15:00 15:00 – 17:00	Reporting (0.5) Teaching/Research/Audit/local service development(0.5)	0.5 DCC 0.5 SPA
Thursday	AM	0900 - 1300	MDT	1 DCC
	PM	1300 – 1700	CPD	1 SPA

Commented [PD(U1)]: Can the times be split to each activity

Commented [PD(U2)]: Can the times be split to each activity

Friday	AM	0900 - 1300	Laboratory & Clinical Duties	1 DCC
	PM	1300 – 1700	Reporting	1DCC

## MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

### Tenure

The appointment is a substantive, whole time position which, unless terminated, will be held until retirement. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

### Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £88,364 rising to £119,133. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

### Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

### Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

### Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

### Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

### Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

UK Passport  
UK Birth Certificate (if passport is unavailable)  
National Insurance evidence (P60 / recent payslip / P45)  
EEA (European Economic Area) Passport  
Residence permit issued by the Home Office or UKBA  
Driving Licence (ID card + counterpart)  
2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

### Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information that you provide us and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

### References

It is a condition of employment that references are provided which are acceptable to the Trust.

### Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

### Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

### Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: 01782 671697 or email [consultantrecruitment@uhnm.nhs.uk](mailto:consultantrecruitment@uhnm.nhs.uk)

Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

Dr Jane Walker; Cellular Pathology Consultant Clinical Lead, on 01782 674290 or e-mail [jane.walker@uhnm.nhs.uk](mailto:jane.walker@uhnm.nhs.uk)

Dr Angus McGregor; NMCPS Medical Director, on 07928 659767 or via e-mail [angus.mcgregor1@nhs.net](mailto:angus.mcgregor1@nhs.net)

Name                      Contact Details

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_