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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Histopathology Laboratory Manager – Northern Services** |
| **Band:** | **8a** |
| **Responsible To:** | **Joint Cellular Pathology Lab Manager** |
| **Accountable To:** | **Pathology Service Manager** |
| **Section/Department/Directorate:** | **Histopathology, Pathology, Clinical Support and Specialist Services** |

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| **Job Purpose:**  Management of a high-quality histology, cytology and Mortuary service as directed by the Pathology Service Manager and Consultant Cellular Pathologists.  Have delegated budget responsibility for Histopathology, Cytology and Mortuary to meet the needs of the service.  In conjunction with the Joint Pathology Services Manager, Joint Cellular Pathology Lab Manager, and Consultant Head of Department, to identify and implement service and evidence-based practice developments within resources available.  To provide professional leadership to Histopathology BMS staff and supervise their training and development. | |
| **Context:**  To provide professional leadership to Histopathology and Mortuary staff and supervise their training and development.  To ensure appropriate governance arrangements are in place, including health and safety, quality management systems and risk management.  To be actively involved in the development of the Histopathology and Mortuary service.  Histopathology processes around 13000 surgical requests and around 700 diagnostic cytology requests per annum. The Histopathology team consists of 4 Consultant Cellular Pathologists, 1 Honorary Pathologist, 2 Trainee/ Specialty Doctors, 2 Senior BMS, 2 Specialist BMS, 2 BMS, 1 Apprentice BMS, 1 Histopathology STP student, 2 Biomedical Support workers, 1 Lead Secretary and 2 Support Secretaries.  The Mortuary currently performs 350 mortems per year and has 1 WTE Mortuary Technician and 1 in training. This also includes 2 Bereavement Support Officers and 1 Mortuary + Bereavement Assistant.  The Histopathology Laboratory Managerwill be based at North Devon District Hospital but there will be the occasional requirement to work at Exeter.  The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder will be required to represent the service at Trust wide and regional groups/meetings, actively contributing to the work of the group or meeting. |
| |  | | --- | | **Key Working Relationships:**  The post holder will provide, prepare and receive complex and sensitive information verbally, in writing and electronically which is required by work colleagues, users of the service, eg,   * Consultant Pathologists * Pathology Service Manager * Joint Cellular Pathology Lab Manager * Designated Individual (DI) for HTA * Pathology Quality Manager * Pathology staff at all levels * Hospital and Primary Care Clinicians * Pathology service users * Trust HR Advisor and Directorate Finance manager * Pathology Training Manager * Education and training providers * External agencies related to accreditation and service requirements * Trust Health and Safety Advisor * Trust Fire Safety Advisor * Occupational Health * External services - Coroner’s officers, Funeral Directors, Devon and Cornwall Police   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. | | | |
| **Organisational Chart:** | | |
| **Key Result Areas/Principal Duties and Responsibilities** |
| **Communication and Relationship Skills**  Reports to and is managed by the Joint Cellular Pathology Manager.  Member of the Pathology Operations Group (POG), representing histology & mortuary at meetings.  To line manage, supervise and ensure processes are in place to train BMS and BSW staff and liaise with the Consultant BMS in cytology at Exeter for the training BMS in cytology.  Uses all available methods of communication effectively, clearly and politely.  Contribute towards the integrity and reputation of the Pathology Department by maintaining effective and harmonious attitudes to patients, colleagues and other hospital personnel.  Deals with enquiries from Northern services clinical and non-clinical staff, GP’s, patients and others, and gives results to laboratory users and other advice as appropriate.  Works with the joint cellular pathology, joint service manager and consultants to plan and maintain an up to date, high quality service that meets the needs of all its users and patients.  Deals with queries, complaints and incidents relating to the department or its staff.  Has a significant input and provides direction with senior managers and Consultants in strategic planning and service direction.  Chairs and leads local laboratory meetings with colleagues, consultants and users.  Represents department on local and national committees and networks with colleagues.  Communicates with commercial representatives.  Takes part in an annual joint review (appraisal) with designated senior member of staff.  Works within the responsibilities given by the Health and Safety at Work act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for self, colleagues and visitors.  Ensures safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy.  **Analytical and Judgement Skills**  Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks.  Maintain highly developed skills in all areas of Histopathology technique and specialist expertise in immunocytochemical and immunofluorescence procedures for tumour diagnosis.  Maintain highly developed technical skills and experience in dissection and examination of a wide range of surgical specimens, (categories 1-3) as necessary, under the direction of the Consultant Cellular Pathologists. *Note: The Royal College of Pathologists has issued guidelines, which categorise specimens for dissection by BMS staff. Category 1 refers to small samples, which require no dissection. Categories 2 and 3 refer to larger more complex cases, which require dissection, more skill and experience.*  Implement departmental policies for improvements in the service as agreed with the Consultant Cellular Pathologists, Joint Cellular Pathology Manager and Pathology Service Manager.  **Planning and Organisational Skills**  Participate in Quality Control schemes as agreed with the Consultant Histopathologists and communicate feedback to all department staff.  Co-ordinate stock controls of reagents and consumables and participates in budgetary control in collaboration with the Joint Cellular Pathology Manager and Pathology Services Manager. Authorised to requisition consumables up to £5000 for Histopathology & Mortuary.  To maintain and improve professional, managerial and technical skills by attending appropriate courses, meetings and conferences as part of continuing professional development as agreed through the PDR process.  **Physical Skills**  Level of physical fitness to allow manual dexterity, low risk manual handling and good hand/eye co-ordination.  Working rapidly at busy times.  **Responsibility for Patient and Client Care**  Represents the department at Trust and external meetings as directed by the Joint Cellular Pathology Manager and Pathology Service Manager.  Management and assurance that all send away tests are accounted for and reported within the current diagnostic waiting times.  **Responsibility for Policy and Service Development**  Ensuring a high quality, cost effective service.  Analysis of working practices and procedures so that the department functions as an integrated single entity that is lean and efficient offering best value to Northern Devon Healthcare Trust and other service users.  Production and implementation of laboratory policies and procedures.  Using the Q pulse document management system appropriately.  Preparation and maintenance of laboratory documentation, e.g. Standard Operating Procedures (SOP), maintenance records, quality assurance logs as required by UKAS to meet ISO 15189.  Arranging satisfactory maintenance cover, troubleshooting and repair, calibration and checking of laboratory analysers and a wide range of other equipment. Working with the Joint Cellular Pathology Manager and Pathology Service Manager to manage complex contracts and systems.  **Responsibility for Financial and Physical Resources** Authorising extra payment, standby and travel claim forms as appropriate. Requisition of stocks of consumables and testing materials with signatory authority up to £5000 for the laboratory budget. Deputise for and support the Joint Cellular Pathology Manager and Pathology Service Manager (Budget Holder) with managing the Department.  **Responsibility for Human Resources**  Recruitment and induction of all staff grades.  Attendance of training/meetings/symposia as required or as identified at yearly personal development review (PDR) interviews.  Conduct staff annual PDRs in line with Trust guidance. Monitoring and recording annual, sickness and other leave on health roster. Conducting staff sickness reviews and managing staff where appropriate in line with policy. Dealing with disciplinary matters as appropriate.  Supporting and encouraging Senior and Specialist Biomedical Scientists in their specialised tasks.  Oversee training provided by Specialist & Senior BMS of all staff including trainee BMSs.  Day to day management and supervision of all staff. Senior BMS(s) will cover this duty during the absence of the Histopathology Manager.  Performing risk assessments for Histopathology, Cytology and Mortuary.  Comply with statutory fire/health and safety/manual handling and IG training requirements. Ensuring the staff attend statutory fire/health and safety manual handling and IG training.  Work within the responsibilities given by Health and Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for self, colleagues and visitors.  **Responsibility for Information Resources, Quality and Governance**  To act as departmental Quality Manager and be responsible for ensuring on-going compliance with all regulatory requirements and the development, implementation and maintenance of the quality management system.  To liaise with other pathology departments with regard to quality, health and safety and training.  To attend Pathology Operational Group, report audit progress and present department leads with non-compliances raised.  With joint cellular pathology manager investigate result and service complaints and incidents and ensure that effective immediate and follow up actions are taken and be responsible for error logging within the Department.  To supervise and take part in a program of internal audits against defined quality performance measures and ensures that effective immediate and follow up actions are taken.  To monitor the requirements of the Laboratory's users and ensure that they are reflected within defined quality performance measures.  To feedback the needs of users of the histology service to the head of department and joint laboratory leads.  To identify areas and particular projects where there is the potential for improvement of quality to the benefit of the service provided by the Laboratory.  To maintain status as a lead auditor and arrange the training of other internal auditors.  To be responsible for closing the corrective and preventative actions raised in a timely manner.  To provide timely audit reports to support the annual quality review.  To maintain an up-to-date knowledge of quality schemes and report any changes and the implications for service provision to the cellular pathology laboratory manage.  To ensure compliance with UKAS ISO 15189:2012 standards.  To chair the Histopathology Lab Meeting with senior BMS being available to deputise on occasion.  **Responsibility for Research and Development**  Ensuring participation (own or delegated) in External Quality Control schemes and monitoring internal quality control procedures.  Research, evaluation and implementation of new or alternative methodologies.  Representing department locally and nationally at meetings, user groups etc. and ensuring best practice by networking with colleagues.  **Decision Making**  Support long term strategic management of the histology, cytology and mortuary in conjunction with the Pathology Service Manager, Joint Cellular Pathology Lab Manager and Lead Cellular Pathology Consultant.  **Physical Effort**  Level of physical fitness to allow manual dexterity, low risk manual handling and good hand/eye co-ordination.  Working rapidly at busy times.  **Mental Effort**  Ability to take responsibility for the department’s staff, its work and its output.  Ability to cope with exposure to a variety of managerial and clinical situations, dealing with patients, relatives, colleagues and other NHS staff.  Awareness of necessity for absolute confidentiality.  Clear communication of detailed and sensitive information with users, patients and colleagues.  **Emotional Effort**  Ability to take responsibility for the department’s staff, its work and its output.  Ability to cope with exposure to a variety of managerial and clinical situations, dealing with patients, relatives, colleagues and other NHS staff.  Awareness of necessity for absolute confidentiality.  Clear communication of detailed and sensitive information with users, patients and colleagues.  **Working Conditions**  Daily exposure to bodily fluids and chemicals of varying hazard.  Daily use of Display Screens (VDU), occasionally for prolonged periods.  Use of Personal Protective Equipment as required. |

