

JOB DESCRIPTION

Job Details:

Job Title: Cytopathology Laboratory Deputy Manager

Band: 8a

Location: Cotman Centre, Norfolk & Norwich University Hospital

Department: Cellular Pathology

Managerially Accountable to: Cytopathology Laboratory Manager

Professionally Accountable to: Lead Consultant BMS/ CSPL for NNUH cervical screening Lead Consultant Cytopathology

Job Purpose:

The post holder will act as deputy to the Cytopathology Laboratory Manager for East of England cervical screening service and share in responsibility in the management and organisation of all operational areas of the laboratory.

The post holder will use specific scientific knowledge pertinent to cervical cytopathology, HPV testing and non-gynaecological cytology in delivering the service

The post holder will chair department meetings.

The post holder will provide deputy cover for Service Management Business Meetings and strategy meetings as required.

The post holder will be responsible for the day to day delivery of the cervical screening HPV testing programme for the East of England (400,000 samples) and for the non-gynaecological cervical cytology service (2000 samples) that the Trust provides.

The post holder will ensure that key information technology systems are maintained, these include the LIMS, Cyres database and sample taker data base.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Dedication, Integrity and Excellence.

Overview of Essential Responsibilities:

To act as deputy for the cytology section of Cellular Pathology in Departmental, Divisional, Trust and Regional meetings.

Communicates and interprets complex and sensitive test information to managers, consultants, nurses, other health care colleagues, patients and patient carers. Advises consultants of follow-up tests required for management and treatment of patients with abnormal results.

Answers highly complex telephone inquiries and gives advice to pathology users, patients and patient carers about gynaecological and non-gynaecological test results and provides information.

To deliver formal specialized training to groups (including Laboratory staff, Medical staff, Students, GPs, practice nurses etc.) explaining all aspects of Biomedical Science and aspects relating to the cytology service.

Organizes and chairs monthly office administration and BMSW support worker staff meetings.

Acts as the first line of contact in communication with suppliers

Performs highly complex microscopic analysis using fine manipulation and interpretation of clinical data and prolonged concentration during examination of Liquid Based Cervical Cytology (LBC) preparations.

Microscopic analysis including primary screening of LBC prepared slides, quality control in the form of rapid rescreening, and checking, assignation of cytological grade and patient management suggestion for referral for expert opinion.

Reporting of designated categories of microscopic assessments as per laboratory protocol and national requirements and regulations.

Participates in the microscopic review of previous slides for audit purposes.

Participates in external quality assurance slide interpretation.

Responsible for service delivery for urgent & routine work and specialised work achieving stated turn-around times in line with Trust and Service policies, and NHSCSP.

Responds to changes in mandatory requirements for service delivery (e.g. quality standards, turnaround times) and ensures that the service meets the new standards.

Responsible for the prioritisation and organisation of workload and ensure staff rotas provide continuity of cover for all sections of the service. Liaise with section leads to ensure appropriate distribution of workload and staffing.

Develops the service in line with management and National decisions and priorities.

Makes decisions to ensure that the cytology services are maintained on a day to day basis.

Proposes and implements changes that will improve and develop the service for external clinical users

Responsible for developing, writing, authorising, and implementing policies/standard-operating procedures in line with UKAS requirements.

Proposes and implements changes that will improve and develop the service for external clinical users.

Responsible for problem solving and taking action to lower the risk factors, including where necessary reviewing and revising departmental policy.

Laboratory Systems

Responsible for the day to day inputting of requests and results into the Trak system.

Responsible for the day to day running and maintenance of cytology specific statistical software e.g. Cyres which involves cytology and histology data extraction from Trak, data validation using NHS number checker, data import and data matching in Cyres.

Uses Lab Trak to enter patient results.

Uses LabTrak, Excel, PowerPoint, Word, Q-Pulse, Business Objects and Cyres proprietary software to present statistical data to staff and management.

Delivers training staff to create, amend, delete, process, generate, update, report, request, inquire, clarify and store information on patient databases for internal and external clinical users to access.

Uses computer software to develop and create reports, presentations, documents and drawings.

Responsible for regular equipment testing for IT upgrades and patches.

Responsible for interfacing equipment and interfaces (ICE) with the LIMS.

Deputizes in IT meetings for both pathology and for Cellular Pathology Network to discuss maintenance and development of the IT service with the Heads of IT

Named contact for Cytology advice line on Trust website

Ensures that extracts are sent regularly to CSAS.

Line Management/Financial Management Responsibilities:

Will be responsible for running the specimen reception and HPV testing laboratory.

Will be responsible for the line management of specimen reception and HPV testing laboratory staff.

Works with the Cytopathology manager to ensure efficient and effective use of departmental budget and assist in the management of pay and other resources.

Deputises for the Cytopathology manager to support the evaluation, selection, purchase, and maintenance of laboratory equipment and supplies.

