



Model job description: consultant paediatric perinatal pathologist

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, e.g. molecular pathology, immuno-histology, electron microscopy, diagnostic molecular techniques and neuropathology.

Describe facilities for histochemistry for diagnosis of Hirschsprung's disease, for frozen sections and storing frozen tissue samples.

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.

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.

Tabulate workload (indicate proportion from GPs)

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

Adult pathology workload

| Type of activity | Requests in year (state year) |
|-----------------------------|-------------------------------|
| Histology | |
| Cervical screening cytology | |
| Diagnostic cytology | |
| Adult autopsies | |

Paediatric / Perinatal pathology workload

| Type of activity | | Requests in year (state year) |
|--------------------|--------------------------|-------------------------------|
| Surgical pathology | Solid paediatric tumours | |



| Type of activity | | Requests in year (state year) |
|---------------------|-------------------------|-------------------------------|
| | Endoscopic biopsies | |
| | Rectal suction biopsies | |
| | Placentas | |
| Post mortems | Fetal | |
| | Stillbirths | |
| | Infant | |
| | Coroners' cases | |

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

The demonstration of microscope material to fairly large audiences is increasingly important because of the requirement to hold MDT meetings.

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 responsibilities.

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

State the number and status of trainees and rotational arrangements.

State the number and grading of biomedical scientists (BMSs), MLAs, 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

State that the appointee, together with consultant colleagues, will be responsible for the provision of paediatric/perinatal post mortem service, including, by agreement, paediatric medicolegal post mortems on behalf of HM Coroner and paediatric surgical pathology. The appointee will fully contribute to the paediatric surgical and paediatric post mortem rota. The appointee will be expected to attend and contribute to appropriate clinicopathological meetings [please state] and case discussions, and to liaise with clinical colleagues to ensure a high-quality diagnostic service. The post holder will contribute appropriate data to CDOP (Child Death Overview Panels) and to CMACE (Centre for Maternal and Child Enquiries).

If the post has a component of adult surgical pathology work, the component together with the expected allocated time should be listed here.

State that the configuration of responsibilities will be reviewed from time to time and the appointee will be expected to work with consultant colleagues to provide a reliable and expeditious service.

List the major clinical specialties covered.

Post mortems

State the local arrangements for medicolegal post mortems.

Medicolegal post mortems are not part of the NHS contract and are performed at the behest of the Coroner. Subject to the agreement of HM Coroner, the appointee will be *invited* to share equally the coroner's post mortems with the other consultants. This should be desirable not an essential part of the post.

For posts providing a regional perinatal pathology service, the method of funding for referred cases from the region should be stated.

Other duties

From time to time, it may be necessary for the post holder to carry out such other duties as may be assigned with agreement by the employing body.

It is expected that the appointee will not unreasonably withhold agreement to any proposed changes.



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.

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 (R&D)

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

Indicate the opportunities for 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 and diagnostic paediatric surgical pathology). This will be subject to negotiation between colleagues, but it is an area where disputes arise following appointment, and the arrangements should be clear.

State that the rota will be subject to negotiation between colleagues and 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 direct clinical care and to supporting professional activities.

State compliance with the local health and safety policy and local procedures.

Job plan

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

- direct clinical care (DCC; includes clinical activity and clinically related activity): 7.5 PAs on average per week.



- supporting professional activities (includes CPD, CQI, audit, teaching and research, and public engagement): 2.5 PAs on average per week.

A job plan will be agreed with the appointee prior to taking up the post.

State the average number of hours spent each week on the duties associated with the post:

- laboratory and diagnostic service
- teaching/training and research
- medical audit, management and other supporting activities.

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.

Out of hours

There should be an indication of on-call commitment and out-of-hours cover, including weekends. This should include availability for clinical advice and/or provision of an out-of-hours service for frozen sections and other histology as appropriate.

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.

Leave

Describe the arrangements for cover of annual and study leave, including cover for each other during periods of annual or study leave.

Indicate whether locum cover is usually provided, particularly for single-handed paediatric/perinatal posts.

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 the appointee. The recommended minimum is an office, secretarial support, PC with appropriate software, internet and email access, access to necessary LIMS (state which package is used) and access to current books and journals. State the facilities used for report generation (for example, audiotapes, digital dictation and 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 compatible with [RCPath recommendations](#).

Posts providing a regional perinatal pathology service will require a dedicated secretary and a BMS/medical technical officer of sufficient seniority to organise the service. The following should be made available:

- a dedicated mortuary technician (desirable)
- access to a clinical genetics service and/or a clinical genetics database
- appropriate textbooks and journals related to paediatric pathology
- for posts with a significant component of perinatal pathology, a separate area in the mortuary dedicated to perinatal cases
- X-ray facilities either in the mortuary or through the local radiology department
- photographic facilities in the mortuary.

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).

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 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 [Tier 2](#) 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.

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 General Medical Council (GMC) (or be eligible for registration within six months of interview).</p> <p>Applicants that are UK trained must 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>M/FRCP or evidence of equivalent qualification.</p> <p>MRCP&CH or evidence of equivalent qualification.</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> | |

