

## **JOB DESCRIPTION CONSULTANT CELLULAR PATHOLOGIST**

### **Introduction**

We are seeking to appoint one (10 PA's) Consultant Cellular Pathologist to West Hertfordshire teaching Hospitals NHS Trust. The posts afford the opportunity to work with 10 other pathologists in a major department in one of the larger Trusts in the Eastern Region. WHHT has acute services which are centralised on the Watford General Hospital site. These include gynae cancer which is centralised for a large geographical area encompassing East Hertfordshire and South Bedfordshire. The Trust also has services at Hemel Hempstead Hospital and St Albans City Hospital. The post holder will have specific interests in line with the clinical service needs.

The post holder is expected to participate in the surgical pathology service. There is no cervical screening cytology service at the Trust. The post holder will have the opportunity to participate in the diagnostic cytology service.

There is a degree of subspecialisation in the department and the precise job content will be discussed on an individual basis in consultation with consultant colleagues. However, there is a significant workload in gynae, dermatopathology and in uropathology. It is likely that the appointee would participate in one or more of these specialty areas together with support for other areas in cancer reporting, subject to the interests of the successful applicant and service needs within the Trust. Consultants in the department currently spend approximately 85% of their time involved directly in clinical service provision and 15% undertaking support activities, research and postgraduate teaching.

Histopathology and diagnostic cytology are centralised at the Hemel site and the post holder will be based there.

Following national requirements from NHS England and Improvement, the Trust is pursuing a tender for pathology services across the STP (which covers Herts and West Essex).

## Trust Overview

West Hertfordshire Hospitals NHS Trust is an acute trust providing hospital services to over 500,000 people living in Hertfordshire and north London. It has three hospitals (Watford General, St Albans City Hospital and Hemel Hempstead Hospital). The trust also manages an outpatient physiotherapy unit at Abbots Langley. The Watford site is by far the biggest and is the focus for the trust's emergency and specialised care. The trust provides a range of more specialist services to a wider population, serving residents of north London, Bedfordshire, Buckinghamshire and east Hertfordshire.

We employ around 5,000 staff and over the course of a year treat nearly a million people, including 150,900 people attending our emergency services, nearly half a million via outpatient clinics and deliver about 4,600 babies.

There has never been a more exciting time to join West Hertfordshire Teaching Hospitals NHS Trust!

The Trust is in line to receive government funding for major redevelopment works with construction due to start on new buildings in 2024. Plans include a new building at Watford General Hospital to house all clinical services with our hospitals at Hemel Hempstead and St Albans being refurbished throughout with some new buildings.

But our redevelopment is not just about new buildings. Each of our three hospitals will have a clearer role and a higher level of specialist care. This is a unique chance to be at the forefront of national efforts to transform how healthcare is provided for local people. Our hugely experienced project team of senior clinicians, architects, planners and construction experts have shaped our plans which embrace the latest best practice, including advances in design and digital healthcare.

The Trust is delighted to have recently been awarded Teaching Hospital status in recognition of its wide and well-renowned role in educating doctors, nurses and other healthcare professionals.

We have recently opened a multi-storey car park at Watford General Hospital.

We encourage and welcome people with disabilities. For any additional information, please kindly contact recruiting manager, via, [alex.sarkodie@nhs.net](mailto:alex.sarkodie@nhs.net).

We strive to live by our Commitment, Care and Quality values and are committed to promoting inclusion, where every staff member has a sense of belonging.

# Meet the board

August 2023

(v) Voting member



Phil Townsend (v)  
Chairman

Matthew Coats (v)  
Chief Executive



Jonathan Rennison (v)  
Vice Chair  
Chair of Charity Cttee  
Care of the Elderly Lead  
Learning from Deaths  
Lead, Maternity Lead

Ginny Edwards (v)  
Chair of Quality Cttee  
Non Executive Director  
Freedom to Speak Up  
Lead

Harvey Griffiths (v)  
Chair of Finance Cttee  
Non Executive Director

Natalie Edwards (v)  
Chair of PERC  
Non Executive Director  
Health and Wellbeing  
Lead

Edwin Josephs (v)  
Chair of Audit Cttee  
Non Executive Director  
Security Lead and  
Doctor's Disciplinary Lead

