

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	Consultant Biomedical Scientist in cervical screening Pathway Manager for <i>{indicate region}</i> an East of England STP region
<b>Band:</b>	8c
<b>Location:</b>	Cotman Centre – NNUH
<b>Department:</b>	Cytology, Norfolk & Waveney Cellular Pathology Service

### **Accountability**

Clinical Lead for Cytology  
Cellular Pathology Service Operations Manager

Consultant BMS Lead/ Cervical Screening Provider Lead for NNUH  
(NNUH Lead service provider)

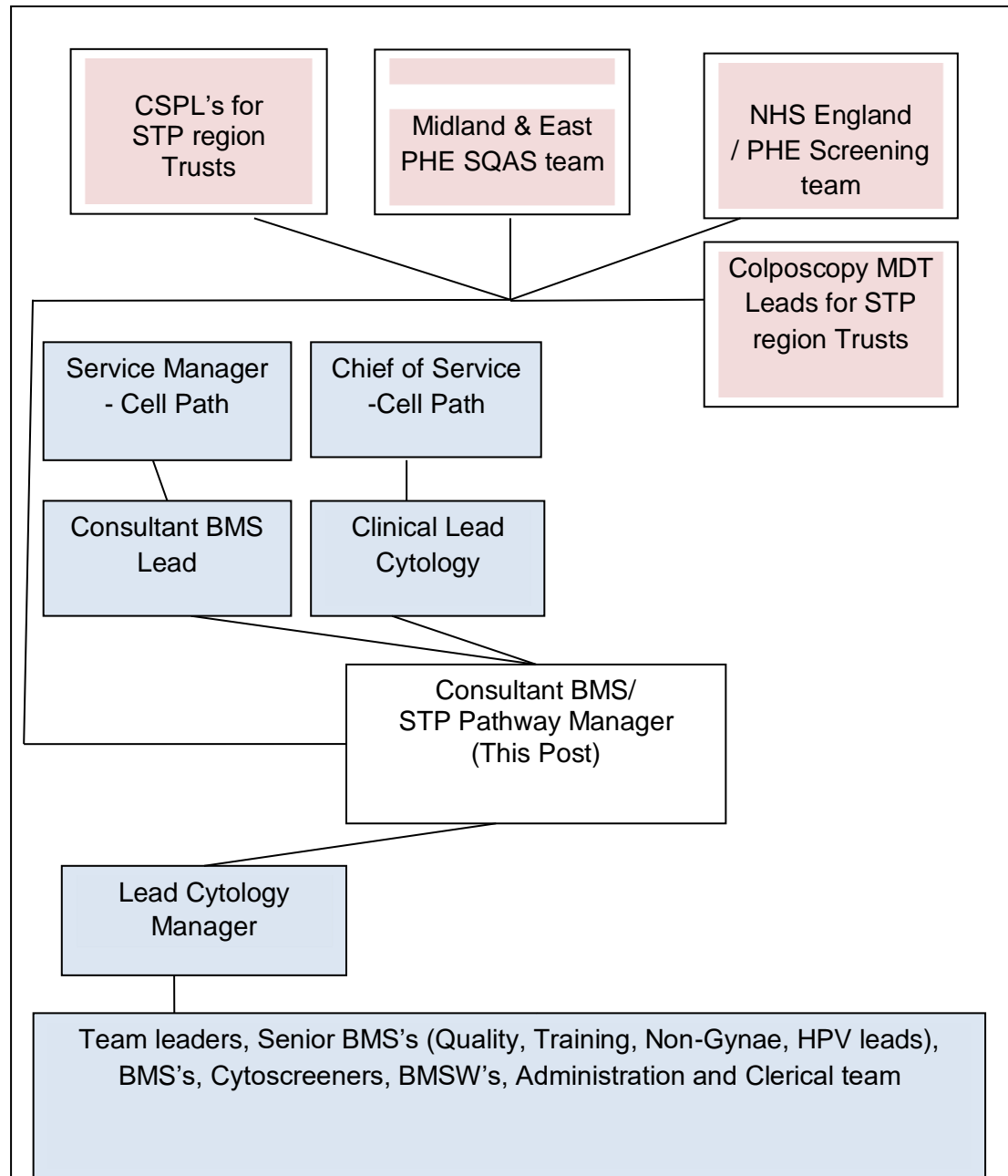
Cellular Pathology Chief of Service

## ORGANISATION CHART:

Key:

NNUH Consultant BMS in cervical cytology

Pathway Manager for *{indicate region}* East of England STP region



## **Job Purposes:**

### **CONSULTANT BIOMEDICAL SCIENTIST IN CERVICAL CYTOLOGY**

The Consultant Biomedical Scientist for the cervical screening service works under the direction of the Cytology Clinical Lead and deputises for the Consultant BMS Lead as required. They will demonstrate advanced knowledge, skills and experience as a clinical cytologist, giving clinical advice on patient management and follow-up recommendations, in line with national guidance and to provide specialist training to departmental staff and to service users both inside and outside of the Trust.

