

# Model job description: consultant healthcare scientist (Gynaecological Pathology Reporting)

**Title of employing body**

**Title of post**

## Appointment

### Outline of the post

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

State whether the post is full or part time.

State whether the post is a new or replacement post.

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

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) and also in terms of the *Agenda for Change* banding or equivalent (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.

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 employer has Foundation Trust status (England only).

## **Academic facilities**

Give details of undergraduate and postgraduate medical schools and/or links with local universities. The relevant school and numbers of academic staff and key research interests should be given.

## **The library and postgraduate facilities**

Give details of the library facilities and postgraduate education facilities, including facilities for computer gateways to medical databases. Details of video-conferencing should be included if available.

## **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, clinical and biomedical 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. This should include any planned or proposed changes in the provision of the pathology services.

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

Give details of any collaborations or networks with other laboratories within the employing body.

## **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]**

Describe the laboratory, giving a detailed description of the individual department including its facilities and major equipment. There should be information on access to special services, e.g. molecular pathology, immunohistochemistry, neuropathology and paediatric pathology.

State the month and year of [UKAS Ltd](#) accreditation, status of application or anticipated reply and/or completion.

State participation in external quality assurance (EQA) schemes if applicable to specialty.

## **Laboratory accommodation and equipment**

Describe where it is, how much space there is, and any specialised equipment and laboratory computer system.

Describe any links for reporting laboratory data to regional and national public health surveillance systems.

Information Technology: Please indicate the current laboratory information management system (LIMS) being used in the department including how this sits within the wider hospital IT infrastructure and details of integration with current Hospital information system (HIS) and, if any,

the provision of results to external requesters. Please indicate whether the department uses voice recognition and any macropathology imaging systems and whether these are integrated with the LIMS.

## Tabulate workload (indicate proportion from GPs)

These figures should be as up-to-date as possible.

Type of activity	Requests in year (state year)
Histology	
Cervical screening cytology	
Diagnostic cytology	
Adult autopsies: <ul style="list-style-type: none"> <li>• medicolegal</li> <li>• consent</li> </ul>	
Perinatal/paediatric autopsies	

Describe the facilities for multidisciplinary team (MDTs) meetings, including audiovisual facilities if the MDT is coordinated off-site.

Specify the number of MDTs held each week and describe how the MDTs will be shared between the consultants.

## 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
- healthcare scientists – all grades
- medical laboratory assistants or other non-registered support grades
- trainees
- clerical and ancillary staff

List the consultant staff (Medical and scientific) – full first names and titles, their sessional commitment (whole-time/part-time) and any/all subspecialty responsibility. Show this in a table format.

Title, first name, surname	Whole or part time	Subspecialty interest(s)

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

Describe the proposed departmental rota arrangements and the division of work between the consultants in the department for each area of activity (post mortems, cytology including one-stop

clinics and diagnostic surgical pathology).

State that the rota will be subject to negotiation between colleagues and clarify the arrangements for mediation should a dispute arise.

## **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
- 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).

## **Working relationships**

This section to be completed to reflect local circumstances

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

State the working relationship between the post holder and the Head of Department/Clinical Lead.

State the Head of Department/Clinical Lead of [relevant specialty] and what the arrangements for their appointment is.

Summarise the process by which all consultants, as members of the departmental management committee, are eligible to apply to be Head of Department/Clinical Lead.

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

## **Continuing professional development (CPD)**

State that the appointee will be expected to participate in CPD and the employing body's policy on the provision of study leave and funding (number of days and amount of funding).

## **Clinical effectiveness (clinical governance/audit)**

State the arrangements for clinical governance and clinical audit. The post holder's participation must be outlined.

## **Teaching**

Specify the departmental commitment to undergraduate and postgraduate medical and non-medical teaching activities. In departments where specialist registrars are trained, indicate that the department has been approved for this purpose.

## **Arrangements for on-call work**

The job plan should state whether there is any commitment to provide an out-of-hours service. If such a service is required, show the frequency of the on-call rota and the agreed on-call category.

State the duties expected while on call, e.g. availability for clinical advice, and other histology as appropriate.

## 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.

## 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 Royal College of Pathologists [\*Guidance on the appointment of consultant clinical scientists to employing bodies in the UK document\*](#).