Helen Davis  
Chair of GPC  
Associate Non Executive  
Director

Professor Ann Griffin (v)  
Non Executive Director  
Lead on Teaching Status



Toby Hyde  
Chief Strategy and  
Collaboration Officer

Paul Bannister  
Chief Information Officer  
and Senior Information  
Risk Officer

Kelly McGovern (v)  
Chief Nurse and Director  
of Infection Prevention  
and Control

Andrew McMenemy  
Chief People Officer

Don Richards (v)  
Chief Financial Officer

Mary Bhatti (v)  
Acting Chief Operating  
Officer

Dr Michael van der Watt  
(v)  
Chief Medical Officer and  
Director of Patient Safety

Alex White  
Chief Redevelopment  
Officer

## In Attendance



Dr Andy Barlow  
Divisional Director for  
Medicine

Mr Drostan Cheetham  
Divisional Director for  
Surgery, Anaesthetics  
and Cancer

Mr William Forson  
Divisional Director for  
Women's and Children's  
Services

Dr Rachel Hoey  
Divisional Director for  
Emergency Medicine

Martin Kebble  
Divisional Director for  
Clinical Support Services

Mitra Bakhtiari  
Director of Midwifery and  
Gynaecology Nursing

Find us online @WestHertsNHS



www.westhertshospitals.nhs.uk

**team westHerts**

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For more details, please see link below.  
<http://www.westhertshospitals.nhs.uk/about/trustboard.asp>

## Our hospitals



### Watford General Hospital

**Watford is the main site for emergency and specialist care. The clinical services include:**

- Women's and children's services, including a consultant-led delivery unit, midwife-led birthing unit, antenatal and postnatal clinics
- Emergency care, including accident and emergency, acute admissions unit
- Ambulatory care unit, acute wards, intensive care unit and emergency surgery
- Planned care, including outpatients and complex surgery
- Medical care, including cardiology, care of the elderly, dermatology, endocrinology-diabetes, gastroenterology, haematology, neurology, respiratory, rheumatology and stroke
- Clinical support, including X-ray, CT, MRI, ultrasound, pathology, pharmacy, radiology, physiotherapy, occupational therapy and dietetic services

### Hemel Hempstead Hospital

**The clinical services offered at Hemel Hempstead include:**

- Antenatal and community midwifery
- Outpatients
- Step-down beds for patients
- Urgent care centre
- Medical care, including endoscopy and cardiac lung function testing
- Diagnostic support, including X-ray, CT, MRI, ultrasound and non-urgent pathology

### St Albans City Hospital

**St Albans is our elective, ie pre-arranged and non-emergency, care centre. The clinical services offered include:**

- Antenatal and community midwifery
- Outpatients
- Minor injuries unit
- Elective and day surgery
- Clinical support, including X-ray, ultrasound, mammography and blood and specimen collection



We have a set of values that governs everything we do at work, from making difficult decisions to how we work with our colleagues. Our values give us all a common purpose and help patients, as well as their family and friends, to know what to expect of everyone they meet when they visit one of our hospitals.

There is also evidence that where positive values are understood and followed by all staff, patients receive better care.

### Opportunities for development

As a Trust, we offer excellent educational and development opportunities for all staff. With strong links to the local universities, we offer an extensive portfolio of courses and programmes ranging from personal development through to leadership and management skills.

Our Leadership Academy develops leaders for the future and our induction introduces new recruits to the values of the organisation and provides important information about the benefits offered to our staff.

### Staff health and wellbeing

We believe in supporting staff and promoting a positive work and life balance. Our Balance4Life programme offers staff a wide range of regular health and wellbeing events and activities, including fitness classes, health checks, talks and seminars.

### Local information

Our hospitals are a great place to live and work. We are close to the beautiful Hertfordshire countryside and historical places of interest, with great shopping, excellent restaurants and a vibrant night life. There is a wide variety of leisure, cultural and recreation facilities within the locality and there are excellent schools with a variety of primary, secondary, grammar schools and sixth form colleges available.

We have first rate transport links with central London, which is easily reached within 30 minutes by rail travel. Bus services run between the train stations and Watford Hospital. The M25 is approximately 15 minutes due north and all three towns are within easy reach of London and Heathrow and Luton airports.

Hemel Hempstead is close to London and served by the M1, and M25 motorways. There is a rail link from London (Euston) to Hemel Hempstead that takes approximately 25 minutes.