The Consultant Biomedical Scientist will support and develop the departmental team.

### **PATHWAY MANAGER FOR {indicate region} EAST OF ENGLAND STP REGION**

The role of the STP regional pathway manager is challenging and will be expected to take the lead and ensure that inter-organisational co-operation, communication and processes are in place to maintain the quality of the whole screening pathway across the STP region within East of England.

The Norfolk & Waveney cervical screening service is the lead provider for the East of England HPV Primary cervical screening programme serving approximately 400,000 women per year. The East of England area is comprised of 6 STP regions each requiring a coordinated and efficient network of sample transport links from primary care to pathology reception services, IT connectivity, and direct referrals to 18 regional colposcopy units a robust cytology failsafe of all patient referrals and outcomes.

The Pathway Manager is the point of focus for communication between the Norfolk & Waveney cervical screening service and the service users across the STP region. This includes NHS England, PHE Screening team, PHE Screening & QA Team, Cancer Registry, regional STP NHS Trusts, GP surgeries and community clinics, iCaSH sexual health clinics, HM military and HM Prison institutions.

The role is to ensure that professional, well managed and coordinated arrangements are in place for meeting national requirements applicable to those parts of the cervical screening programme.

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, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

## **Overview of Essential Responsibilities:**

### **CONSULTANT BIOMEDICAL SCIENTIST IN CERVICAL CYTOLOGY**

## **Relationships with others:**

To liaise with:

Medical, administrative and scientific staff within the department and the Trust, service users within the Trust, National PHE Screening, local PHE screening teams, NHS England, PHE Screening QA Service, National Call-Recall offices, Norfolk & Waveney GP surgeries, Cytology Training School staff, Commercial Representatives.

## **Core Duties/Responsibilities:**

### **Expert Clinical Practice**

1. Responsible for the management of a complex workload of cytology.
2. This includes participation in primary screening, rapid review, checking and reporting of all grades of cervical cytology samples, giving appropriate management recommendations.
3. Participation in the colposcopy Multidisciplinary Team Meetings (Colp MDT's) for the relevant STP region. Communication with clinicians and colposcopists ensuring correct patients management is provided based on cytological findings. To arrange Consultant BMS cover during planned leave.
4. Promotes and demonstrates best practice within cervical cytology. This requires demonstration of clear scientific and clinical reasoning at an advanced level
5. Co-ordinates and undertakes the processing of LBC gynaecological cytology specimens.
6. Ensures that the ethical and moral dimensions of practice are followed.
7. Maintains personal professional and technical competence and awareness by mandatory CPD in accordance with the continuing registration requirements of the Health Care Professions Council (HCPC).
8. Participates in national proficiency testing in order to demonstrate maintenance of screening competence.
9. Maintains personal and departmental professional standards as required by the Trust, by the HCPC, Institute of Biomedical Science (IBMS) and the Royal Colleges.
10. Provides technical specialist information, often of a complex nature, to service users and within protocols advice of a limited clinical nature including the requirement for further investigations.

11. Instigates co-ordinates and participates in departmental research as required.

### **Leadership and Training**

1. Demonstrates effective communication.
2. Encourages the highest levels of personal and professional standards within the cytology department.
3. Promotes a learning culture within cytology, enabling others to develop to their full potential.
4. Responsible for supporting a programme for the training and development of all staff in the department including evidence of Continuing Professional Development for HCPC (Health Care Professions Council) registration.

### **Research and Development**

1. As a key job requirement, evaluates new methodologies for service delivery in order to continuously develop and innovate practice within Cytopathology.
2. Undertakes and supports reflective practice so that the service continuously improves.
3. Enhances the links between the department and academic and research institutes.
4. Facilitates and initiates departmental research and development programmes to enhance the evidence base and have an impact upon service delivery within the Trust.

### **Health and Safety**

1. Reviews the Trust's and department's health and safety and risk management policies and procedures within the cytology department.
2. Monitors and reviews health and safety and risk management procedures within the department.
3. Ensures that adverse event forms are completed for any accidents, incidents or near misses and that the causes of adverse events are thoroughly investigated.
4. Ensures that inspections and risk assessments are carried out and regularly reviewed.

