The Royal College of Pathologists
Pathology: the science behind the cure

Model job description: consultant immunologist

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 (EQA) schemes if applicable.

If there are defined links with a local university, the following information should be given:

- relevant school, such as medicine/biological sciences
- outline broad information on number of academic staff, research fellows and students, including undergraduates and postgraduates
- details of research activity and key research areas
- rating of the school in the last research assessment exercise
- the basis on which honorary academic status for the appointee is/may be awarded.

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.

Type of activity	Requests in year (state year)

The sources of the current immunology workload should be shown in detail (relative proportions from primary, secondary and tertiary care sources).

The annual total number of requests and tests should be given.

The repertoire of tests and breakdown of workload should be provided in sufficient detail to allow an appreciation of the breadth of activities undertaken in the laboratory. This should include information on tests referred externally.

Note the method used for each test offered and the equipment available next to the workload list.

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)

Include information on the following:

- consultant clinical scientists (state number per grade and grade designation)
- all medical trainees with grades and rotational arrangements if relevant
- clinical scientist grade (state number per grade and grade designation)
- trainee clinical scientists.

List all other staff:

- biomedical scientists (BMSs)
- medical laboratory assistant (MLAs) (WTE)
- trainees (WTE)
- clerical and ancillary staff (WTE)
- nursing staff (WTE)

If relevant, state the arrangements for leading and managing specialist laboratory services.

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

Clearly differentiate between university and NHS commitments.

This should state that the consultant is expected to provide and develop a clinical service for the investigation and management of patients with disorders of immunity. This is principally primary (and secondary) immune deficiency and allergy, but also, as necessary and relevant to local structures and practices, of patients with other clinical conditions in which disordered immune function is thought to play a role (for example, autoimmunity, vasculitis, autoinflammatory disorders).

The service should be for GPs and other hospital practitioners, and will be conducted by regular outpatient clinics, day-case attendance and by hospital, telephone and written liaison and consultations.

The number of weekly outpatient clinics based at the hospital should be stated, with an accompanying breakdown of the current clinical workload, in terms of the type of referral and number of new referrals and follow-up appointments. The job plan should include sufficient time for follow-up action from those clinics.

There should be a description of any scheduled or intended outreach clinics or hub-and-spoke laboratory supervision duties based at other employing bodies. The frequency of the clinic/laboratory supervision visits and their workload should be indicated. Sufficient time should be identified for follow-up action from those visits.

There should be a statement that, where relevant to local circumstance, the consultant will be required to supervise and manage the long-term treatment of patients with primary immune deficiency and provide flexible services for patients requiring immunoglobulin replacement. If so, the number of patients on regular day-case and home-based treatment for antibody deficiency should be stated, together with the degree of support (in hours) from immunology nurse specialist(s) [state nursing grade].

In the management of patients with allergic disorders, there should be a statement of the facilities available, for skin testing, challenge testing and specific allergen immunotherapy.

If there are inpatient beds associated with the post, this should be stated.

If no inpatient beds are associated with the post, there should be an explanation of the collaborative arrangements in place for the admission of patients with immunological disorders.

The consultant will be expected to maintain and continue the direction of the immunology laboratory and clinical service to provide a cost-effective service, which ensures the high standard and quality of its work. It must also state that the consultant will undertake appropriate development of its services, taking into account new knowledge of immunology and its applications in medicine.

Any proposed new developments in services should be stated, together with an assessment of the workload and the resources allocated to support such developments.

There should be a statement concerning any established or proposed networking (clinical and/or laboratory) arrangements relevant to immunology.

The consultant will be actively involved in the training of specialist registrars, clinical scientists and biomedical scientists and appropriate time and resource should be identified to enable this.

The consultant may be the educational supervisor for the specialty registrar.

The consultant should be expected to participate in undergraduate and postgraduate educational activities.

A description of the out-of-hours commitment and any associated remuneration arrangements for the post should be supplied. Where there are no out-of-hours requirements in the post, this should be specifically stated.

Facilities for patients

Describe the facilities and equipment that are available to the appointee and colleagues for delivering outpatient and day-case (and, where relevant, inpatient) based care for patients with allergy (including desensitisation treatment where relevant), autoimmunity and primary immunodeficiency. Facilities for training and support of home immunoglobulin therapy programmes should also be described, where relevant.

The job description should define management arrangements for both the diagnostic laboratory service and the direct patient care element of the service. This description should clearly indicate whether arrangements are unitary for both elements, or whether the laboratory and clinical elements are managed independently. In the context of the latter, management arrangements for both elements must be described.

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.

Job plan

Provide an outline job plan, including a clear allocation of supporting professional activities (SPAs), direct clinical care (DCC), additional responsibilities (ARs, e.g. being medical director, audit lead, clinical lead, etc. within the employing body) and external duties (EDs, e.g. work for NHS, Colleges, NICE, etc.).

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.

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.

Additional PAs can be worked by agreement between the employing body and the appointee. Apart from fixed commitments to outpatient/day-case clinics, multidisciplinary team meetings, ward rounds, laboratory meetings, etc., the approach to commitments through the working week should be flexible.

PAs worked away from the main site in a satellite should conform to UKAS/CPA guidance (as published on their website, with adequate time allocated for travel between hub and satellite.

The department should participate in all available EQA schemes appropriate to the spectrum of laboratory tests it performs.

The department should participate in external quality assessment schemes for clinical services, e.g. the Royal College of Physicians QPIDS and IQAS schemes for immune deficiency and allergy services respectively.

The department should participate in clinical audit within the employing body and as part of a national or supra-regional network of immunology departments.

A proposed outline of a duty rota should be given, including arrangements for out-of-hours work. The finalised timetable should be arranged in consultation with the new appointee.

There should be provision for cover during periods of annual or study leave, consistent with service needs and accreditation requirements.

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.

Leave

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

Facilities for appointee

Describe the office, location of office and state whether it is shared or for the sole use of the appointee. The work space should take into consideration 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.

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 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	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). 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. Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT. FRCPath or evidence of equivalent qualification. M/FRCP or evidence of equivalent qualification.	Other relevant higher qualification. MRCP/FRCP is not required for non-medical applicants applying for entirely laboratory-based posts. A research degree (MD, PhD) relevant to immunology and/or authorship of peer-reviewed publications in an English-language journal.
Experience	Evidence of thorough and broad training and experience in the relevant specialty. (Immunology and Allergy) Able to take responsibility for delivering service without direct supervision.	Evidence of a special interest that complements those of other consultants in the department.
Knowledge and skills	Knowledge and experience of relevant specialty. Broad range of IT skills. Knowledge of evidence-based practice.	
Communication and language skills	Ability to communicate effectively with clinical colleagues, colleagues in pathology and support staff. Good knowledge of, and ability to use, spoken and written English. Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries.	