



The Royal College of Pathologists

Pathology: the science behind the cure

Model job description for a consultant clinical scientist (generic for all pathology specialties)

Title of employing organisation

Title of post

Appointment

Outline of the post

State the specialty in which the post is to be established.

State whether the post is newly created/replacement/full-time/part-time as consultant clinical scientist.

State whether suitably qualified candidates may be eligible for an honorary academic appointment with the University of ...

Outline the main purpose of the post.

State the grading of the post.

State the grading of the post in terms of the Healthcare Scientist Career Pathway (Stage 8 or 9) (from and also in terms of the *Agenda for Change* banding (normally Band 8d or 9).

The employing body (general information)

Population and area served

Give details of the geographical boundaries of the area served by the employing body, the population served and demographics.

Also give communication links of the city and employing body and details of local attractions, including opportunities for leisure pursuits, housing and schools.

The base

Give a description of the hospital(s) served and its/their work, including details of the clinical specialties, whether or not there is an accident and emergency service, details of surgical, medical, paediatric, obstetrics and gynaecology, oncology units, etc. and any planned developments.

Specify whether the hospital has Foundation Trust status.



Academic facilities

Give details of links with local universities. Give details of relevant academic staff members and key research interests.

The library and postgraduate facilities

Give details of the library facilities and postgraduate education facilities, including facilities for computer gateways to medical databases and of video conferencing.

Pathology – management structure

Detail the structure of the Pathology Directorate, including the name and specialty of the Clinical Director (where appropriate). State whether the role of Clinical Director is available to all pathology consultants (medical and clinical scientists).

Provide an outline description of the individual departments within the Directorate or other management unit, including the consultant complement. Associations with universities/research units should be detailed.

Give details of how the individual departments are housed and whether they are in new or refurbished laboratories. Include details of any satellite laboratories.

List hospitals and Trusts served by the laboratory, including any regional services offered.

Give details of any collaborations or networks with other laboratories in Trusts.

Employing body – management structure

Give outline details of the structure in the employing body, e.g. directorates or divisions and their constituent specialties, with numbers of consultants and names of lead consultants.

The Department of [insert relevant specialty]

Laboratory workload

State the workload of the department, including the proportion emanating from general practitioners and other external sources.

The range of clinical and laboratory services provided and the repertoire of assays/tests should be outlined.

Laboratory staffing

All departmental staff should be listed and equated to whole-time equivalents (wte):

- medical consultants
- specialist registrar(s), with rotational arrangements if relevant
- clinical scientists – all grades
- biomedical scientists – all grades
- medical laboratory assistants or other support grades
- trainees
- clerical and ancillary staff □ nursing staff.

Give details of the training status of the department for the different professional groups, with the numbers currently in training in each group.

Specify the Head of Department/Clinical Lead. If relevant, state the arrangements for leading and managing specialist laboratory services.

Laboratory facilities

Give details of:

- major departmental equipment
- the laboratory computer and links with users
- day-to-day working arrangements, including the provision of the out-of-hours' service
- any point-of-care testing, to include a description of the services provided and role of laboratory staff in the management of these facilities
- state whether the appointee will have an office with a personal computer with internet connection and secretarial support (a minimum of 0.5 wte per consultant is recommended).

Accreditation status

Give details of the accreditation status of the laboratory and the date of the next review.

Working relationships

Give details of working relationships within the Department and the Directorate/Division.

The working relationship between the post holder and the Head of Department/Clinical Lead of [relevant specialty] is

The Head of Department/Clinical Lead of [relevant specialty] is ... and the arrangements for his/her appointment are as follows:

All consultants are members of the departmental management committee and are eligible to apply to be Head of Department/Clinical Lead under the following process:

The Director of Pathology is appointed by the Chief Executive and the Medical Director of the Trust.

All consultants are eligible to be Director of Pathology and they will be appointed by the following process:

Budgetary arrangements

Give details of budgetary matters.

The Directorate of Pathology has a budget of £.... per annum and the Director of Pathology is the budget holder.

The Head of Department/Clinical Lead for the specialty (specify) has a devolved budget of £.... per annum.

The Directorate has a General Manager who assists with the day-to-day implementation of budgetary decisions.

Clinical governance arrangements

Participation in clinical audit, quality improvement activities and continuing professional development is obligatory.

Give details of audit activities. For example:

The department has a regular programme of internal audit and participates in the following external quality assessment schemes: ...

Describe the availability, facilities and financial support for study leave and continuing professional development.

Teaching

Specify the departmental commitment to undergraduate and postgraduate medical and nonmedical teaching activities.

Arrangements for on-call work

State whether the department provides a 24-hour analytical and advisory service and if/how the consultant clinical scientist will be involved.

Give details of the arrangements for providing cover, including holiday provision.

Arrangements for annual and study leave

Describe the arrangements for cover of annual and study leave, including whether locum cover is usually provided.

Include the minimum period for notifying planned leave and the individual with whom leave should be arranged.

Details of the post

Title

Consultant clinical scientist in (relevant specialty)

Duties of the post

In describing the duties of the post, have regard for the seven key areas in the functional guide for the Healthcare Scientists Career Pathway and the 16 factors used in the *Agenda for Change* job evaluation process.