### **Quality**

1. Maintains high personal standards of work and promotes a similar level of achievement by other staff.

2. Responsible for ensuring that a high quality cytology service is provided, based upon available evidence.
3. Supports the internal quality control of gynaecological cytology specimens.
4. Reviews internal quality control procedures to ensure that clinical risk is minimised and that satisfactory performance is maintained.
5. Participates in and monitors results of external quality assessment schemes and ensures that suitable and prompt action is sought in the event of poor performance.
6. Maintains departmental standard operating procedures (SOPs) in accordance with the laboratory's quality manual.
7. Provides expert input into the STP Trust's clinical governance agenda.
8. Partakes in quality audits and ensures that appropriate action is taken on identified non-compliances as per the accreditation requirements of UKAS (ISO 15189:2012).
9. Works with the Quality Manager, senior departmental staff and others as necessary to ensure the maintenance of all of the standards required for UKAS accreditation.

### **Information Technology**

1. Works with data managers within NNUH and STP Trusts to ensure the optimal use of IT within the Service, particularly in regard to laboratory information systems (LIMS) and Cyles.
2. Uses LIMS to generate statistical information for workload analysis, business planning and clinical audit purposes.
3. Uses IT software applications for the production of business cases and the statistical manipulation of workload and collated information from other sources.
4. Uses Quality Management Software (Q-Pulse) for the maintenance of SOPs, maintaining equipment and training information and the production of quality audit schedules.

### **Support services/equipment**

1. Monitors equipment performance and function within the Service, advising the departmental head as appropriate.
2. Keeps abreast of equipment developments and innovations to ensure that service developments and equipment replacement can be prepared for.

3. Participates in the organisation of meetings for staff and external visitors relating to equipment demonstration and training.

### **Strategy/Policy/Service Development**

1. Contributes to strategic planning of screening services within the Trust and also the local PHE Screening team.
2. Evaluates national policies and participates in local implementation.
3. In liaison with the Service Operational Manager, is involved in the production business cases for the implementation of new technologies or service developments in order to ensure that the department is responsive to local need.
4. Represents the department and Trust at STP regional or national meetings as required providing and disseminating information and advice within their expertise.
5. Actively participates in and maintains a recognised CPD program for mandatory HCPC regulation and PHE cervical screening requirements.

### **PATHWAY MANAGER FOR AN EAST OF ENGLAND STP REGION**

#### **Core Duties/ Responsibilities:**

1. Ensure screening service is coordinated across the STP region so that all parties are clear about their roles and responsibilities at every stage of the screening pathway.
2. Review the national service specification against the screening service provided in across the STP region.
3. To act as liaison for the STP Trusts, PHE Screening team, Programme Leads and PHE Midland & East Screening Quality Assurance Team.
4. To develop joint audit and monitoring processes and collate and monitor data relating to the cervical screening services against national and locally agreed standards for the STP region.
5. To report to PHE Programme Board Meetings for the STP region.
6. To report to the CSPL business meetings at NHS Trusts within the STP region
7. To co-ordinate and produce an annual report for the STP region on the cervical screening programmes.
8. To report to the appropriate bodies any aspect of the programme which does not meet either nationally or locally agreed standards.

9. To alert the Chief Executive/Screening Commissioner of the STP Trusts if any aspect of the cervical screening service is not working to national standards or those agreed in the National Service Specification for cervical screening.
10. To participate in the investigation and management of incidents in accordance with NNUH policies and PHE screening incident management guidance.
11. Ensure robust electronic links with IT systems and relevant organisations are in place across the screening pathway.
12. Ensure transport links are in place to primary care and secondary and/or tertiary care.
13. To ensure robust failsafe mechanisms are in place for patients referred to colposcopy units within the STP region.
14. Contribute to any initiatives led by NHS England or PHE screening teams to develop the screening pathway in line with NHSCSP expectations
15. To support the service leads in delivering the cervical screening service.
16. To be responsible for the cytology reviews and report findings of Cervical Cancer Audit of cases diagnosed within the STP region to include all eligible cytology reviews taken within the last 10 years where the originating reporting laboratory lies within the East of England region.
17. To provide reports to CSPL's and attend patient disclosure meetings in line with STP Trusts Disclosure Policy for the Cervical Cancer Audit.

### **Line Management/Financial Management Responsibilities:**

#### **Financial/Business Management**

1. Liaise with the Service Operations Manager and Clinical Lead for Cytology to monitor efficiency of the service and cost implications of introducing new techniques and technologies and of changing workloads.
2. Assists in identifying priorities for cost improvement initiatives.
3. There is no delegated budget responsibility for the Pathway Manager role.

