



Model job description: specialty doctor

Title of employing body

Title of post

Appointment

The post is for Specialty Doctor in [insert specialty] to the [employing body].

A doctor appointed to this grade:

- shall have full registration (and with a licence to practise) with the General Medical Council
- and**
- shall have completed at least four years' full-time postgraduate training (or its equivalent gained on a part-time or flexible basis), at least two of which will be in a specialty training programme in a relevant specialty or as a fixed-term specialty trainee in a relevant specialty
- or**
- shall have equivalent experience and competencies.

State whether the post is a new, replacement or regrade.

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

State whether suitably qualified candidates may be eligible for an honorary academic appointment, stating the name of the university.

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. Include 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, and any planned developments.

Describe the hospital location(s), number of beds, range of clinical services, any planned changes or major developments, special features and management arrangements.

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

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 the laboratory computer system.

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

Please indicate the current laboratory information management system (LIMS) being used in the department. Include information about how this sits within the wider hospital IT infrastructure, details of integration with the current hospital information system (HIS) and the provision of results to external requesters, if any. 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)



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

Specify the number of MDTs held each week, describe how the MDTs will be shared between consultants and state if this post-holder will participate.

Staffing

List the medical and scientific staff (including all consultant and specialty doctors) – full first names and titles, their sessional commitment (whole or part time) and 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 ranking of biomedical scientists (BMS), medical laboratory assistants, and mortuary and clerical staff.

If relevant, state the arrangements of medical and dental staff, relationships with other departments, diagnostic and other facilities available.

Management arrangements and administrative duties

State how the pathology service is managed.

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



Duties of the post

Specify specialty and any subspecialty responsibilities.

Provide details of all clinical commitments, including visits to and duties at other establishments.

Specify duration and frequency of commitments, including any obligation to stand by in hospital, and attach proposed duty roster.

Detail any other duties, including the supervision and support of other practitioners, and as otherwise required.

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 which body it will be with.

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 specialty 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 and specialty doctors in the department for each area of activity.

State that a system is in use to ensure that staffing is compatible with workload and to ensure an equitable distribution of workload between consultants and specialty doctors.

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 post-holder'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.

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, audit, teaching and research, and public engagement): 2.5 PAs on average per week.

State whether colleague cross-cover for annual, professional and study leave is expected.

State that 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 specialty doctors 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.



Facilities for appointee

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

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.

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, advise whether this is at planning or implementation stage, state the planned timescale, and set out the vision for future service provision. Please indicate whether it is envisaged that digital pathology service provision will have a result on the job and workload allocation activities for the appointee, and list the facilities that may be made available for the appointee (for example, viewing stations, screens, remote login and reporting).

Main conditions of service

Include the standard terms and conditions of service provided by the employing body for all specialty doctor posts.

Terms and conditions of service

State that the post is covered by the Terms and Conditions of Service for Specialty Doctors in relevance to [country](#), as amended from time to time.

State the probationary period.

State the salary scale and additions.

State that the passing of a medical examination is a condition of appointment.

State whether support would be provided for completing a CESR application to lead to [GMC Specialist Registration](#).

Disclosure and Barring Service checks

To include a statement on application or otherwise of Disclosure and Barring Service (DBS) checks. The DBS was formerly known as the Criminal Records Bureau (CRB).



For Northern Ireland, this requires a check from AccessNI: Criminal record checks. Further information is available at: www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks

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 following:

[The National Health Service \(General Medical Services Contracts and Personal Medical Services Agreements\) \(Amendment\) Regulations 2020](#)

[The National Health Service \(General Medical Services\) Regulations 1992](#)

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.

