

## Pathology Manager

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**Department:** Health and Community Services

**Division:** Clinical Support Services and Cancer

**Reports to:** Diagnostics Lead

**JE Ref:** HCS612

**Grade:** CS14

**JE Date:** 20/04/2020

### Job purpose

*Give a brief overview of the aim of the job, its level of authority / autonomy, its context in the department and wider organisation and the contribution it makes to the States' strategic goals. It is helpful to construct the sentence in terms of what is done, for what purpose and outcome, and to what audience.*

*It may be helpful to write this last.*

*If this becomes a list of accountabilities or tasks, move them to Job specific outcomes, below.*

As pathology manager and principle biomedical scientist, work with the Diagnostics Lead to provide strong professional leadership within the pathology laboratories, establishing a clear strategic direction for the benefit of clinical users and patients across the island

### Job specific outcomes

*List the most significant responsibilities / outcomes of the job. Focus on the principal areas of work, what they are required to do and how this requirement contributes towards achieving the job's purpose.*

*List no more than 8-10 specific outcomes, ensuring they cover the main and most important parts of the role.*

*As with the job purpose, the main responsibilities should be concise, clear statements, which show what is done, who it impacts, how and why.*

*Remember to use active and direct language. Talk about the work that the job does, not what the whole team or a manager might do.*

Advocate for modern, efficient, highly developed, clinically led, quality assured, professional pathology services, linking strategy and planning to improvements for islanders and visitors

Inspire and motivate biomedical scientists and support staff in the evaluation and implementation of innovations in technology and professional practice to continually improve clinicians' experience of pathology services

Design, resource and implement, using process development and workforce planning tools, effective systems for delivering round the clock pathology and blood transfusion services so that the acute needs of hospital patients are met

Engage with specialist clinicians in outpatient settings to configure specialist pathology services to their unique needs

Reach out to GPs, practice managers, family nursing and other community practitioners to ensure that pathology services best meet the needs of their service users

Promote a culture of quality assurance, through the implementation of a quality policy, and ensure services conform to international quality standards so as to achieve accreditation to BS EN ISO 15189:2012

Educate, train and continually professionally develop biomedical scientists and support staff, through a strategic workforce plan, including links to UK centres, and establish biomedical science as an exciting and attractive career opportunity for prospective employees

Review and audit services, initiatives and projects to demonstrate improvements in efficiency and user experience are aligned to strategic objectives and performance indicators

Ensure responsible use of government funds by balancing the pathology budget

Manage risk through implementation of control measures to ensure that premises and practices are safe for employees and visitors

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p><i>Either</i> A professional doctorate in a biomedical science related subject <i>Or</i> Fellowship of the Institute of Biomedical Science (FIBMS)  BSc(hons) accredited by the IBMS <i>and</i> registered with the HCPC <i>and</i> the Jersey Care Commission as a biomedical scientist</p>	<p>Chartered Scientist  Management qualification  IBMS certificate of expert practice in education and training</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Extensive expert knowledge of biomedical science and its sub-disciplines  Expert knowledge of the regulatory and accreditation framework relevant to pathology service delivery  Knowledge of the government's financial directions, particularly for procurement  Knowledge of employment law and government HR policies</p>	<p>Knowledge of the EU Blood Directives and requirements for Good Manufacturing Practice  Knowledge of the law and best practice for handling human tissue  Knowledge of NHS pathology modernisation plans  Knowledge of pathology IT systems including quality management software</p>

<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Use office IT and specialist pathology IT systems effectively</p>	<p>Able to use highly complex laboratory analysers</p>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent relationship building with both internal and external stakeholders up to and including at a senior level</p> <p>Able to understand and manage a range of highly complex facts or situations requiring analysis</p> <p>Strong problem-solving acumen</p> <p>Excellent communication; verbal and written. Communicates effectively across all levels and media</p> <p>Ability to adapt personal style in order to influence others and gain support for ideas. Demonstrates empathy towards individual clients</p> <p>Ability to team-build and demonstrate leadership qualities such as persuasive communication, self-assurance and be able to command respect and support of the team</p> <p>Able to remain professional and effective under pressure</p> <p>Committed to continuous service improvement and also continued professional development for themselves and their team</p>	

	<p>Self-directed and resourceful</p> <p>Flexible approach to work</p> <p>Excellent persuasion influencing and negotiating skills</p> <p>Able to work in partnership with multidisciplinary colleagues, particularly other managers and medical consultants</p> <p>Able to think strategically for long term service planning</p> <p>Well organised, efficient and able to work to deadlines</p> <p>Project management and change delivery skills</p> <p>Able to coach, develop and motivate others in all of these general skills and attributes</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Significant post-graduate experience as a senior practitioner working with a range of complex conditions in hospital settings. A significant part of this experience should be within their specialist area and at a senior manager level within a laboratory setting.</p> <p>Experience of formulating and delivering strategy, operational management and building, leading and developing a team of staff</p> <p>Experience of leading and working effectively within a</p>	

	<p>multidisciplinary team, including those with members at the highest level of seniority</p> <p>Experience of reviewing, reflecting and critically appraising own practice and performance through CPD and professional / operational supervision and appraisal that is in line with national and local guidelines</p> <p>Experience in analysing professional and ethical issues, proposing and implementing solutions</p> <p>Demonstrable experience of researching, initiating and implementing new practises at a complex level, and leading and managing change</p> <p>Experience of leading in audit / evaluation / research of specialist area and participating in clinical audits</p> <p>Experience of managing a multimillion pound budget</p> <p>Experience of managing a large staff including conducting skill-mix review</p> <p>Experience of operating within a quality management system in an accredited laboratory service</p> <p>Experience of measuring and improving operational performance</p>	
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## Core Accountabilities, Attributes and Behaviour Indicators

### Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.

**The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**