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST:** Histopathology Laboratory Manager

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|  | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Health & Care Professions Council (HCPC) State Registration  BMS degree (or equivalent)  Institute of Biomedical Science fellowship or equivalent  Masters Level degree in Biomedical Science or Similar  At least 10 years laboratory experience post HCPC registration  Healthcare Management or Leadership qualification eg. VRQ 2 or 3  Chartered Scientist or evidence of continuous CPD  IBMS Qualification in Quality management or equivalent | E  E  E  E  E  E  D | Application form  Application form  Application form  Application form  Application form  Application form  Application form |  |  |
| KNOWLEDGE/SKILLS:  Significant Management & Organisational skills  Ability to forecast and plan workload for self and department as a whole  Highly specialist knowledge of analytical instrumentation selection, operation, troubleshooting and repair  Specialist knowledge of IT systems, both PC and LIMS as currently used  Specialist knowledge of Health and safety and COSHH requirements and their application in the workplace  Highly specialist knowledge of quality assurance procedures and their application  Significant experience and knowledge of pathology accreditation to ISO 15189  Good communication skills using a range of media  Ability to manage and work both in a team and under own initiative  Ability to produce consistently high standards of work  Ability to implement changes in methodologies and technology | E  E  E  E  E  E  E  E  E  E  E | Application form  Application form  Application form  Application form  Application form  Application form  Application form  Application form  Application form  Application form  Application form |  |  |
| EXPERIENCE:  Highly specialist knowledge and experience of all aspects of histopathology.  Experience of laboratory management at band 7 or above  Experience of managing significant organisational, operational, equipment and or process change in a laboratory. This could include a HR management of change process | E  E  E | Application form  Application form  Interview |  |  |
| PERSONAL REQUIREMENTS:  Evidence of leading a team, being a self-manager, good interpersonal skills, good communication skills, ability to be empathetic, handle difficult or emotional situations, good organisational skills.  Able to work as a team member  Taking part in the out-of-hours standby system in exceptional circumstances | E  E  E | Interview  Interview |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\*Essential/Desirable

Complete the table below as appropriate

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| **HAZARDS :** | | | | | |
| Laboratory Specimens  Proteinaceous Dusts | X | Clinical contact with patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling |  |
| Solvents | X | Driving |  | Noise | X |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation | X |
| Cytotoxic drugs |  | Night working | X |  |  |