St Albans is 25 minutes from London, close to the M25 and M1 and only 17 minutes by rail from London via the Thames Link.

For more information about the work of our hospitals, please visit: [www.westhertshospitals.nhs.uk](http://www.westhertshospitals.nhs.uk).

You can also join our 5,000+ followers we have on Twitter ([www.twitter.com/WestHertsNHS](https://twitter.com/WestHertsNHS) or @WestHertsNHS) or 'like us' on Facebook ([www.facebook.com/WestHertsNHS](https://www.facebook.com/WestHertsNHS)).

You can view photos from our hospitals on our Flickr page: (<https://www.flickr.com/photos/westhertsnhs>)

### **Divisional Management Structure**

Clinical services are organised into one of five divisions as follows:

- Medicine
- Unscheduled Care
- Surgery, Anaesthesia and Cancer
- Women's and Children's services
- Clinical Support

Each of these Divisions has a Divisional Clinical Director, Divisional Manager, and where appropriate, a Head of Nursing. A tier of Clinical Directors, Service Managers, and Modern Matrons supports this core divisional management team. The Clinical Divisions are supported by various corporate functions, including Finance, HR and IM&T.

### **Clinical Strategy**

The Trust has developed a strategic outline to redevelop the Watford Site which will remain the location for emergency and specialised care. This will be in conjunction with the scheme to clean up the River Colne and adjacent land with plans for a trade park, green spaces, housing and a school. As part of this some services will move off the Watford General site and there will be development at the St Albans City Hospital site.

### **Additional Information**

#### **Local Information**

There are good road and rail links to Watford via motorways, rail and underground. London is 20 minutes away by train. Bus services run between the railheads and Watford Hospital. The M25 is approximately 15 minutes due north. Heathrow lies to the west, approximately 25 minutes away via the M25. There is a wide variety of leisure, cultural and recreation facilities within the locality and there are excellent schools with a variety of primary, secondary, grammar schools and sixth form colleges available.

Hemel Hempstead is close to London and served by the M1 and M25 motorways. There is a rail link from London (Euston) to Hemel Hempstead that takes approximately 25 minutes.

St Albans is 25 minutes from London, close to the M25 and M1 and only 17 minutes by rail from London via the Thames Link.

All three towns are within easy reach of London, Heathrow and Luton airports, with a good Jet Link service from Hemel Hempstead.

#### **Website**

For more information, please visit the Trust's website [www.westhertshospitals.nhs.uk](http://www.westhertshospitals.nhs.uk).

#### **The Pathology Directorate**

The Pathology Board manages the Directorate across all the hospital sites and is headed up by the Clinical Director of Pathology who is accountable to the Divisional Director of the Clinical Support Division. Each department has a single head, with site-based deputies and management arrangements are consistent with the Strategic Review of Pathology Services (paragraphs 4:22 – 4:26).



The Pathology Budget of £11.2m is held by the Clinical Director of Pathology and is delegated to departmental heads and managed by the Pathology Services Manager. The Cellular Pathology Department budget is £2.8m. This includes andrology services. Responsibility for arranging workload/activity contracts lies with the Finance Department in consultation with Pathology. Other contracts are negotiated on an individual basis.

Divisional Director Clinical Support  
Clinical Director of Pathology  
Divisional Manager Clinical Support  
Pathology Services Manager

Mr Martin Keble  
Dr Justin Harrison  
Mr Jonathan Turner  
Ms Pamela McColgan

The Trust has taken the decision to outsource pathology and NHS Improvement required this to be on a multi-Trust basis in order to form a Pathology Network. Therefore, a tendering exercise is currently ongoing in conjunction with East and North Hertfordshire NHS Trust (Stevenage) and Princess Alexandra Hospital NHS Trust (Harlow). In terms of employment, it is expected that the consultants will remain NHS employees of their Trusts, while the biomedical staff are likely to transfer to the new provider.

