

FELLOW IN CELLULAR PATHOLOGY/HISTOPATHOLOGY ST5-6 LEVEL

General Information

The Princess Alexandra Hospital NHS Trust is a District General Hospital providing acute services to the population of West Essex and East Hertfordshire from a 489 bedded site in Harlow, Essex (PAH) and two Community hospitals, St Margaret Hospital (SMH), Epping and the Herts and Essex Hospital (HEH) in Bishops Stortford. Originally opened in 1965, the Trust's vision is to become one of the best local hospitals in the country and this is based on the foundation of its four values, Respectful, Caring, Responsible and Committed.

The Princess Alexandra Hospital NHS Trust is climbing the performance league tables and was shortlisted for the first ever National Compassionate Patient Care Award and finished runner-up in the 500 entry Guardian Public Service Award for measuring excellence. In addition to this the Trust has been nationally recognised for having one of the highest ratings from "Friends and Family" surveys. Focused on patient experience the Trust has launched a Patient Experience Department and Patient Panel which meets on a monthly basis, receiving presentations from clinical teams across the Trust describing the changes that are enabling the Trust to become more focussed on the needs of patients, families and carers.

Employing just fewer than 3,000 employees with vast amount of experience, skill and expertise, employee performance has placed the Trust amongst the best hospitals in England and Wales. The Trust has significantly changed the way it operates, to strengthen the role of senior doctors, nurses and other clinicians in the running of the Trust. This is a major development as part of the Building for Excellence vision which launched in 2012. The Clinical Led organisation structure contains five Clinical Directors directly responsible and accountable for key decisions about patient care, operational performance and budgets. The Trust believes in investing in employees and rewarding high standards of care and expects all employees to uphold the Trust Values to the highest standard. Professional development is encouraged to work towards role enhancement and the Postgraduate Medical Centre is housed in the listed 19th Century Pardon Hall. Set within the hospital grounds, Pardon Hall contains an extensive library, lecture theatre, study rooms and IT resource room supported by the Trust's Librarians. Pardon Hall also hosts a range of comprehensive postgraduate teaching programmes.

The Princess Alexandra Hospital NHS Trust is conveniently located in Harlow, Essex, 25 minutes' drive to London Stansted Airport and 30 minutes train ride to London Liverpool Street. Harlow also has excellent road connections across England which includes M11, M25, A10, M1 and A1 all in close proximity and PAH site is within walking distance to the town Centre. One of the original New Towns, designed by architect Sir Frederick Gibberd to ease overcrowding in London following World War II, Harlow is a vibrant community with many attractions to appeal to visitors and residents alike including, Parks, Gardens, Art Galleries, Shopping Malls, Theatres and Sports and Leisure facilities. Harlow is both one of the most modern and oldest settlements in England. While the master plan for Harlow New Town was drawn up in 1947, Old Harlow has been around for centuries and the first written record of Harlow was in the Domesday Book of 1086 and features interesting Architecture, History and Heritage.

LOCATION OF DEPARTMENT AND DESCRIPTION OF SERVICES

Summary of locality, facilities and services

Princess Alexandra Hospital Pathology Services

The Pathology services:-

Department of Cellular Pathology, The Michael Letcher Building 15, at the rear of the Princess Alexandra Hospital site

Main Hospital block: Microbiology, Clinical Chemistry, Haematology & Blood Transfusion, on the ground floor of Princess Alexandra Hospital

These services are integrated with individual sections run by section leaders: -

Dr Al-Refaie, Consultant Haematologist

Dr Shico Visuvanathan, Consultant Microbiologist who is also the Infection Control Director for the Trust

Organisation of Pathology Services

In January 2012 The Princess Alexandra Hospital NHS Trust implemented a clinical led organisation. It moved to a structure of five Healthcare Groups. The Clinical Leadership Teams are overseen by the Trust's Medical Director Dr Andy Morris. Each Healthcare Group is led by an Associate Medical Director. Pathology is part of The Cancer, Cardiology and Clinical Support Services Health Group.