Takes day to day responsibility for very complex specialist laboratory equipment.

Maintains the asset register.

Monitors workload activity and ensures that stock levels match demand in the most cost effective manner

Supports the annual review/analysis and renewal of supplies and maintenance contracts for the service and the annual stock check process.

Assists in the preparation of business cases for submission to the trust.

Assists in identifying and implementing cost improvement plans.

Ensures that deliveries are checked and recorded for invoice purposes

Raises orders on the Trust PowerGate system

Provide professional leadership, motivation, support and encouragement for all staff.

Encourages a culture of learning.

To be personally responsible for maintaining own HCPC registration.

Trains healthcare scientific staff and assess competence level within specialised area.

Responsible for keeping training and competency assessments relevant and up to date within the department.

Demonstrates personal ongoing training and mandatory training. Maintain and develop competence to practice by attending courses, lectures, conferences and mandatory Continuing Professional Development (CPD) activities.

Take deputized responsibility for HR issues to include staff recruitment; performance; maintaining high professional standards in promoting dignity in the workplace values and managing stress in the workplace.

To support all aspects associated with the recruitment, selection, appointment and induction of Cytology Laboratory staff to include Apprentice staff, Biomedical Support Workers, Admin and Clerical Office staff, IT support staff, and Bands 4, 5, 6 Biomedical Scientists.

To perform annual staff appraisals (PDRs) for staff directly managed and to ensure that all staff in the cytology section of Cellular Pathology are appraised in accordance with Trust Policy.

Participate in the monitoring; recording and management of absences of staff in accordance with trust policy.

Acts as investigation office for personnel issues such as poor performance, grievance and disciplinary procedures, in accordance with the Trust's Misconduct Policy.

Assists in investigating incidents in line with the Trust's Incident Management and Investigation Policy.

Counsel/mentor staff as appropriate. Ensure compliance with personnel policies and procedures.

To address staff performance issues or required development by timely discussion with the individual and appropriate documentation.

Ensure performance issues already raised with an individual are reviewed at staff appraisal (PDR). This may involve liaising with other senior staff/appraisers in the department to both provide and invite feedback. Senior staff should work together to ensure a consistent and co-ordinated approach to staff performance and development issues.

Research and Development

Responsible for the implementation of research & development protocols on a daily basis to ensure that the necessary statistical information is collected and checked for accuracy.

Responsible for the clinical and scientific validation of new methods to improve the service and patient tests.

Develops specialised services to include new and emerging technologies and creation of relevant Standard Operating Procedures (SOPs)

Investigates complex quality control issues using research and development techniques and prepares a report of findings for departmental management.

Undertakes and participates in research & development work which includes cooperation with outside agencies. Develops and evaluates new methodologies in the NHSCSP and other areas of cytology for publication in National reports and in scientific journals.

Health and Safety

Responsible for maintaining a safe working environment and actively promotes safe

working practices in all areas of the service.

Ensures that incidents are reported and investigated on the Trust Datix system in accordance with Trust deadlines.

Participates in the ongoing process of risk assessment for all aspects of the Cytopathology service.

Ensures the development and maintenance of the departmental Health and Safety Code of Practice for the service.

Responsible for the implementation of Trust policies within the Cytopathology service.

Participates in annual risk assessments and other safety audits within Cytopathology.

Specific Additional Responsibilities:

This section should list any tasks which are supplementary to the core role

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	Yes
Exposure prone procedures (EPP)	No	Prevention and management of aggression	Yes
Manual handling	No	Crouching/stooping or kneeling	Yes
Night working/shift work	No	Frequent hand washing/wearing gloves	No
VDU user	Yes	Chemical sensitisers	Yes
Driving patients	No	Noise	No
Other (please state)	Choose an item.		

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development a) MSc Biomedical Sciences or Higher Specialist Diploma of the IBMS or equivalent b) BSc (Hons) in Biomedical Sciences or equivalent c) Registration with Health Care Professions Council (HCPC) d) Must hold the NHSCSP Certificate of Cervical Screening e) LBC certificate and training at highest level available nationally f) Chartered Scientist g) Management qualification is desirable	E E E E E D D	AF AF AF AF AF AF AF

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Attitude, aptitude		
a) Has consistently demonstrated an ability to lead a complex multidisciplinary team.	E	AF / I
c) Excellent written and verbal communication skills.	E	AF / I
d) Excellent organisational skills		
e) Self-motivated, ability to use own initiative and effective communicator	E	AF / I
	E	AF / I
f) Be able to adapt to & respond to the changing exigencies of the service		
g) Be committed to the provision & regular monitoring of a pro-active, patient based service	E	AF / I
h) Has an in-depth knowledge of the National Health Service Cervical Screening Programme & other relevant legislation & its application to Cellular Pathology	E	AF / I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence		

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.