## **Consultant Pathologists Base**

### **Consultant Cellular Pathologists:**

Dr Anju Agarwal  
Dr Tony Maddox  
Dr Matilda Ralph  
Dr Paul Richman  
Dr Fiona Scott  
Dr Rowena Smith  
Dr Anupama Swamy\*  
Dr Lutful Wahab  
Dr Bharati Tripathi  
Dr Sabina Mistry  
1x vacancy

Hemel Hempstead  
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Hemel Hempstead

### **Consultant Cytopathologists:**

Dr Anju Agarwal  
Dr Tony Maddox  
Dr Sabina Mistry

Hemel Hempstead  
Hemel Hempstead  
Hemel Hempstead

### **Consultant Microbiologists:**

Dr Hala Kandil  
Dr Eleanna Giannatou  
Dr Madhuri Vidwans

Watford  
Watford\*  
Watford

### **Consultant Haematologists:**

Dr Anna Wood  
Dr Justin Harrison  
Dr Branislav Czako  
Dr Gail Abrahamson  
Dr Hassan Al-Sadar

Watford\*  
Hemel Hempstead  
Watford  
Watford  
Watford

### **Consultant Clinical Scientists:**

Mr Bharat Patel  
Dr Jude Fleming

Watford  
Hemel Hempstead

### The Pathology Laboratories

The pathology laboratories are situated on the Watford and Hemel Hempstead sites. Histopathology and cytology both are on the Hemel Hempstead site.

	<b>Current disposition and UKAS status of Laboratories</b>
Haematology	Hemel Hempstead and Watford full accreditation
Blood Transfusion	Watford full accreditation
Immunology	Hemel Hempstead full accreditation
Chemical Pathology	Hemel Hempstead and Watford full accreditation
Microbiology	Watford full accreditation
Histopathology	Hemel Hempstead full accreditation
Andrology	Hemel Hempstead full accreditation
Cytology	Hemel Hempstead full accreditation

### Laboratory Support Services

- 1. Business Support Team:** There is a common business team working across all sites. This is led by the Clinical Support Services Manager who also supports the Radiology, Pharmacy and Outpatient Departments. Other members of the team include the Pathology Services Manager and a common IT team.
- 2. Information Technology Team:** Both laboratories use the WinPath laboratory computer. There is a single IT support team consisting of three whole time and one part time BMS' with site-based database co-ordinators in each department. The team is managed by the Trust IT department. A new computer system has been provided and there are electronic links to all GP surgeries. The Trust's main provider of IT services is ATOS, an outsourced company.
- 3. Phlebotomy Support Team:** Three separate teams work on the three hospital sites providing inpatient and outpatient phlebotomy services. Services are also provided to some of the local GP surgeries.
- 4. Office Support Team:** There is clerical support to the laboratories on all sites providing support to specimen reception, telephone enquiries and secretarial backup.

### The Department

#### West Herts NHS Trust

There is a Head of Department for Cellular Pathology with clinical leads for cytology and andrology. The histopathology laboratory provides a full range of specimen examination, cut-up facilities, block processing, slide preparation, special stains, immunocytochemistry and reporting. Perinatal services are not provided locally with the perinatal service provided by London Teaching Hospitals. There are no specialist neuropathology services. Post mortem services are provided to the Trust and HM Coroner and all autopsies are currently performed at the Hemel Hempstead mortuary. There is a contract to provide an autopsy service to HM Coroner and participation is with agreement from the Coroner. Currently pathologists participate in the service depending on their interest and local need.

Diagnostic cytology services include rapid onsite evaluation (ROSE) of specimens from endobronchial and endoscopic ultrasound as well as head and neck ultrasound lists. Two members of the BMS staff have attained the Diploma in Expert Practice in Non-gynaecological Cytology and are undergoing competency development to report a range of negative samples.



The Andrology service for the Trust is provided at Hemel Hempstead and is fully incorporated within the Cellular Pathology service.

<b>Type of activity</b>	<b>Requests 2019</b>
Surgical Pathology	29,079
Diagnostic Cytology	2,486
Andrology	Approx 800
Adult Autopsies	700

The histopathology, cytology and andrology services and laboratories have full accreditation.

The Consultants all participate in North Thames West EQA scheme and other schemes depending on specialty interests

The histopathology laboratory participates in the UK NEQAS schemes for Cellular Pathology Technique, Immunocytochemistry and Bone Marrow Trepshines.

The andrology laboratory participates in the UKNEQAS scheme for Reproductive Science.

The cytology laboratory participates in the National technical EQA scheme for Non-gynaecological Cytology. The consultants and two BMS staff with the Diploma of Expert Practice participate in the pilot National individual EQA scheme for non-gynaecological Cytology.