Management Leads are: -

Chief Medical Officer Dr Andy Morris

Associate Medical Director Dr Sri Redla

Cancer, Cardiology & Clinical Support Services

Director of Operations Mr Darren Hobbs

Cancer, Cardiology & Clinical Support Services

The Pathology Manager Mr Ian Legg

The Quality Manager Ayse Casey

Professional Leads are:-

Lead Doctor for Pathology Dr Vasi Sundaresan

Head of Cellular Pathology Dr Saimah Arif

Budget (Cellular Pathology)

Non –Pay £ 658,308

Staff (excluding consultants) £1,406,870

Management leads have overall responsibility for the management and budgetary arrangements. Pathology management arrangements have been approved by the Royal College of Pathologists (RCPath) and comply with Health Circular – Strategic Review of Pathology, paragraph 4.22-4.26.

The Biomedical Scientist departmental managers in Cellular Pathology, in consultation with the Head of Department, manage the departmental budget for Cytology and Histology.

We are part of London Cancer for cancer services and part of the East of England Transforming Pathology programme.

All of the laboratories have been upgraded to meet current Health and Safety standards and have UKAS accreditation (ISO 15189:2012) (granted August 2017) and HTA accreditation (last visit December 2016).

Out of hours pathology services are provided at Princess Alexandra Hospital and supported by on-call pathologists. An on call service is not required for Cellular Pathology.

Facilities

The new laboratory provides a fit for purpose building optimising use of 1000 sq. m space and functional flows. New technology to optimise quality and turnaround time for clinicians and patients includes new processing and immunohistochemical machines which allow 'same day' pathology results (dependent on clinical need).

The enlarged immunohistochemical laboratory includes PCR and in situ hybridisation technology to enhance the service for cancer clinicians in the ever expanding field of molecular biology.

The department offers a range of molecular tests for diagnosis: HER2 & FISH testing for breast cancer and intraoperative analysis of breast sentinel nodes for metastases.

SERVICE ACTIVITY

Summary of service activity

Research / Innovation Activity:

Nucleic Acid Chemistry

The Metasin Assay for detection of metastatic breast cancer was developed within Cellular Pathology as part of a MD project. Intraoperative testing of Sentinel Lymph Nodes for metastatic Breast cancer is carried out as part of the range of tests offered within the department. This complements the Breast Cancer services offered within the Princess Alexandra Hospital NHS Trust. This assay has now been CE marked and is used in a diagnostic setting.

The development of this real time PCR assay in-house has facilitated the training of Medical staff as well as BMS staff. To date 4 MSc projects based on molecular RT-PCR have been carried out with submissions to Anglia Ruskin and Essex University. Successful candidates will be encouraged to get involved in the innovative aspects of this diagnostic approach.

Digital Photography

Facilities for Macro/Micro digital photography are present in the department. A meeting room with videoconferencing facilities and a multi-headed microscope exists for teaching, multidisciplinary and management meetings held within the department.

Reference books and journals available in the department and at the Postgraduate Library at PAH

Laboratory Computer

The Laboratory Information Management System (LIMS) is provided by Technidata UK. There is support from the laboratory Data Manager, and Trust IT department. The Data Manager is based in the Cellular Pathology Department to provide data for workload, turnaround times and support for individual PCs and computer system.

Histopathology

The department receives a wide range of surgical and endoscopic specimens from all major specialities including General Surgery, Breast Surgery, Urology, Gynaecology, ENT, Dermatology, Lymphoreticular, Gastroenterology and General Medicine. A service to the NHSBSP is provided with reporting of assessment specimens. Non-Gynaecological cytology specimens include FNAC of breast, thyroid, lymph nodes etc., urine, bronchial washings and brushings, peritoneal and pleural fluids.

Complex Gynae and some Urology cancer specimens are reported at the respective centres for London Cancer.

The laboratory is well equipped with a range of commonly used immunohistochemical stains and an automated immunostainers. PCR and in situ hybridisation techniques have been implemented to extend the molecular profiling of tumours for oncological treatment planning. The plan is to expand on our current molecular service repertoire further across the disciplines.

Cervical Cytology Screening has been transferred to another site. The new post holder is not required to report Cervical Cytology

Non Gynaecological Cytopathology

The non-gynaecological cytology workload includes pleural, ascitic and synovial fluids, gastrointestinal, bronchial and biliary tract brushings, sputa, fine needle aspirates of breast, lymph node, thyroid, salivary gland, ovarian cysts, intraabdominal masses and soft tissue tumours, urine and CSF cytology.