### **Specific Additional Responsibilities:**

#### **General Employment Responsibilities**

1. Maintains confidentiality of patient reports and records as specified by:



2. Trust policy
3. The Data Protection Act
4. GDPR
5. The NHS Cancer Screening Programmes Information Security, Confidentiality and Disclosure Policies.
6. Undertakes a formal update course at least every three years.
7. Maintains and develops skills and competence as appropriate to the role, including Continuing Professional Development as evidenced by the Personal Professional Portfolio.

### **Working Conditions**

1. Predominantly office based.
2. Prolonged periods of concentration on microscopy and report writing, and in-depth mental attention when participating in case discussions.
3. Also works regularly within a laboratory environment as required in times of staff shortage and also to maintain competency as required by HCPC registration.
4. In laboratory exposed to body tissue and fluids, some of which may be of high risk (i.e. category 3)
5. Occasional exposure to distressing and emotional circumstances in dealing with staff issues
6. Occasional exposure to distressing and emotional direct face to face patient contact with patients who have requested disclosure in line with Trust policy for Disclosure of Cervical cancer Invasive audit which may involve breaking bad news.

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

## **Job Specification:**

		Means of Assessment
	Essential/ Desirable	Application Form/ Interview/Test
<b>Qualifications/training and professional development</b>		
MSc or Fellowship of the Institute of Biomedical Science.	E	AF/I
NHSCSP Certificate of Cervical Cytology	E	AF/I
IBMS Higher Specialist Diploma in Cytopathology	E	AF/I
IBMS/RCPATH Advanced Specialist Diploma in Cervical Cytology.	E	AF/I
HCPC State registration	E	AF/I
Evidence of on-going CPD with satisfactory performance in mandatory EQA scheme/annual national cervical cytology proficiency testing.	E	AF/I
Breaking Bad News Training	D	AF/I
<b>Experience</b>		
Highly developed specialist knowledge of cytology practice underpinned by extensive theoretical and practical experience.	E	AF/I
Extensive experience in a senior position in cytology at a senior grade, working in a field of practice relevant to the cervical screening programme.	E	AF/I
Up to date expertise and theoretical knowledge within Cytopathology and awareness of current professional issues.	E	AF/I
Proficient in quality and clinical audit, administration and development of cytology services.	E	AF/I
Proven ability to lead, motivate and train staff.	E	AF/I
Knowledge of Laboratory Accreditation Standards – UKAS/ISO	E	AF/I
Knowledge of Colposcopy practices and standards.	E	AF/I

<b>Skills, abilities and knowledge</b>		
High level of interpersonal and communication and leadership skills.	E	AF/I
Reliable, responsible and organised, with the ability to work unsupervised.	E	AF/I
Able to work across disciplines and encourage a harmonious team culture.	E	AF/I
Able to master complex facts, reach appropriate conclusions and formulate required/relevant responses.	E	AF/I
Able to recognise and report on a full range of cervical cytology abnormalities.	E	AF/I
Comprehensive knowledge of the principles and practice of the NHS Cervical Screening Programme.	E	AF/I
In-depth knowledge of the quality requirements pertaining to Cytology Laboratories, Colposcopy Clinics and the NHSCSP.	E	AF/I
Able to decide upon and implement policies and procedures within the constraints set by the laboratory, Trust and other regulating and professional bodies.	E	AF/I
Literate in laboratory computerisation and IT software applications, presentation and report writing and auditing as required.	E	AF/I
Good practical knowledge of Health and Safety issues including COSHH, fire regulations and risk assessments.	E	AF/I
Able to plan and organise complex activities.	E	AF/I
Highly developed physical skills required with ability to maintain prolonged concentration and accuracy.	E	AF/I
Able to decide upon and develop departmental research activities.	E	AF/I
Forward thinking and aware of current issues and future trends impacting upon the service.	E	AF/I
Excellent verbal, written and presentational skills	E	AF/I
Adaptable and flexible, receptive to and able to bring	E	AF/I

about change.		
Record of publications.	D	AF/I
Teaching.	D	AF/I
To be licenced and able to drive	D	AF/I
<b>Attitude, aptitude</b>		
Enthusiastic, positive and highly motivated. Able to relate well to all levels of personnel.	E	AF/I
Adaptive and proactive	E	AF/I
Approachable and responsive to users and staff requirements.	E	AF/I
Calm and resilient when under pressure.	E	AF/I
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	E	AF/I
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	E	AF/I

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.