

JOB DESCRIPTION

JOB DETAILS	
Job Title	Cellular Pathology Manager
Reports to	Pathology Service Manager
Band	<i>Band 8b subject to consistency checking</i>
Department/Directorate	Specialist Services (Eastern) Clinical Support & Specialist Services (Northern)

JOB PURPOSE
<p>To be responsible for the operational and strategic delivery of the Cellular Pathology Services across the Royal Devon University Healthcare NHS Foundation Trust. This covers laboratories at the Royal Devon & Exeter Hospital and the North Devon District Hospital. The post holder will be based at the Royal Devon & Exeter Hospital (Wonford) site but is expected to spend on average at least 1 day a week at North Devon District Hospital.</p> <p>Be a core member of the Pathology Management Board, working with the clinical and managerial leads for all pathology disciplines to strategically plan and deliver clinically and cost effective pathology services.</p> <p>To provide professional leadership for all scientific, technical and support staff working in the Histopathology, Cytopathology, Mortuary Sciences. Delivering diagnostic services that are safe, effective, provide effective use of resources and meet the requirements of users ensuring the provision of high-quality diagnostic and technical services in accordance with national guidance and local laboratory procedures and policies.</p> <p>Represent the Royal Devon in the Peninsula Pathology Network for all aspects of Cellular Pathology Service, contributing to network strategic and operational planning. Deputise for the Pathology Service Manager, alongside the Blood Sciences & Microbiology Managers as required.</p> <p>This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To be accountable for the planning, management, operation and delivery of the Cellular Pathology service comprising Cytology, Histology and Mortuary To ensure effective management of the Histology, Cytology and Mortuary budgets in line with Trust objectives To ensure effective line management arrangements are in place for all Cellular Pathology services To provide professional leadership for scientific, technical and support staff To be responsible for interpretation and implementation of national and local policies To show initiative in the long and short-term planning of the departments and prepare business cases that are in line with scientific developments, clinical need and the strategic direction of the Trust

- To ensure the provision of an efficient, effective and timely service, ensuring maximum productivity within resources
- To maintain and develop the internal and external quality assurance programmes to ensure compliance with relevant accreditation schemes
- To contribute to local, regional and national strategic policies in the Cellular Pathology services as appropriate
- To keep up to date with developments in histopathology, cytopathology and Mortuary services and make assessments for the applicability to local service provision and ensure they are included in the strategic plans for the department

KEY WORKING RELATIONSHIPS

The Cellular Pathology Manager will be based at the Royal Devon & Exeter providing leadership and Management of the Cellular Pathology Service at both sites.