Mortuary

The Mortuary at the Princess Alexandra Hospital functions as a Public and Hospital mortuary service. For the year 2017 there were 1817 deaths and 446 post mortems undertaken by the departmental histopathologists, the majority of which are performed for H.M Coroner. The design of the post-mortem suite consists of three examination stations. Overlooking the post-mortem suite is an observation gallery, thus enabling doctors, students, police and associated staff to clearly observe the proceedings from a safe and controlled area.

The body storage facility comprises of 80 trays plus 20 (contingency plan) plus a bariatric

storage unit. These facilities are ideally situated in a clinical and well ventilated surround offering the assurance of a carefully planned and well-co-ordinated working environment. The Pathologists and Technical staff are able to provide the best in efficiency and reliability to meet the demands of the hospital service.

Four consultants take equal part in the hospital and coroner post mortem service which is also used for training junior pathologists. There is a regular post mortem demonstration for junior and senior doctors as well as other health care professionals.

Frozen Sections

A frozen section service is provided at Princess Alexandra Hospital. Numbers are small and these are allocated according to specialty and availability, rather than by formal rota.

Laboratory Statistics 2017

| | Total |
|-----------------------------------|------------|
| Histopathology | 21770 |
| Non Gynae Cytology | 2478 |
| Gynaecological Cervical Screening | outsourced |
| Autopsies | 446 |
| FISH | 181 |
| Metasin | 126 |

A departmental workload management system is in place. This is based on the Royal College of Pathologists' workload units. Monthly reports are produced. This data is used to plan medical staffing requirements, facilitate job planning and equalisation across subspecialties.

CESR Mentorships and Departmental Experience in CESR Trainees

The Department has a well-established proven track record of supporting CESR (Article 14) applicants. Since 2011 we have mentored and successfully supported 5 CESR applicants. Two Consultants in the Department have been supported in achieving their CESR.

The Department has collectively run 2 successful HEEEOE-Deanery funded CESR workshops, the most recent in March 2019 with over 30 attendees.

The successful applicant will work closely with Dr Arif, Gopinath and Sundaresan.

DEPARTMENT STRUCTURE

| Job Title | Name | Specialist Area | Joined PAH |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------|------------|
| Consultant Histopathologist Part time as of Oct 2017 | Dr Saimah Arif Head of Department CSPL for Cervical Screening | Histology/Cytology | 03/09/2014 |
| Consultant Histopathologist | Dr Vasi Sundaresan Lead Doctor for Pathology Educational Supervisor | Histology/Cytology | 01/10/2004 |
| Consultant Histopathologist Part time | Dr Jolanta McKenzie Director for Research and Innovation | Histology/Cytology | 20/08/1990 |
| Consultant Histopathologist | Dr Salam Al-Sam | Histology/Cytology | 06/03/2006 |
| Consultant Histopathologist | Dr Preethi Gopinath Educational Supervisor Designated Individual (HTA) Foundation Training Programme Director | Histology/Cytology | 19/07/2017 |
| Consultant Histopathologist | Dr Nidhi Jain | Histology/Cytology | 20/07/2017 |

| | | | |
|----------------------------------------|------------------------------------------------------|---------------------------|-------------------|
| <i>Consultant Histopathologist</i> | <i>Dr Mustafa Mohamed Educational Supervisor</i> | <i>Histology/Cytology</i> | <i>07/08/2017</i> |
| <i>Consultant Histopathologist</i> | <i>Dr Salma Al-Ramadhani</i> | <i>Histology/Cytology</i> | <i>02/01/2019</i> |
| <i>Lead BMS</i> | <i>Ms. Lisa Greenhalgh</i> | <i>Histology</i> | <i>10/2000</i> |

| | |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total number of junior doctors in training in the department | <i>Fellowship in Histopathology – This new post 3 SpR's East of England Multi-Professional Deanery Rotation FY2 linked to general practice/medical specialities with 4 months in each specialty</i> |
| Total number of other medical staff appointed in the department | <i>1 Specialty Doctor – Dr Sulabha Ambekar</i> |

SUPPORTING RESOURCES

Summary of supporting resources

Technical and Support Staff

| | WTE |
|--------------------------------|------|
| The Pathology Manager Band 8c | 1.00 |
| Chief BMS Band 8a | 1.00 |
| BMS Band 7 | 3.87 |
| BMS Band 6 | 4.13 |
| BMS Band 5 Qualified | 2.00 |
| BMS Band 5 Trainee | 3.00 |
| Associate Practitioners Band 4 | 3.60 |
| MLA | 6.00 |
| Clerical | 6.42 |
| Data Manager | 0.60 |
| Pathology Quality Manager | 1.00 |

JOB PURPOSE AND OBJECTIVES

Summary of roles and responsibility

Cancer Services

Dr Sri Redla is Associate Medical Director for Cancer, Cardiology and Clinical Support Services.

