

PATHOLOGY IT MANAGER

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone.

- This role helps manage and improve computer systems used in hospital laboratories.
- You will lead projects that involve handling complex data and making sure information is safe and used properly.
- You will support three hospitals and give expert advice on how to collect, use and report lab data.
- You will help plan and improve how lab information is managed across the hospitals.
- You will work with different teams and systems to make sure everything runs smoothly and meets national rules.
- You will also help fix problems, train others, and make sure the systems are always working well.

Job Description

Job title:	Pathology IT Manager
Grade:	8A
Site:	RSH
Accountable to:	Head Biomedical Science / Lead Scientist
DBS required:	No

Job Purpose

- To develop, deliver and support systems that enable the management and analysis of laboratory data across all pathology disciplines.
- To undertake and be responsible for the delivery of a wide range of complex, specialised and non routine projects requiring high level informatics expertise and project management skills.
- To take a lead role for Information Governance across all pathology digital systems and assets. The post holder will lead on laboratory informatics for The Royal Shrewsbury Hospital, The Princess Royal Hospital and The Robert Jones & Agnes Hunt Hospital and provide expert advice to pathology colleagues on information management, data extraction, analysis and the delivery of reports.
- The post holder will advise senior management in the development of pathology information strategies and lead service development and

improvements in-line with the objectives within departmental and Trusts business plans

Main Duties

Responsibilities will extend beyond specific technical management, as the post holder will be expected to manage information system resources (staff, equipment, consumables and premises), with a view to achieving optimum quality and efficiency. The individual will play a lead role across Pathology Information Management. There will also be a requirement to participate in the Trust on call system

System Management

To undertake a range of advanced technical activities and use highly specialist scientific knowledge and experience to take the leading role in maintaining and developing Pathology Information Management and Technology (IM&T), LIMS (Telepath iLAB TP) and requesting and reporting systems. These include, but are not restricted to:

- Telepath LIMS system in respect of routine system management, on-going new configuration to meet the changing needs of departments and code maintenance tasks in association with Departmental IT leads.
- Laboratory middleware and analyser interfaces.
- The EMIS Order Comms system – this is a networked software solution that allows for electronic requesting of Pathology tests, and for remote lookup of test results. It is used in both the Primary and Secondary care environments and has links to other Pathology systems, and the Keystone (PMIP) result reporting system.
- Auto Fate Blood tracking system.
- Q-Pulse quality management system.
- Ideagen DART printing and document scanning/retrieval systems.
- DAWN anticoagulant system.
- Other systems as appropriate.

IM & T

Act as Information Asset Administrator (IAA) or Information Asset Owner (IAO) for systems as appropriate.

- To oversee hardware/infrastructure where these are devolved from the Informatics Department.
- To ensure that the data quality within Pathology systems is of the highest quality achievable.
- Provide expert advice of over a range of Diagnostic IM&T systems and applications using specialist information gathering, complex data analysis and knowledge of information governance. Communicating multidimensional

information to both expert and nonexpert audiences where persuasive and negotiation skills are required.

- Be required to analyse highly complex data, design and present appropriate reports across the organisation.
- Work with 3rd Party suppliers to help design, develop or amend highly complex software to meet the needs of the organisation.
- Make I.T decisions on problem solving matters connected with the Pathology system. To make assessments and provide recommendations and advice to the senior management team of any technical proposals and options concerning the I.T system which could have major impact across the users at primary or secondary care settings.
- To take a lead role for Information Governance across all pathology.
- To lead within all pathology directorate for the development of other highly complex, multithreaded IT services such as electronic ordering, electronic results reporting, transmission of results to GP's and other organisations.
- To ensure that pathology meets statutory requirements in reporting data required for the surveillance of infectious diseases and public health action.
- To lead the Pathology, IT steering group and addresses issues for the development of IT services and facilities related to Pathology.
- To be responsible for the provision in conjunction with the Shrewsbury & Telford IT department an effective and comprehensive fault logging and reporting system in respect of Pathology information systems
- To ensure that the provision of a range of data extracts from the Pathology system for any requesting service is dealt with according to national and local policies.
- To advise the Clinical Director and Head of IT Service in respect of issues relating to the use and requirements for IT facilities and services in connection with Pathology.
- Advise the senior management team on a range of IM&T issues, new technology, techniques, equipment and systems, which will facilitate improved efficiency and quality within their speciality.
- To lead in the capture and audit effectively in terms of compliance from the Pathology IT. system.
- Responsible for developing local Standard Operating Procedures for the implementation and use of IM&T systems within Pathology.
- Have significant autonomy within the remit of the role.
- Be based in Pathology and work across all specialties within Pathology at Royal Shrewsbury Hospital (RSH), The Princess Royal Hospital (PRH) and The Robert Jones and Agnes Hunt Hospital (RJA) at Oswestry.
- Form close working relationships and networks with the Informatics Department; Medical Records, Head BMSs and specialty BMSs with responsibility for IT; Business Manager for Pathology and other key Pathology staff in particular.
- Direct the IT related duties of the Lead Information Technology Officers within individual Pathology disciplines. • Provide highly specialist scientific and complex advice regarding specimen testing/investigation and thereby play a

central role in the specification, procurement, installation, validation and roll out of new systems.

- Ensure compliance with all relevant regulatory requirements as they relate to IM&T systems and their use.
- Monitor performance of all locally controlled hardware, recommending replacement when necessary to ensure continuity of service.
- Recognise and identify technical anomalies and be able to undertake advanced troubleshooting in the event of any malfunction to rectify the problem, according to the training they have received.
- Ensure that the departments maintain up to date and relevant service continuity plans for IM&T systems that directly or indirectly impact on Pathology.
- Be aware of trends and developments in their specialist section(s) and help drive service improvements and innovation.
- Monitor Key Performance Indicators and take appropriate corrective action, if required.