No. of Staff reporting to this role: 73 across both sites

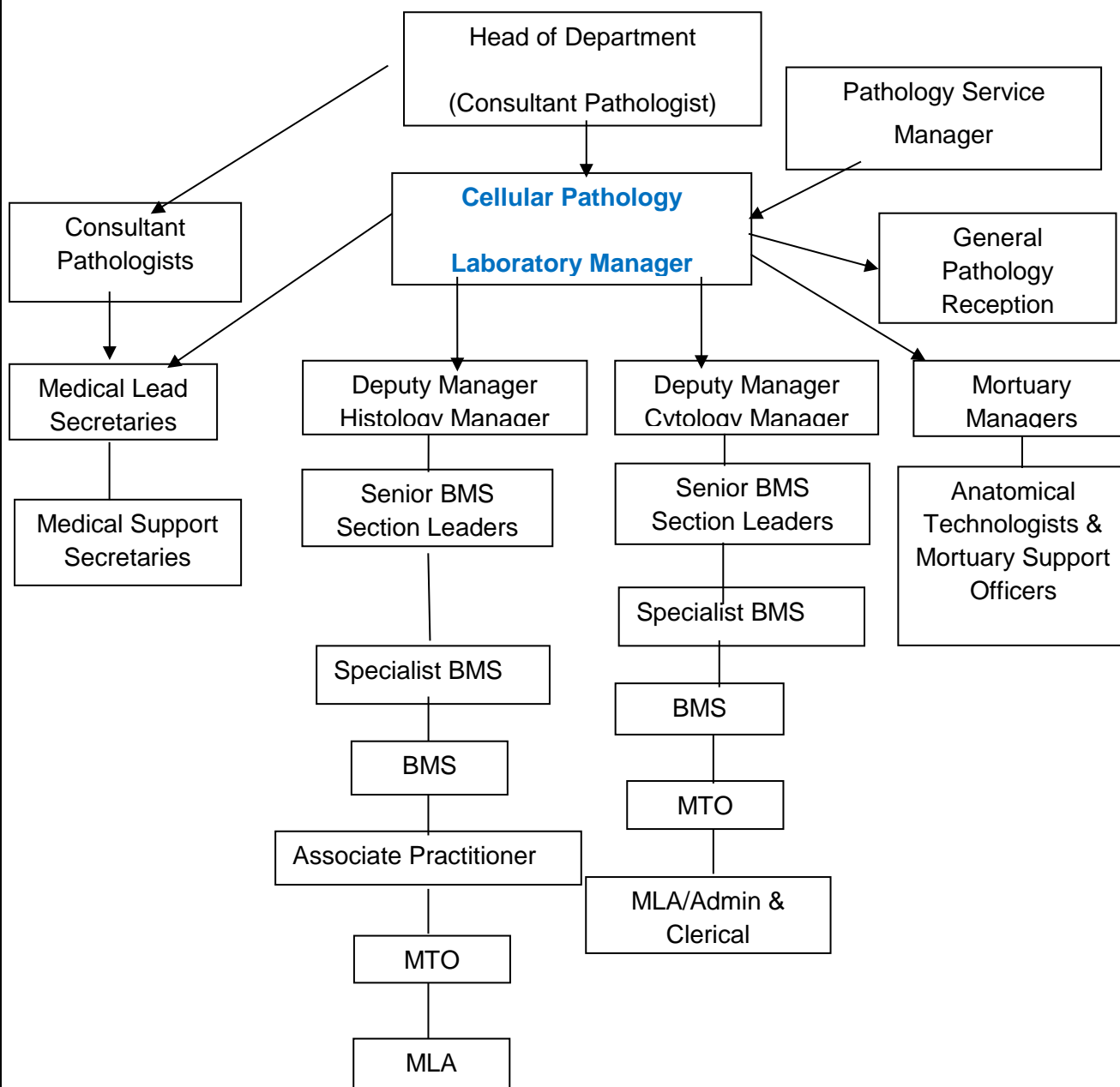
The Cellular Pathology laboratories are both accredited in accordance with the recognised International Standard ISO 15189:2012 and approved by Institute of Biomedical Science (IBMS) for biomedical scientist training and specialist training.

Communications with a wide range of professionals and service users within and outside the Royal Devon University Healthcare Trust will include the following:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Pathology Service Manager • Pathology subspecialty Managers/seniors • Pathology Cluster Support Manager • Divisional Directors • Clinical Lead • Cellular Pathology Consultants • Biomedical Scientists, Laboratory and Administrative colleagues • Digital Services • Epic Beaker & pathology IT teams • Nursing Colleagues • Governance Team • Finance Department • HR Department • Recruitment Team • Procurement • Medical Staffing 	<ul style="list-style-type: none"> • Pathology Network • NHSE Regional & National Pathology teams • Locum Agencies • NHS Professionals • UKAS • Human Tissue Authority • Peninsula Purchasing & Supply Alliance • Managed Service Contract Supplier • Digital system suppliers • Pathology Suppliers • Colleagues in other NHS and Social Care organisations

ORGANISATIONAL CHART

The Cellular Pathology Department



FREEDOM TO ACT

- To be accountable for the strategic planning, management, operation and delivery of the Cellular Pathology Laboratory Service. Interprets national and local policies and implements necessary changes in the service accordingly.
- Be responsible for delivering a Cellular pathology Service that meets the needs of patients and service users, particularly cancer services.
- To lead by example and display a leadership style that demonstrates Trust values, empowers staff and nurtures development at all levels, creating a culture where colleague satisfaction is high and the very best patient care can thrive
- To provide professional leadership for all technical staff, ensuring the highest standards of clinical practice are observed
- To be the guardian of professional practice, an individual that sets the professional and clinical standard for all colleagues and holds others to account for these standards
- To make autonomous decisions using professional knowledge, experience and analytical judgement skills to ensure accurate setting of clinical priorities and the most appropriate use of Cellular Pathology services