PAHT has accreditation for pathology, breast cancer, colorectal and lung cancer with regular Peer Review of Cancer Services.

Following Calman Hine, Pathologists work in teams of three for major site specific cancers. There are designated leads and deputies who are members of multi-disciplinary teams (MDTs) in all disciplines. Specimen allocation takes place so that the case mix of pathologists is weighted towards their principle area of special interest and this is reflected in their MDT commitments. This has been well received by clinicians and has raised standards of reporting and allowed multidisciplinary audit.

Data collection, standardised reporting according the Royal College of Pathologists minimum datasets, preparing protocols, keeping up to date with the literature and identifying relevant journal articles are the lead's responsibility. The current distribution of subspecialist interests is listed separately together with the MDT location and times (see Appendices 1&2).

The post holder is expected to participate in the general surgical pathology and non-gynaecological cytology reporting rota. The development of special interests will be encouraged in line with service requirements and specific interests of the successful

applicant.

PAH is part of London Cancer with some referrals to West Anglia Cancer Network for residents in the north of the district. Lead Pathologists are encouraged to attend Tumour Board site-specific meetings for London Cancer

The Post

The post is a new post. The role of the post holder is to provide, in conjunction with eight consultant colleagues, the Trust's diagnostic histopathology and cytopathology service. This post would be of particular interest to post-FRCPath Candidates preparing for CESR (Article 14) route into entering the GMC Specialist Register.

The post is for a full time Fellow in Cellular Pathology/ Histopathology (Equivalent to 10 PA's) with a commitment to a joint (50:50) provision of diagnostic histopathology services and a research/education commitment.

The Princess Alexandra Hospital NHS Trust is a forward looking organisation dedicated to providing the highest standards of modern medical care and gives high priority to the continuing development of modern high quality services.

Appointment to this post will ensure that the high quality of service offered to the Trust, clinicians and patients will be maintained for the increasing number of routine specimens. It will allow us to continue supporting multi-disciplinary meetings and allow applied clinical research.

MAIN DUTIES AND RESPONSIBILITIES

Detailed account of Direct Clinical Care & Supporting Professional Activity

To also include, management, leadership, innovation, financial awareness, decisions and judgements, communication and multidiscipline relationships, research and development, clinical governance, audit, risk management, teaching, training, patient focussed, confidentiality and accountability.

Main Duties

The successful applicant will be expected to take part in all aspects of the work of the department.

- Service Roles: To provide the Trust's Histopathology and Non-Gynaecological Cytopathology in conjunction with the other consultant colleagues and cellular pathology scientific, technical and clerical staff.
 - The intention is to mentor the applicant from post-FRCPath trainees to incrementally develop independent practice over a period of 9 to 12 months. The expectation is that during the 1st 6 to 9 months the successful candidate will have achieved all of the CESR related competencies: workload figures comparable to stage-D Speciality trainees; Audit projects; Post mortems; exposure to Perinatal and Neuropathology Specialist Training; exposure to nucleic acid chemistry. The expectation is the CESR submission will happen on or about month 9 in post.
 - To ensure reports adhere to agreed national standards and the Royal College of Pathologists' minimum data sets. Perform relevant audit projects with the clinicians and to keep up to date with the literature, developments and techniques in the area of special interest. Liaise with clinicians in the service planning and development.
 - To work closely with colleagues, technical staff and the Pathology Laboratory Manager in the management of the service to ensure a reliable and high quality service. Provide leadership where necessary in the continued development of the Cellular Pathology service.
- Research/ Education Role:**
- The successful applicant will spend half of the time in Research, Education roles or quality improvement. The candidate will be encouraged to be actively involved in an active departmental educational programme in helping develop online teaching resources for supporting FRCPath candidates. The expectation of the Deanery is of the successful

candidate cascading the learning to Fellows at regular Deanery organised events.