Managerial

- To work with the senior management team for Pathology, Contracts and Finance Departments to develop business intelligence tools.
- To co-ordinate training of Pathology and Trust staff in use of the systems as appropriate
- Support the development of policies within pathology ensuring national and trust policies are implemented.
- Assist with staff induction and orientation programmes.
- Together with the Head BMS's to set objectives, assess achievement and deliver improved productivity with the senior management team.
- Be responsible for the maintenance of standards required by UKAS, MHRA, and other accreditation schemes. In particular, to ensure that all systems reach the standards enshrined in ISO15189.

Decisions, judgments and freedom to act

- Have substantial autonomy to act; in particular, to plan and organise own workload.
- Analyse, investigate and resolve complex IM&T issues e.g. service/system unavailability, system errors and breaches of security and confidentiality – reporting on the latter as directed by relevant Trust policy. To ensure that incidents are correctly reported in a timely fashion via the Datix system.
- Recognise the clinical value and significance of their work, and the need to ensure that IT systems report accurate data.
- Take part in appropriate training sessions liaising with the medical staffing department and other relevant areas within the Trust as necessary.

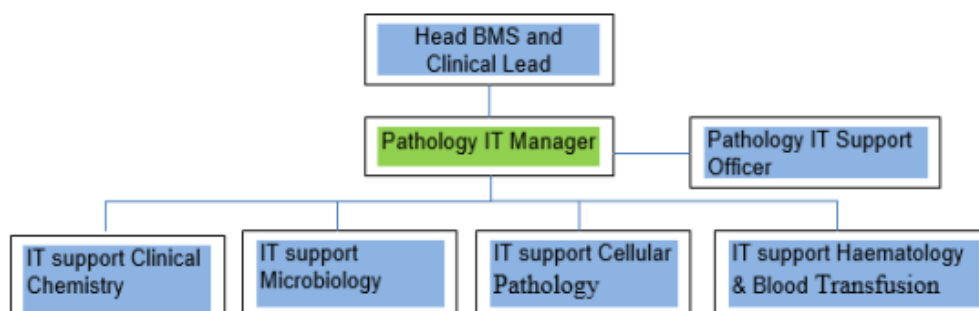
Communication and relationships

- Observe confidentiality and disclosure of information at all times, in accordance with Trust policy.
- Liaise closely with discipline specific IT leads within Pathology.
- Be required to negotiate and decide on conflicting priorities both from within Pathology and externally, in co-operation with the Diagnostics Care Group Medical Director and Business Manager.
- Have regular contact with a wide range of Trust staff in all grades/professional groups and across all disciplines and is expected to communicate effectively with them. You will develop a good working relationship with software providers particularly EMIS and Telepath (Dedalus).
- Liaise professionally with other staff in Pathology and handle enquiries from external users of the service appropriately; you will be required to explain and/or receive complex information or provide advice, and interpretation of results or instructions.
- Advise the senior management team of the instigation of cost improvement programmes by ensuring the availability of robust supporting data.
- Manage the production of statistics and records for a section of work as required by the senior management team.
- Offer constructive criticism on laboratory policies and proposed developments, as these affect the present and changing needs of the service

Patient / Client care

- Whilst there will not be direct patient contact, the post holder may be operating in an environment where patient care is being undertaken by other clinical staff.
- To be responsible for the monitoring and maintenance of data integrity, accuracy and precision across Pathology IT systems to maintain the quality of patient care offered by the clinical service

Organisational Chart



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to master's degree level Or equivalent knowledge gained through in-depth specialist experience in shared IMT and Pathology services within the NHS • Postgraduate Management qualification or substantial experience managing a complex service in the NHS or a similar organisation • Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> • Relevant Higher Specialist Diploma • Certificate of Expert Practice in Quality Management, Training or Leadership and Management • Registered Biomedical Scientist with the Health and Care Professions Council (HCPC). • Membership of the Institute of Biomedical Science or equivalent professional body
Experience	<ul style="list-style-type: none"> • Experience of using Pathology IT systems and Hospital PAS / clinical reporting systems • Developing activity and other business reports. • Experience of managing/supervising staff and students. • Training staff in the use of computer systems. • Knowledge of Pathology IT systems • Working knowledge of Microsoft software in particular Word and Excel. • Knowledge of Quality Management 	<ul style="list-style-type: none"> • Multi-disciplinary working experience • Familiar with instrumentation used in the department, or similar. • NEBOSH • European Computer Driving License or equivalent • Extensive practical experience of Biomedical procedures in a relevant discipline; gained through working in an NHS

	Systems, Quality Assurance & Laboratory accreditation	<p>environment or equivalent</p> <ul style="list-style-type: none"> • Advanced theoretical knowledge and practical experience of Biomedical procedures gained through MSc or equivalent and consolidated through the completion of an IBMS Specialist Diploma or equivalent in a relevant discipline
Knowledge and skills	<ul style="list-style-type: none"> • Able to work autonomously and lead specialist section(s). • Advanced grasp of technical/mechanical aspects of Pathology IT systems. • Adept at problem solving, taking the initiative and sound decision making. • Able to instill confidence and motivate others. • Good verbal, written and communication skills. • Able to train and support staff to attain full potential. • Able to concentrate for prolonged periods of time. • Able to pay meticulous attention to detail and maintain accurate hand eye co-ordination. 	<ul style="list-style-type: none"> • Good customer service skills. • Able to adapt and develop new ideas to improve the service. •

	<ul style="list-style-type: none"> • Able to work under pressure and meet deadlines 	
Other	<ul style="list-style-type: none"> • Ability to lead by example, display a positive attitude and build rapport. • Commitment to life-long learning and encourages development in others. 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and

- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

