



Model job description: consultant cytopathologist

Title of employing body

Title of post

Appointment

State whether the post is full or part time and state the number of programmed activities (PAs).

State whether the post is a new or replacement post.

State whether the appointee is expected to have a special interest or is expected to develop such an interest to complement other consultants.

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 employing body in consultation with consultant colleagues.

General information

Describe the location: city/town and surrounding area, size of population, etc.

The employing body

Give a detailed 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.

Describe hospital location, number of beds, range of clinical services, any planned changes or major developments, special features, management arrangements, etc.

Give an outline description of the pathology departments and their relationship with each other and with the rest of the hospital. If relevant, describe the relationship with university/medical school departments or research units. This should include any planned or proposed changes in the provision of the pathology services.

Detail networked hospitals served by the laboratory.



If relevant to the specialty, please provide an organisational structure/organogram, if one is available.

The department

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, for example, 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 schemes if applicable.

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 the 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. Also state if slide scanning technology is used/available/planned and system used.

Digital pathology

Please indicate if there is a plan for digital pathology service provision. If so, whether this is at planning or implementation stage, the timescale, 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 (for example, viewing stations, screens, remote login, and reporting).

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 (with numbers by body site) | |
| Adult autopsies: <ul style="list-style-type: none"> • medicolegal • consent | |
| Perinatal/paediatric autopsies | |

Indicate the molecular and immunohistochemistry workload, as well as what the arrangements are for samples that may need to be sent away for such tests.

Describe the facilities for multidisciplinary team (MDT) meetings, including audio-visual 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 consultants.

Staffing

List the consultant staff – full first names and titles, their sessional commitment (whole or part time) and any/all subspecialty responsibility.

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

State the number and status of trainees and rotational arrangements.

State the number and grading of biomedical scientists (indicating if any hold a diploma of expert practice [DEP] or advanced specialist diploma [ASD] in diagnostic cytology or ASD in cervical cytology), medical laboratory assistants, cytology screeners, and mortuary and clerical staff.



If relevant, state the arrangements for leading and managing specialist services, such as breast and cervical screening, pathological support for cancer reporting, etc.

Management arrangements and administrative duties

State how the pathology service is managed.

Name the current head of service/clinical lead for the specialty.

Summarise the process by which leadership is determined, for example: Since one of the functions of the Head of Service post is regarded as being to facilitate the development of management skills, it is anticipated that this role will rotate, with annual review, between colleagues with an interest in and aptitude for management.

Duties of the post

General and diagnostic cytology areas

State that the appointee, together with consultant colleagues, will be responsible for the provision of cytopathology.

State whether or not the appointee will be expected to participate in the management of the service and if so in what role and capacity.

State that the configuration of responsibilities will be reviewed from time to time (ideally at least annually) and the appointee will be expected to work with consultant colleagues to provide a reliable and expeditious service. This must include biomedical scientist staff with DEP and ASD level qualifications who are involved in reporting diagnostic cytology samples.

List the major clinical specialties covered.

State that compliance with the requirements of good clinical governance and any new national arrangements for medical recertification/revalidation will be expected.

The named medical consultant responsible for reports emanating from the department not seen by a pathologist and failsafe activities should be identified.

If the vacancy is for the lead cytopathologist for diagnostic cytology, describe what duties will be included in the role and the direct clinical care (DCC) and supporting professional activities allocated to the role.

State whether any diagnostic cytology specimens are pre-screened or reported by biomedical scientists and at what level.

Include details of the workload and managerial arrangements relating to the provision of a fine-needle aspiration (FNA) service. Indicate that time spent taking FNAs, attending 'one stop' outpatient clinics and attending radiologically guided FNA clinics (including time to off-site locations) should be identified as fixed DCC PAs in the job plan.



Include details of the attendance required at MDT meetings and indicate that time spent attending and travelling to these meetings will be identified as fixed DCC PAs in the job plan.

Department reporting cervical cytology with an organised cervical screening programme

State that, for a role including cervical cytology, the candidate will be expected to have experience of the UK based Cervical Screening Programme and hold the Certificate of Higher Cervical Cytology Training (CHCCT) for UK-based cervical screening programmes (CSPs).

The local cervical screening provider lead should be identified. If this is a cytopathologist, an appropriate number of PAs should be allocated for this purpose.

Describe the relationship between the consultant (if doing cervical cytology) and the local cervical screening provider of the UK-based CSP.

Describe the local arrangements for human papilloma virus (HPV) testing in the UK-based CSP.

State whether there are any advanced biomedical scientist practitioners or consultant healthcare scientists in cervical cytology in post.

Ensure the managerial relationships with consultant cytopathologist(s) are clearly defined.

Identify which liquid-based cytology (LBC) system is in use in the laboratory.

Include details of the attendance required at MDT and colposcopy correlation type meetings and indicate that time spent attending and travelling to these meetings will be identified as fixed DCC PAs in the job plan. Indicate what systems are in place to allow for remote MDT access and support via teleconferencing or similar systems.

State that candidates must provide evidence of system-specific UK-based CSP-accredited training in LBC.

Identify arrangements for providing training in LBC, if required by the applicant.

Continuing professional development

State that the appointee will be expected to participate in continuing professional development (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.

Annual appraisal and revalidation

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.



Research and development

If relevant, describe the relationship with any local university, particularly with respect to teaching and research, and whether an honorary academic title applies and which body it will be with.