Other duties include-not an exhaustive list:

- Presentation of cases at clinical meetings (including cases reported by colleagues).
- Take part in clinical audit which is both intra- and interdepartmental and attend Audit meetings.
- Take part in undergraduate and postgraduate teaching and participate in regular meetings/teaching sessions for both trainee medical and technical staff.
- Join an appropriate CPD scheme. Study Leave / Professional Leave funding is from Deanery £500 per annum, and annually 30 days study leave.
- Take part in the job planning process for the Cellular Pathology team with regular review of the team and individual job plan with the Lead Doctor for Pathology/Head of Cellular Pathology. Review of the job plan/staffing requirements will occur if there are significant changes in clinical activity according to the Royal College of Pathologists' recommendations.
- Take part in the Trust's appraisal programme with annual appraisal for all staff. Personal objectives will arise from this process.
- There is a departmental process for requesting and taking annual leave, and this is covered prospectively by the remainder of the department. The maximum period of annual leave that can be taken at one time is 2 weeks.
- To ensure adherence to the Trusts agreed policies and procedures drawn up in consultation with the profession on clinical matters.

Other responsibilities

- To follow the Standing Financial Instructions of the Trust.
- To observe local and national employment and personnel policies and procedures and to comply with Trust Health and Safety policies.

Office Accommodation

The appointee will have an allocated desk, microscope and a desk top computer with shared office.

Clinical Governance

a) Clinical audit

Participation in Audit is obligatory at Princess Alexandra Hospital Trust. The new appointee will be obliged to participate in audit, EQA and CPD activities, which are incorporated into the Pathologist's job plan.

The department takes part in NEQAS histo-chemistry and immuno-histochemistry schemes.

The Consultants take part in the following EQA schemes (all of which have CME recognition).

- South East England General Histopathology EQA scheme
- National Gynaecological Histology EQA Scheme
- NHSBSP Breast EQA scheme
- National Uro pathology EQA Scheme
- Dermatopathology EQA
- Leeds Liver National EQA
- Pulmonary Pathology EQA.

Any difficult or interesting cases are shown to colleagues informally. Referral for an outside specialist opinion is instituted for a proportion of cases. Specific cancers are reviewed by UCH in accordance with IOG protocols for London Cancer.

b) Clinical Risk Management

All complaints and reported clinical incidents are discussed at the monthly Directorate meeting as a formal agenda item.

c) Research and Development.

The department participates in regular clinical trials and applied historically, clinico-pathological research. On-going MSc projects are being undertaken by MLSO staff, which are supervised by some of the Consultant staff.

Teaching and Multidisciplinary meetings

There is a regular programme of teaching for the specialist registrars which all the pathologists participate in.

There are weekly post mortem demonstrations to medical students and junior doctors.

There are many multidisciplinary meetings for the major cancers. Regular Gastroenterological and Liver biopsy meetings also take place.

Regular monthly teaching sessions are held for the laboratory staff including an interesting case meeting.

Pathologists (including specialist registrars) participate in the monthly Grand Round presentations.

Secretarial Support

There is a departmental personal assistant. All cellular pathology reports are typed by a team of 4 experienced secretaries. Two additional A&C staff supports the office functions.

Management Arrangements

Dr Arif is Head of Department in Cellular Pathology. This post is undertaken for a period of approximately 3 to 5 years by agreement with the consultant staff. The new consultant can undertake managerial roles in the department if they wish to do so. All management roles are discussed and agreed at regular consultant meetings.

Dr Arif is the Cervical Screening Provider Lead for the NHS Cervical Screening Programme. Her responsibilities include invasive cancer audit. This is a Trust appointment by the Trust Board.

Dr Gopinath is the Designated Individual (Human Tissue Authority). This is a Trust appointment by the Trust Board.

Dr Gopinath is Educational Supervisor for Foundation Doctors, Foundation Training Programme Director and Deputy associate Dean for Undergraduate education.