COMMUNICATION/RELATIONSHIP SKILLS

- Communicates with clinicians and other users of the laboratory service in respect of complex laboratory investigations and results including explanations of complex diagnostic tests.
- Uses motivational and persuasive skills to encourage collaborative working to improve services/performance where there may be resistance to change or barriers to understanding wider healthcare services and complex pathology networks.
- Presentation of complex information about Cellular Pathology Services at meetings, including to colleagues who may not understand the scientific and technical issues in Cellular Pathology.
- Responsible for staff and governance meetings for Cellular Pathology
- Develops processes that support good communication with service users, ensuring a two-way channel of communication to help ensure that the needs and requirements of users are met
- Core member of the Pathology Management Board, working with the clinical and managerial leads for all pathology disciplines to strategically plan and deliver clinically and cost effective pathology services.
- Attends and participates in the work of committees both within and external to Pathology e.g. Peninsula Pathology Network, Cancer Steering Group, Divisional Governance meetings, Divisional Senior Staff meetings and Safety & Risk meetings
- Deputise for the Pathology Services Manager at Trust level & Peninsula Pathology Network meetings when required.
- Communicate with digital teams, particularly Epic beaker team.
- Work closely with Cancer services and attend Cancer Steering group meetings for both Eastern and Northern Services

- Delivers training to relevant healthcare professionals on appropriate use of the Cellular Pathology Service.
- Produces reports and makes recommendations and presentations on complex discipline-specific issues to Departmental, Divisional and other Trust meetings and groups in consultation with the Clinical Lead
- Contribute towards the integrity and reputation of the Royal Devon University Healthcare Trust by maintaining effective and harmonious attitudes to patients, colleagues, other hospital personnel and visitors

ANALYTICAL/JUDGEMENTAL SKILLS

- Responsible for decision making with for Cellular Pathology Service related issues, dealing with highly complex information and situations and where there may be conflicting advice or expert opinion from colleagues
- To maintain and develop professional competence and be aware scientific advancements in Histopathology, Cytopathology and Anatomical Sciences
- Provide oversight of the all scientific and technical Cellular Pathology Services so that all tests and processes are fit for purpose and meet the latest best practice guidelines, accreditation and regulatory standards.
- To be responsible for evaluation and introduction of new methodologies into the departments
- To provide oversight and governance of the Epic Beaker and Pathology IT teams to ensure digital systems are appropriately managed to ensure patient safety and in support of the diagnostic, epidemiological and administrative needs of the laboratory.
- To ensure the laboratory complies with all relevant Health and Safety legislation including HSE, ACDP (Advisory Committee on Dangerous Pathogens), UKAS (ISO15189) and Human Tissue Authority. To interpret national and local policies from these external bodies and establish a Quality Management System within the laboratory that maintains compliance.
- To oversee maintenance, engineering and structural services in liaison with Trust Estates Department

PLANNING/ORGANISATIONAL SKILLS

- Plan the delivery of complex specialist laboratory services which will require ongoing (daily in response to immediate challenges and longer term service planning) adjustment of plans and activities so the department remains clinically and financially efficient. Long term strategic planning to ensure the department is up to date and resilient to manage local and national changes to professional guidance from Royal College of Pathologists, NICE, other best practice guidelines, accreditation and regulatory standards.
- Strategic workload planning so that future increases are effectively managed, aligning workforce, financial and equipment resources accordingly to be financially and clinically effective.
- To ensure the department has robust governance in keeping with guidance for Cellular Pathology Services and the Trust Governance framework.
- To lead department sustainability and improvement plans to ensure the service improves productivity and achieves the expected key performance indicators and cost improvement initiatives.