The lead pathologists, supported by the speciality team, provide MDT input. MDTs are held at Hemel Hempstead, Watford and St Albans. MDTs are attended in person or via video conferencing or meeting apps.

Currently, consultants cover the MDTs based upon their expressed clinicopathological interests and the separate specialties have a lead pathologist and separate site lead as necessary. Most of the MDT meetings are centralized on the Watford site.

MDTs across the sites are facilitated by video-conferencing or meeting apps. MDTs vary within specialties from weekly to monthly. MDTs covered include breast, upper GI, lower GI, skin, gynaecology, colposcopy, respiratory, urology and tumours of undetermined primary. Both the super specialist MDT for skin and the MDT for urology are based in E&N Herts at Stevenage with video-conferencing with participation by West Herts pathologists.

## **Staffing**

Consultants:

Dr Matilda Ralph	Deputy Head of Department for Cellular Pathology, Breast lead
Dr Lutful Wahab	Educational Supervisor, interest in breast & urology
Dr Anupama Swamy	Head of Department for Cellular Pathology, Upper GI and Bowel cancer
screening lead	
Dr Fiona Scott	Gynaecology lead, Designated Individual for the HTA
Dr Paul Richman	Upper and lower GI reporting
Dr Rowena Smith	
Dr Bharati Tripathi	Urology Lead
Vacant	Breast Lead

Jointly in Cytology:

Dr Tony Maddox	Clinical lead for Cytology, Lung lead
Dr Sabina Mistry	Colposcopy lead
Dr Anju Agarwal	Lower GI lead and CUP lead.

### **Trainees: -**

There are three Specialty Training posts (StRs) on rotation in the NW London Health Education Training Scheme.

WHHT has trainees on secondment on honorary contracts from North London training rotations in order to provide autopsy training at the Hemel Hempstead site.

The trainee programme for NW London is managed by Imperial as Lead Provider supported by Health Education England North West London (HENWEL).

The programme is agreed by the London Histopathology Specialist Training Committee, chaired by Dr Martin Young. They are part of the School of Pathology.

### **BMS Staff:**

Cellular Pathology:	Band 8b	1.0 WTE
	Band 8a	1.0 WTE
	Band 7	3.8 WTE
	Band 6	2.0 WTE
	Band 5	5.0 WTE
	Band 4	3.0 WTE
	Band 3	4.6 WTE
	Band 2	2.4 WTE

Mortuary:	Band 8a	1.0 WTE
	Band 6	1.0 WTE
	Band 3	3.0 WTE

Clerical Staff:	Band 4	2.7 WTE
	Band 3	1.6 WTE

### **Management Arrangements**

The Cellular Pathology Service is managed in accordance with the Strategic Review of Pathology Services; notably paragraphs 4.22 to 4.26.

The Head of Service for Cellular Pathology is currently Dr Anju Agarwal, with Deputy Head Dr Matilda Ralph. This is reviewed annually with opportunity for all Consultants who express an interest to take on management leads subject to consensus agreement and appointment processes. The appointment of a Clinical Director is subject to a formal appointment process within the Trust by the Divisional Director and the Medical Director. Other management responsibilities are shared between the Consultants that express an interest and the appointee will have equal opportunities of participation.

### **Duties of the Post**

The appointee will, together with Consultant colleagues, be responsible for the provision of Cellular Pathology and Mortuary services to West Herts Hospitals Trust and will be based on the Hemel Hempstead site. Appointees will be expected to provide diagnostic surgical pathology services for the Trust with the distribution of work reflecting service need and specialist interests of the appointee. Opportunities to participate in diagnostic cytology are also available. A separate room with full reporting facilities will be available at Hemel Hempstead. It is expected that direct care clinical PAs will be spent at Hemel Hempstead. The appointee will participate equally in the service and will be expected to participate in the management of the service.

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 responsive and high quality service.

The major clinical services covered are: General Medicine and Surgery, Breast, Gastrointestinal, Dermatology, Gynaecology, Urology, Plastic Surgery, ENT, Ophthalmology, General Orthopaedics and Medical (including Respiratory) services. However, Surgical Respiratory, Surgical Cardiac and Neurosurgical services are not provided.

### **Post Mortems**

West Herts Hospitals Trust has a contract with HM Coroner to provide autopsies for West Herts. There are mortuaries at Watford and Hemel Hempstead Hospitals, though the autopsy service is currently based at Hemel Hempstead and this is likely to be a permanent arrangement.