Dr Sundaresan is the Educational Supervisor for SpRs within the East of England Deanery

Dr Mohamed is the Clinical Supervisor for Fy2 Doctors in the Department and is Educational Supervisor for FY2 doctors, a post held for approximately 3 years by agreement with all consultant staff. This post includes supervision of F2 placements in Cellular Pathology and training / non training grade junior doctors.

Mr Ken Connolly is the Mortuary and Bereavement Services Manager.

The Pathology Directorate is part of Cancer, Cardiology and Diagnostic Health Group which also includes the Radiology and Cancer Directorates. The Lead Doctor for Pathology is Dr Sundaresan. The lead doctors are also part of the Trust's Clinical Management Team and an appointment is made by the Health Group after a formal interview process.

Within Cellular Pathology there are monthly consultant and senior technical meetings with a focus on service improvement. Pathology Directorate meetings are held quarterly.

Provisional Job Plan- to be reviewed on appointment of interview

The job plan will contain eleven programmed activities with a timetable value of four hours per programmed activity or in half units of two hours. Contractual and Consequential services include as appropriate; Direct Clinical Care including on-call work, Supporting Professional Activities, Additional NHS Responsibilities, External Duties and Travelling Time when working between sites as defined in schedule 12 of the Consultants Terms and Conditions.

| Day | Time | Location | Work | Categorisation | No. of PAs |
|-----------------------------|-------------------------------------------------|----------|---------------------------------|----------------|------------|
| Monday | 09.00-13.00 | PAH | Microscopy/dissection | DCC | 1.0 |
| | 13.30-17.30 | PAH | Microscopy/dissection | DCC | 1.0 |
| Tuesday | 09.00-13.00 | PAH | Microscopy/dissection | DCC | 1.0 |
| | | | Mortuary | Category 2 | |
| | 13.30-17.30 | PAH | Microscopy/dissection | DCC | 1.0 |
| Wednesday | 09.00-13.00 | PAH | Multidisciplinary meeting (MDT) | DCC | 1.0 |
| | 13.00-17.00 | PAH | Research/Educational Activities | | 1.0 |
| Thursday | 09.00-13.00 | PAH | Research/Educational Activities | | 1.0 |
| | 13.00-17.00 | PAH | Research/Educational Activities | | 1.0 |
| Friday | 09.00-13.00 | PAH | Research/Educational Activities | | 1.0 |
| | 13.00-17.00 | PAH | Research/Educational Activities | | 1.0 |
| Saturday & Sunday | | | | | |
| | | | | | |
| TOTAL PROGRAMMED ACTIVITIES | Direct Clinical Care | | | | 5 |
| | Research and Supporting Professional Activities | | | | 5 |
| | On Call | | | | 0 |
| | Other | | | | |

*Please see attached list of MDTs (Appendix 1) included in DCC covered as per rota. Post Mortems are covered by time shifting usually once a week

ON CALL

No on-call service provided

STUDY LEAVE

Study leave is granted within a maximum of 30 days per annum in accordance with national and local guidelines. The post holder is expected to meet the Continuing Professional Development requirements of the Royal College of Pathologists.

POLICIES AND PROCEDURES

All Staff under contract with The Princess Alexandra Hospital will be expected to comply with all local and national policies and procedures.

DBS (Disclosure and Barring Service, formally CRB) checks will be applied.

The job is subject to satisfactory completion of a pre-employment health check at the Occupational Health Department.

TRUST VALUES

The Princess Alexandra Hospital's unique organisational identity is based on the following values, Respectful, Caring, Responsible, and Committed. The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.

This job profile is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual performance review process.

The post holder will undergo at minimum annual job planning and appraisal to inform personal developments, probity and revalidation.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| JOB DESCRIPTION AGREEMENT | |
| The post is covered by the current terms and conditions of service of the Medical and Dental 2003 consultant contract, Trust policies and procedures. | |
| A separate job description and job plan will need to be signed off by each jobholder to whom the job description applies. | |
| Job Holder's Signature: | Date |
| Clinical Director Signature: | Date |
| Initial 6 Month Job Plan Review Date on appointment | |
| Annual Review Date | Date |
| | Date |