For example, the consultant healthcare 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 their participation in appropriate internal, regional, national and international quality assessment schemes
- ensure their contribution to 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 evidence based 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 medical, scientific 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, human resources and financial resources
- provide scientific and professional advice to relevant health bodies.

## Facilities for the appointee

Describe the office, location of office and whether it is shared or for the sole use of the appointee.

The work space should be compatible with [RCPATH recommendations](#) with respect to the environment, lighting, temperature control, space, storage and flooring.

Describe the secretarial support and equipment provided for appointee. The recommended minimum is an office, secretarial support, PC with appropriate software, internet and email access, access to necessary laboratory information management systems (state which package is used) and access to current books and journals. State the facilities used for report generation (e.g. audiotapes, digital dictation, voice recognition).

State that a modern microscope (if relevant to the post) is available for the appointee, and that it is suitable for the work that they will be required to perform. State that the microscope and seating is of ergonomic design and is compatible with [RCPATH recommendations](#).

A microscope with wide field optics is desirable for cytopathology, and a double-headed microscope for teaching. Describe the equipment available for photomicrography, electron microscopy, immunofluorescence or other techniques.

State whether the department uses a system for reporting from digital images, or whether there is a view to implementing such a system.

Digital Pathology: Please indicate if there is a plan for digital pathology service provision. If so, whether this at planning or implementation stage, the time scale and the vision for future service provision. Please indicate whether this is envisaged to have a result on the job and workload allocation activities for the appointee and the facilities that may be made available for the appointee (viewing stations, screens, remote login and reporting etc.)

## Research and development (R&D)

State that the consultant healthcare 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.

## Job plan

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

This is an illustrative job plan and will vary according to the service requirements. Flexibility in these sessions is necessary depending on the changing demands on the service.

	Monday	Tuesday	Wednesday	Thursday	Friday
08:45-13:00	<i>*Dissection and laboratory work</i>	*	*	*	*
14:00-17:00	<i>*CPD</i>	*	*	*	*

*\*Given for illustrative purposes only and to be completed to reflect local circumstances and need*

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 them, 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 applicant who is unable for personal reasons, to work full-time 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 employer in consultation with consultant colleagues.

## Person specification

See below for model person specification.

The only statutory requirement for a consultant healthcare scientist appointment is that the candidate is registered with the Health and Care Professions Council (HCPC).

Specify the need for the RCPATH/IBMS Advanced Specialist Diploma in Histopathology Reporting Gynaecological Pathology.

Specify the need for a Certificate of Completion of Training (Stage D) the post qualification 'preceptorship' stage that involves the development of a supervised specific independent reporting plan.

## **Main conditions of service**

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

## **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.

## **Disclosure and Barring Service checks**

To include [statement](#) on [application](#) or otherwise of DBS checks (Disclosure and Barring Service, formerly known as CRB, Criminal Records Bureau). For Northern Ireland it is [access NI criminal](#) disclosure check.

## **UK visas and immigration**

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.

Applications from job seekers who require [Tier 2](#) sponsorship to work in the UK are welcome and will be considered alongside all other applications.

## **Annual appraisal**

State the policy for staff appraisal, the personal development review process and review of the job descriptions in the department. Include the name of the designated body and that a responsible officer will be allocated, together with arrangements for appraisal and the policy for annual appraisal and review of the job plan.

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 prior to 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. Provide contact details such as telephone number and/or email address, and the name of a personal assistant or secretary if applicable.



## Model person specification for a consultant healthcare scientist (Gynaecological pathology)

Category	Essential	Desirable
<b>Qualification and training</b>	<p>Registration with the Health and Care Professions Council (<a href="#">HCPC</a>)</p> <p>Fellowship of the IBMS</p> <p>RCPATH/IBMS Advanced Specialist Diploma in Histopathology Reporting Gynaecological pathology</p> <p>RCPATH Certificate of Completion of Training (CCT) in Gynaecological pathology</p>	MSc (or equivalent) in a relevant specialty
<b>Experience</b>	<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>	
<b>Knowledge and skills</b>	<p>Knowledge and experience of relevant specialty</p> <p>Broad range of IT skills</p> <p>Knowledge of evidence-based practice</p>	
<b>Communication and language skills</b>	<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>	