The appointee has the opportunity to participate in the service and closely supervise trainees who are allowed, with the agreement of the Coroner, to perform autopsies. WHHT provides training in autopsies for trainees in the London Pathology training programmes and an interest in the development of this service would be an advantage. The Trust agrees for up to two hours category 2 work, including Coroner's work, to be part of the contract with a further two hours allowed with "time-shifting". Outside of this timeframe Coroner's autopsies would be expected to be performed outside of the NHS contract.

### **Cytology**

There may be opportunities for candidates who are interested in diagnostic cytology to participate in this service. There is a clinical lead for Cytology, currently Dr Anthony Maddox, appointed for three years and subject to review and further appointment.

Consultants and Biomedical Scientists attend EBUS and offer rapid on site assessment (ROSE) of these specimens. Biomedical scientists alone provide ROSE for pancreatic EUS. Support to a Head-and-Neck clinic is currently being trialled. The workload in EBUS and EUS is increasing. There is currently no one-stop breast clinics requiring same-day reporting.

The diagnostic workload in Cytology is varied. A conditional range of immunocytochemistry is available on cell blocks from both fluid and LBC needle-wash preparations.

### **Continuing Professional Development**

The appointee will be expected to participate in clinical audit and continuing professional development and in relevant quality assurance schemes and proficiency testing.

This Trust supports the concepts of continuing professional development, clinical audit and external quality assurance and encourages all Consultants to participate in these activities by providing time and resources. There is a maximum of 30 days paid study leave and expenses in any three year period starting from the day of appointment. This includes off duty days that fall within the study leave period.

### **Teaching**

There is an active postgraduate centre on all sites with regular clinical meetings and the appointee will be expected to participate in the educational programme. The postgraduate centres provide library facilities.

There are three substantive specialist training posts attached to the NW London rotation and the Trust provides training in autopsies to other trainees on an ad hoc basis. The department has educational approval from the College and Deanery. The appointee would be expected to participate in training of specialist trainees at all levels.

### **Clinical Governance**

The appointee will be expected to contribute to and comply with statutory requirements in particular Health and Safety programmes.

There is a programme of documentation and reporting of complaints and critical incidents. The Trust has a rolling programme for Clinical Governance in which the Pathology department participates.

### **Division of work and Job Plan**

The allocation of time between various duties of the post will be open to some adjustment in consultation with Consultant colleagues and the Trust but initially will be as follows:-

Histopathology and Autopsies including participation in MDTs and essential travel 8.5 PAs

Teaching, Audit, Research and Administration up to 1.5 PAs

### **Out of hours**

There is no requirement for a formal on-call commitment. Currently there is no Saturday or Sunday laboratory or clinical working though, as part of a national NHS initiative, the feasibility and extent of 7-day working is being examined by the Trust.

### **Leave**

Consultants are expected to cover for annual and study leave according to Trust policy and procedures so that all sub-specialties are adequately serviced. Locum cover is not provided.

### **Facilities**

The appointee will have an office with computer and modern microscope with teaching facilities. Secretarial support is provided. The department is well equipped with current books and journals and these are updated as appropriate. Access to electron microscopy, molecular pathology and immunofluorescence is not provided within the Trust. There are excellent immunocytochemistry facilities.

### **Main conditions of service**

Contracts: The post will be offered under the terms and conditions of the new consultant contract.

The West Hertfordshire Hospitals NHS Trust will issue a contract for the number of programmed activities that the appointees and the Trust agree.

Salary: The present salary scale is £93,666 – £126,281 per annum (pro rata for part time posts) plus outer London weighting supplement. There is no on-call requirement.

Annual Leave: Six weeks plus two days annual leave and bank holidays (pro rata for part time posts) and subsequent leave arrangements in line with the Consultant contract.

Study Leave: There is a maximum of 30 days paid study leave and expenses in any three year period starting from the day of appointment. This includes off duty days that fall within the study leave period. There is a maximum budget of £500 per year study leave expenses.

Pension Rights: The option to continue with the NHS Superannuation Scheme is maintained. Previous contributions to the scheme will be transferred to West Hertfordshire Hospitals NHS Trust. Transfer to a Trust Hospital does not affect pension rights.