Appendix 1: MDT schedule (weekly unless stated)

| | |
|--------|----------------------------------------------|
| Monday | 9 am Dermatology 11am Breast 4 pm Lung |
| | |

| | |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday | 8 am Head and Neck. 4 pm Haematology |
| Wednesday | 8 am Colorectal, Upper Gastrointestinal and Carcinoma of unknown primary 11am Inflammatory Bowel Disease (monthly) 12 pm Breast screening |
| Thursday | 8 am Urology 12:30 Colposcopy (monthly) |
| Friday | 8 am Urology SMDT 12.30pm Gynaecology |

Appendix 2: Department of Cellular Pathology: Sub-specialisation

| Specialty | Lead | Deputy | Reporting Pathologists | | MDT *(all except when on leave) |
|------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|------------------------------------------------------------------------------------------|----------------------------|------------------------------------------------------------------|
| Urology (including Urine Cytology) | Dr McKenzie | Dr Mohamed / Dr Gopinath | Dr McKenzie Dr Mohamed Dr Al-Ramadhani | Dr Gopinath Dr Arif | Dr McKenzie Dr Gopinath Dr Mohamed |
| Upper GI | Dr Mohamed / Dr Jain | Dr Mohamed / Dr Jain | Dr Mohamed Dr Jain Dr Sundaresan Dr Al-Ramadhani | Dr Arif Dr Gopinath | Dr Mohamed Dr Jain Dr Sundaresan Dr Gopinath |
| Lower GI | Dr Mohamed / Dr Jain | Dr Mohamed / Dr Jain | Dr Mohamed Dr Jain Dr Sundaresan Dr McKenzie Dr Al-Ramadhani | Dr Arif Dr Gopinath | Dr Mohamed Dr Jain Dr Sundaresan Dr Arif Dr Gopinath |
| Breast | Dr Gopinath | Dr McKenzie / Dr Jain | Dr Gopinath Dr McKenzie Dr Mohamed | Dr Jain Dr Arif | Dr Gopinath* Dr McKenzie Dr Jain |
| Gynae Histology-Colposcopy samples | Dr Arif | Dr Jain | Dr Arif Dr Sundaresan Dr Jain Dr Mohammed | Dr Gopinath | Dr Arif * Dr Jain |
| Gynae Histology - Endometriums (incl. urgent and CWT cases), non CWT uterus, small ovarian cysts | Dr Arif | Dr Jain | Dr Arif Dr Sundaresan Dr McKenzie Dr Gopinath Dr Mohammed Dr Al-Ramadhani | Dr Jain Dr | |
| Gynae Histology - CWT resections/large ovarian cysts | Dr Arif | Dr Jain | Dr Arif Dr Gopinath Dr Al-Ramadhani | Dr Jain Dr Sundaresan | |
| Gynae Cytology | Dr Arif | Dr Jain | Reported off site at Sheffield | | Colp MDT Dr Arif * Dr Jain |
| Non Gynae Cytology Ascitic fluid, knee aspirate, CSF & others | Dr Arif | Dr Jain | Dr Arif Dr Jain Dr Gopinath Dr Al-Ramadhani | Dr McKenzie Dr Mohammed | N/A |
| Lung Biopsies & resection with pleural fluid, bronchial washings, brushings & sputum | Dr Sundaresan | Dr Arif | Dr Sundaresan Dr Jain Dr Arif Dr Al-Ramadhani All National Heart work - VS | Dr Mohammed Dr Gopinath | Dr Sundaresan * Dr Arif |
| Lymphoreticular | Referred to HODS at | | All | | Dr Iyer (locum) |

| | | | | |
|-------------------------------------------------------------------|-----------------|---------|-------------------------------------------------------------|------------------------------------------------------------------|
| Bone Marrow | Addenbrooke's | | | Dr Gopinath Dr Mohammed |
| Head & Neck Pathology Including Cytology & Thyroid | Dr Jain | Dr Arif | Dr Jain Dr Arif Dr Mohammed Dr Al-Ramadhani | Dr McKenzie Dr Gopinath Dr Al-Ramadhani Dr Mohammed |
| Medical Liver Tumour Liver – All | Dr Sundaresan | Dr Arif | Dr Sundaresan Dr Gopinath Mohammed Dr Al-Ramadhani | Dr Arif Dr N/A |
| Skin and soft tissue pathology | Dr Al-Ramadhani | Dr Iyer | All - equally divided | Dr Al-Ramadhani* Dr Iyer (locum) |

respectful | caring | responsible | committed