Indicate the opportunities for research and development (R&D) and how much time will be available for these activities. This should include reference to the existing R&D portfolio or task-led funding of the institution.

Teaching

State whether there are any commitments to undergraduate teaching and/or postgraduate training. In departments where specialist registrars are trained, indicate that the department has been approved for this purpose.

Division of work and job plan

Describe the proposed 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. Clarify the arrangements for mediation should a dispute arise.

Give a proposed job plan that outlines how the consultant's time will be allocated between various duties. This should make clear the number of PAs to be allocated to DCC and to supporting professional activities.

Job plan

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

- DCC (includes clinical activity and clinically related activity): 7.5 PAs on average per week
- supporting professional activities (includes CPD, continuous quality improvement, audit, teaching and research, and public engagement): 2.5 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 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.

State the arrangements for review of job plans, if and, when necessary.

This recognises that all consultants require time to maintain and develop professional expertise but that additional supporting activities such as educational supervision, teaching and management may not be evenly distributed within a department.



State the employing body's policy on the provision of professional leave and for incorporating into the job plan external duties for the good of the wider NHS (for example, giving external lectures, acting as an examiner or UKAS inspector, or working for the Department of Health and Social Care or relevant medical royal college in various capacities/roles).

Out of hours

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 agreed on-call category.

If the on-call commitment is significant, an appropriate number of DCC PAs should be allocated.

State the duties expected while on call, for example, availability for clinical advice, provision of frozen sections and other histology as appropriate.

Leave

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

Unplanned leave

Describe the arrangements in place for cover when colleagues take unplanned leave.

Working from home and hybrid working

State if there is a hybrid working arrangement* in place for the post holder following discussion with head of department/lead.

*A hybrid working arrangement is when the post holder would split their time between the workplace and working remotely (usually from home).

Facilities for appointee

Describe the office, location of office and state that it is 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 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.

Main conditions of service

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

Terms and conditions of service

The appointee will be required to maintain General Medical Council (GMC) full and specialist registration with a licence to practise and revalidation, and should follow the [GMC's guidance](#) on *Good Medical Practice*.

The appointment will be covered by the [NHS's Terms and Conditions of Service](#) for Hospital, Medical and Dental Staff (England and Wales) and the [General Whitley Council Conditions of Service](#).

Include the standard terms and conditions of service provided by the 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 [Skilled Worker](#) sponsorship to work in the UK are welcome and will be considered alongside all other applications.

Condition of appointment

The appointment will be made in accordance with the NHS (Appointment of Consultants) Regulations ([England and Wales](#)) or ([Northern Ireland](#)).

Canvassing of any member of the Advisory Appointments Committee will disqualify the applicant.

Visiting arrangements

Give the arrangements for visiting the employing body, either prior to shortlisting or prior to interview.

List the personnel who may be contacted by candidates. This should include the chief executive, medical director, laboratory medicine director and/or head of service. Provide contact details such as telephone number and/or email address, and the name of a personal assistant or secretary if applicable.



Travelling expenses

Travelling expenses are paid in accordance with the terms and conditions of the employing body.

Potential applicants wishing to visit the employing body will be reimbursed for two preliminary visits (one informal visit prior to application and one formal visit before interview), plus actual interview expenses. **If a post is offered and subsequently refused, expenses will not be reimbursed.**

Interviewed candidates travelling from outside the UK will be entitled to travelling and subsistence expenses; however, these only apply in respect of the journey from the point of entry in the UK to the interview location.



Person specification

| Category | Essential | Desirable |
|--|---|---|
| Qualification and training | <p>Full and specialist registration (and with a licence to practise) with the GMC (or be eligible for registration within six months of interview).</p> <p>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.</p> <p>Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT.</p> <p>FRCPATH or evidence of equivalent qualification.</p> | <p>Other relevant higher qualification.</p> <p>Post holder must hold the Certificate of Higher Cervical Cytology Training (CHCCT) if reporting cervical cytology.</p> |
| Experience | <p>Evidence of thorough and broad training and experience in the relevant specialty.</p> <p>Able to take responsibility for delivering service without direct supervision.</p> | <p>Evidence of a special interest that complements those of other consultants in the department.</p> |
| 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> | |
| Teaching, audit and research | <p>Evidence in participation of clinical audits.</p> <p>Evidence of an interest and commitment to teaching.</p> <p>Understanding of the principles of research.</p> <p>Evidence of participation in audit.</p> | <p>Recognised teaching qualification.</p> <p>Research experience.</p> <p>Publications.</p> <p>Prizes and honours.</p> |



| Category | Essential | Desirable |
|--------------------------|--|-----------|
| Management skills | Evidence of managerial skills: achievements/course attended. | |
| Personal skills | <p>Practice in accordance with the GMC's guidance on <i>Good Medical Practice</i> to include:</p> <ul style="list-style-type: none"> • good communication skills, both oral and written • honesty and reliability • decisiveness/accountability • excellent and effective interpersonal skills • energy and enthusiasm and the ability to work under pressure • an enquiring and critical approach to work • a caring attitude to patients • non-judgemental approach to patients • evidence of ability to work independently and as part of a team • an ability to organise and prioritise work effectively • flexibility • resilience • thoroughness • initiative/drive/enthusiasm • team working • situational awareness • dealing with stress and fatigue • leadership skills • evidence of logical thinking/problem solving/decision-making • effective, confident presentation ability • demonstrates behaviours and attitudes that support the trust's mission and values. | |