- To coordinate investigation of complex complaints and clinical incidents relating to Cellular Pathology services.
- To be responsible for any action plans required in response to incidents raised and to ensure root cause analysis to prevent re- occurrence
- To ensure appropriate risk assessments are undertaken acted upon and regularly reviewed.
- To ensure the department is fully compliant with the ISO15189:2012 and the Human Tissue Act standards
- To lead the Annual Quality Management Review of the Cellular Pathology department and be responsible for setting the departmental objectives.
- To ensure effective mechanisms are in place for audit, raising and clearing on non-conformances
- To ensure regular review of Internal and External Quality Assurance Schemes and to ensure any non-conformances are acted upon to prevent re – occurrence.
- To ensure effective use of electronic document control system (QPulse) and to ensure reviews are completed and acted upon.
- To ensure all staff are aware of quality policy, quality management system and quality assurance programmes.
- To be responsible for the coordination of needs and requirements of users.
- To contribute to and work within a safe working environment

PATIENT/CLIENT CARE

- Accountable for the delivery of the Scientific and Technical Cellular Pathology services so they meet the needs of patients.
- To participate in marketing of the laboratory services including liaison with service users to ensure services are meeting requirements of patients
- Ensure Cellular Pathology services meet the needs of patients by supporting patient pathways through meeting national and local performance metrics, with particular reference to Cancer performance.

POLICY/SERVICE DEVELOPMENT

- Responsible for the development and implementation of policies and procedures for Cellular pathology services that impact the organisation as well as the service. This includes ensuring all policies and procedures are developed and updated so they are fit for purpose.
- Be a key person involved in the strategic development of Cellular Pathology services at the Royal Devon and across the Peninsula Pathology Network

FINANCIAL/PHYSICAL RESOURCES

- Budget manager who ~~is~~ must ensure effective management of the Histology, Cytology and Mortuary budgets in line with Service & Trust objectives. To be a level 2 budget authoriser with delegated authority up to £99,000.
- Develop the service with business cases for pay, non-pay and capital schemes, including new and replacement high value equipment in line with clinical and operational efficiency needs.

- To determine requirements for new equipment to ensure the service is utilising the most up to date automation and maintain an up to date equipment asset register.
- To ensure value for money. Plan & deliver agreed Delivering Best Value / Cost Improvement Programs for service.
- To ensure timely and cost-effective procurement of supplies including initiation, design, evaluation, negotiation and documentation of tenders
- To be responsible for acquisition, control and utilisation of stock and consumables and authorise invoices for supplies and services.
- To manage external contracts, including the management of contracts, the provision of contract monitoring information and invoicing for testing and services provided, NHS, non-NHS and commercial.
- To participate in marketing of the laboratory services including liaison with service users to ensure services are meeting requirements of patients

HUMAN RESOURCES

- Line manage all scientific, technical and admin & clerical staff across the Cellular Pathology Service to ensure effective performance.
- To lead on recruitment and retention of staff ensuring effective succession planning for robust service delivery
- To ensure all Trust HR requirements for staff are met including appraisal, Sickness absence, completion of mandatory training and other relevant performance indicators
- To be responsible for ESR & Health Roster returns
- To lead on HR issues in liaison with HR managers and to lead in disciplinary issues up to and including disciplinary hearings
- To lead in departmental issues involving disputes / interpersonal conflict
- To ensure the welfare of staff including full consultation on service changes
- To take responsibility for induction, education and training of all scientific and support staff
- To ensure staff have opportunities for training including the provision of registration and specialist portfolio training for Scientific staff
- To ensure staff are compliant with HCPC requirements including Continuous Professional Development activity
- To ensure sufficient forums and meetings are available to staff to facilitate effective departmental communication
- To take part in regular performance appraisals

INFORMATION RESOURCES

- Be responsible for the governance of the Cellular Pathology Laboratory Information Management System (LIMS), other patient data processing systems and equipment middleware in use in the

service by providing oversight of the Epic Beaker and Pathology IT teams so they deliver digital systems clinically & operationally fit for purpose.