Give details of the specific duties of the post, with reference to the College document, *Guidance on the appointment of clinical qualified pathologists to employing bodies in the United Kingdom* www.rcpath.org/workforce/medical-and-scientific-workforce/consultant-clinical-scientist/consultantclinical-scientist

For example, the consultant clinical scientist will:

- use professional judgement in advising clinicians on the appropriate investigations to perform on individual patients, the scientific and clinical interpretation of results and appropriate future patient investigation and/or management
- be accountable for and provide clinical leadership in a specified scientific and/or clinical service
- set the strategic direction of the specified service within the context of patient centred care as identified by national priorities, established standards of practice and the needs of the local organisation
- procure the technology and other services needed to provide an effective service
- establish and be responsible for the standards of practice, within the service for which they are responsible in accordance with recognised criteria, from the United Kingdom Accreditation Service (UKAS), previously known as CPA (UK) Ltd

- ensure participation in appropriate internal, regional, national and international quality assessment schemes
- ensure that the clinical governance needs of the organisation are met in regard to the specified service
- review patients' and clinicians' needs linked to constant surveillance of medical and scientific literature, in order to ensure continuous development of the service
- contribute to the development of guidelines and patient-care pathways within an evidencebased framework
- initiate and supervise research and development (R&D) of relevant clinical and scientific problems, adhering to research governance requirements.
- apply scientific methods to solving new diagnostic and therapeutic problems for the benefit of patients
- initiate and participate in clinical audit and quality improvement activity.
- participate in continuing professional development (CPD) and maintain a personal CPD portfolio
- participate in training clinical scientists and other health professionals as required
- participate in regular job appraisal processes, both as an appraiser and appraisee
- participate in relevant management meetings and contribute to the strategic planning of the department and organisation
- participate in the management of scientific, personnel and financial resources
- provide scientific and professional advice to relevant health bodies.

Research and development

State that the consultant clinical scientist will be expected to participate in research and development and give details of the employing body's research and development portfolio and the resources available to support this work.

State established and potential research links with other departments and academic institutions.

Teaching

Describe any teaching commitments for undergraduates.

State the responsibility for postgraduate training of specialist registrars, clinical scientists and biomedical scientists.

Public engagement (PE)

State if the consultant will be expected to participate in any PE activities and/or encourage trainees to be involved in PE.

Job plan

Include a provisional job plan and give details for review. For example:

- direct clinical care (includes clinical activity and clinically related activity): 8 PAs on average per week
- supporting professional activities (includes CPD, audit, teaching and research and public engagement): 2 PAs on average per week.

Colleague cross-cover for annual, professional and study leave is expected.

The job plan will be reviewed and a performance review carried out by the Clinical Director of Pathology and, through him/her, the Medical Director of the employing body.

State the local procedures to be followed if it is not possible to agree a job plan, either following appointment or at annual review.

Position of a consultant who is unable to work full time for personal reasons

State that any candidate who is unable to work full time for personal reasons will be eligible to 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.

Person specification

See below for model person specification.

The only statutory requirement for a consultant clinical scientist appointment is that the candidate is registered with the Health and Care Professions Council (HCPC) in a modality appropriate to the appointment. It is normal to specify the need for FRCPath by examination, or equivalent as well as record of training and/or academic achievement, relevant scientific skills and experience.

Terms and conditions of service

Include the standard terms and conditions of service provided by the employing body. For example:

The terms and conditions of employment as set out in 'Agenda for Change'.

Include any locally negotiated terms and conditions with the NHS employing body.

Main conditions of service

Insert the standard wording for all posts in the employing body.

To include statement on application or otherwise of DBS (Disclosure and Barring Service, formally CRB) checks.

Applicants should be aware that, regardless of country of origin, their ability to communicate in written and spoken English to the standard required to carry out the post will be assessed during the selection process. See www.ukba.homeoffice.gov.uk/visas-immigration/working

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. See www.ukba.homeoffice.gov.uk/visasimmigration/working/tier2/general/

Annual appraisal

State the policy for staff appraisal, the personal development review process and review of the job descriptions in the department.

Give the name and position of the intended appraiser, if known.

Describe the policy for relaying key issues arising from the appraisal process to the Clinical Director and Medical Director.

Describe the local procedures to be followed if it is not possible to agree a job plan, either following appointment or at annual review.

Visiting arrangements

Give the arrangements for visiting the employing body/place of work either prior to shortlisting or interview.

List the personnel who may be contacted by candidates with their contact details. This may include the Chief Executive, Medical Director, Laboratory Medicine/Pathology Director and Clinical Lead for the specialty.

Model person specification for a consultant clinical scientist (generic)

Category	Essential	Desirable
Qualification and training	<p>Registration with the Health and Care Professions Council (HCPC)</p> <p>FRCPath by examination in the specialty, or evidence of equivalent qualification, or evidence of experience and achievement at the similar level</p>	PhD in a relevant specialty
Experience	<p>Evidence of thorough and broad training and experience in relevant specialty</p> <p>Able to take responsibility for delivering service without direct supervision</p>	Evidence of a special interest that complements those of other consultants in the department
Knowledge and skills	<p>Knowledge and experience of relevant specialty</p> <p>Broad range of IT skills</p> <p>Knowledge of evidence-based practice</p>	
Communication and language skills	<p>Ability to communicate effectively with clinical colleagues, colleagues in pathology and support staff</p> <p>Good knowledge of, and ability to use, spoken and written English</p> <p>Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries</p>	