**Note** The duties and responsibilities outlined in this job description although comprehensive are not definitive and successful appointees may be required to perform other duties at the request of their manager.

This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the hospital. Any such changes will be fully discussed with the post holder.

### **Annual Appraisal**

All Consultants are required to participate in annual appraisal. The Trust has a bank of trained appraisers and Consultants are allocated an appraiser subject to agreement by the Medical Director. Appraisals are collated electronically using Premier-IT system. Consultants are expected to comply with GMC requirements for revalidation. The Trust's Responsible Officer is Dr Michael Van der Watt.

### **Visiting Arrangements**

Arrangements to visit West Herts Trust can be made with:

Dr Anupama Swamy

Tel: 01442 287 844

Email: [Anupama.Swamy@nhs.net](mailto:Anupama.Swamy@nhs.net)

Dr Matilda Ralph

Tel: 01923 217815

Email: [matilda.ralph@nhs.net](mailto:matilda.ralph@nhs.net)

Other personnel:-

Chief Executive

Mr Matthew Coates

Tel: 01923 436209

Medical Director

Dr Michael Van der Watt

Tel: 01923 436206

Clinical Director

Dr Justin Harrison

Tel: 01923 436285

**Person Specification Form**

**Job title:** Consultant Cellular Pathologist

**Department:** Cellular Pathology (Histopathology, Diagnostic Cytology & Andrology)

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and training	<p>Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) (or be eligible for registration within six months of interview)</p> <p>CESR/CCT in histopathology</p> <p>Applicants that are UK trained, must ALSO 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 show evidence of equivalent qualification</p>	
Skills and knowledge	<p>Able to communicate effectively with clinical colleagues, managers, other staff, patients, and relatives</p> <p>Able to work efficiently and manage time well</p> <p>Broad general knowledge of clinical context of cellular pathology</p> <p>Able to teach at postgraduate levels both generally and specifically in cellular pathology.</p>	<p>Evidence of planning and completing audit</p> <p>Experience of teaching</p>
Experience	<p>Included/eligible for inclusion in GMC Specialist Register</p> <p>Broad general experience in diagnostic histopathology/cytology</p>	<p>Experience in one or more other subspecialist areas</p> <p>Experience of management issues at departmental level</p>



		Experience in medico-legal autopsies
Personality and disposition	<p>Able to work effectively as part of a multidisciplinary team</p> <p>Flexible attitude to work pattern</p> <p>Supportive attitude towards work colleagues</p> <p>Demonstrable ability to co-operate with working practices within a team</p>	
General		Possession of valid driving licence

## JOB PLAN

### Direct Clinical Care

8.5 sessions to be made up of laboratory work, cut-up, reporting and multidisciplinary team meetings

### Supporting clinical activities

1.5 sessions to be made up of audit, continuing professional development and teaching.

## ADDITIONAL INFORMATION IN SUPPORT OF THE JOB DESCRIPTION

The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

**This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.**

It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimised. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients and visitors are not exposed to unnecessary or avoidable risk.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends

### **Dignity & Respect**

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation

<p><b>Confidentiality / Data Protection / Freedom of Information</b></p>	<p>Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.</p> <p>Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information</p>
<p><b>Information Governance</b></p>	<p>All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner</p>
<p><b>Values Based Appraisals</b></p>	<p>All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them</p>
<p><b>Sustainability</b></p>	<p>It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly</p>
<p><b>No Smoking Policy</b></p>	<p>The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles</p>

<b>Rehabilitation Of Offenders Act</b>	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>
<b>Health Clearance</b>	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract
<b>Professional Registration</b>	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request
<b>Work Visa / Permits / Leave To Remain</b>	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK
<b>Equal Opportunities</b>	Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws
<b>Infection Control</b>	All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps
<b>Health And Safety</b>	All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees
<b>Safeguarding Children &amp; Vulnerable Adults</b>	Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role

<b>Risk Management</b>	<p>All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory</p>
<b>NHS Constitution</b>	<p>The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <a href="http://www.nhs.uk/constitution">www.nhs.uk/constitution</a></p>
<b>Conflict Interests</b>	<p><b>Of</b></p> <p>You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently</p>
<b>Review</b>	<p><b>This job description will be reviewed annually and may be amended considering changing business needs of the Trust</b></p>

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