- Oversight of all other laboratory information systems that process or record data associated with providing a complex Cellular Pathology Service.
- Ensure all systems meet the Trusts Information Governance requirements to be compliant to the Data Protection Act through working with digital services and Information Governance
- To participate in marketing of the laboratory services including liaison with service users to ensure services are meeting requirements of patients

RESEARCH AND DEVELOPMENT

- To participate in regularly in R&D activities and to encourage others to do likewise
- To ensure the department is reimbursed for the work and activity related to commercial and non-commercial research and trials.

PHYSICAL SKILLS

- Level of physical skills with a high degree of accuracy to allow regular computer use including preparing large documents and spreadsheets, manual dexterity, low risk manual handling and good hand/eye co-ordination for some laboratory tasks.
- Ability to work rapidly at busy times with a high degree of accuracy to produce high quality work to deadlines.

PHYSICAL EFFORT

- Regular physical effort associated with manual dexterity, low risk manual handling and good hand/eye co-ordination
- Frequent requirement for sitting at a computer, for example in Microsoft Teams meetings for long periods or sitting/standing in the laboratory at an analyser workstation or microscope for a substantial period of times during a shift

MENTAL EFFORT

- Frequent requirement for prolonged concentration with an unpredictable work pattern and regular interruptions.
- Ability to take responsibility for the department's staff, its work and its output
- Use of a variety of IT systems
- 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
- Management of subordinate staff
- In a managerial role, daily ability to multi-task with frequent interruptions

EMOTIONAL EFFORT

- Ability to take responsibility for the department's staff, its work and its output
- Ability to cope with frequent managerial and clinical situations, dealing with patients, relatives, colleagues and other NHS staff
- Occasional exposure to highly emotional & distressing circumstances when dealing with patients, relatives, colleagues and other NHS staff. In particularly in connection with management of Mortuary services and the provision of a public mortuary and Coronial and Forensic post mortem services.
- Awareness of necessity for absolute confidentiality
- Clear communication of detailed and sensitive information with users, patients and colleagues
- Management of all grades of staff

WORKING CONDITIONS

- Daily exposure to bodily fluids and chemicals of varying hazard
- Daily and prolonged use of Display Screens (VDU)
- Regular exposure to deceased patients, whilst providing oversight of the mortuary services, with occasional exposure to bodies following a traumatic death, decomposition or other unpleasant circumstance.
- Use of Personal Protective Equipment as required
- Coping with high temperatures and noise

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing

- Encouraging and support staff engagement in delivery of the service
- Encouraging staff to comment on development and delivery of the service
- Ensuring during 1:1's / supervision with employees you always check how they are

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

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.

PERSON SPECIFICATION

Job Title	Cellular Pathology Laboratory Manager
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Scientific BSc degree or equivalent MSc in Biomedical Sciences/FIBMS or equivalent HCPC registration Chartered Scientist status or documented proof of CPD Management qualification (NVQ Level 4) Leadership qualification Quality management qualification	E E E E E E E	
KNOWLEDGE/SKILLS A high level of theoretical and practical skills in Cellular Pathology Sciences Ability to hypothesise and evaluate practice Ability to lead and motivate a large team to achieve results Ability to manage performance Ability to set direction, innovate and encourage improvement	E E E E E	
EXPERIENCE Significant post graduate experience in Cellular Pathology Sciences Proven experience in laboratory management, leading a team of scientific and technical staff Significant experience leading service developments with evidence of achieving significant change for the benefit of patient care. Evidence of strategic planning Proven experience of staff management including recruitment and selection, disciplinary procedure and appraisals. Proven experience of budget management Wide experience of health & safety and risk management issues.	E E E E E E E	
PERSONAL ATTRIBUTES Excellent interpersonal & communication skills Ability to lead and motivate staff and develop teams To be innovative Ability to work in a busy environment Ability to manage change Excellent organisational ability	E E E E E E	
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	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				Y
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				Y
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y				Y
Respiratory sensitisers (e.g isocyanates)	Y				Y
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			Y	
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y	Y			
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y	Y			
Driving	Y	Y			
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y			Y	
Working in isolation	Y	Y			
Challenging behaviour	Y		Y		