



The Shrewsbury and  
Telford Hospital  
NHS Trust

# Clinical Director – Pathology

INFORMATION FOR CANDIDATES



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# About the Trust

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east. The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are the Princess Royal Hospital (PRH) in Telford and the Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes' drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at the Wrekin Community Clinic, Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ almost 6,000 staff, and hundreds of staff and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at the Royal Shrewsbury Hospital, Friends of the Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at the Royal Shrewsbury Hospital.

We are committed to providing the best possible diagnostic facilities and high-quality clinical care in a clean, supportive environment where patients are treated effectively with respect and dignity.

The Shrewsbury and Telford Hospital NHS Trust continues to work with our partners in health and social care in Shropshire, Telford and Wrekin and mid Wales to develop patient-focused services that meet the needs of our communities.

Plans have been given the go ahead to transform local hospital services for the half a million residents of Shropshire, Telford & Wrekin and mid Wales to make sure two vibrant hospitals and the wide range of services they provide for people locally are kept in the county. This landmark decision will result in better care for patients, secure the £312m on offer from HM Treasury and develop both hospital sites to deliver state of the art facilities in which staff will be proud to work and patients will choose to be treated.



# Main Duties & Responsibilities

## Clinical

- To provide clinical leadership for Pathology and ensure effective management and support for senior and junior clinical staff.
- To provide clinical leadership representing SATH in Pathology Networking
- To represent this workforce's needs to the Division through operational and governance systems in support of delivering the Division and Trust's strategic priorities.
- To be responsible for ensuring that the medical components of the pathways for which they are responsible are effectively designed, consistently delivered, and continuously improved.
- To work with the Quality Improvement & Governance team, and the Patient Safety Team, the Clinical Director has responsibility for prompting effective clinical governance through medical engagement in the specialty.
- To provide strategic oversight of workforce, and work with the Speciality to maximise opportunities to recruit and retain staff through supporting service developments and redesign in clinically and financially sustainable means.
- To develop a workforce plan that supports the replacement of agency staff with substantive staff.
- To implement job planning processes consistent with the NHS England's Consultant contract standards, overseen by the Division and Medical Director's office.
- To manage the specialty junior and consultant workforce's Annual & Study leave in ways that sustain service provision. Short notice sickness will be managed within specialty if cover outside the specialty cannot be secured.
- To perform analyses on any impact SSP might have on the consultant workforce on behalf of the Division.
- To provide advice to the Division Medical Director and Divisional Director of Operations on matters of clinical policy and practice, staffing, education and training.
- To work in partnership with the Divisional and Medical Director, Divisional Director of Operations to provide collective leadership and accountability for the quality and performance of the group, development of the Divisional strategy and business developments.
- Accountable to the Division Medical Director, the Clinical Director will provide medical management & professional leadership for a group of specialties; and oversee and sign-off job plans within those specialty areas.

## Organisational

- To work with local managers and professional colleagues in the employing Trust in the efficient running of the service.
- To be subject to the provisions of the Terms and Conditions of Service, be required to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the local and national employment and personnel policies and procedures.
- To participate in the Continuous Professional Development and the Trust's appraisal scheme.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff and attend all relevant health and safety training.

- Ensure that all Trust-wide standards are maintained to improve the quality of total care to all who come into contact with services provided by Shrewsbury and Telford hospital NHS Trust.

This job description is not intended to be exhaustive. The post holder will be expected to carry out any reasonable duties requested of them, appropriate to the grade and role of the post. Duties and responsibilities may vary from time to time in light of changing circumstances and in consultation with the post holder.

## Leadership

- The Clinical Director will be required to provide strong leadership skills to ensure that Trust's strategic vision, objectives, policies, values, and behaviours are embedded and upheld by all medical staff within their area of responsibility.
- Working in conjunction with Centre Managers and Clinical Leads, to ensure that the clinical components of their area of pathway responsibility are effectively designed, consistently delivered, and continuously improved and that these interfaces effectively with other components of the patient pathway.
- Ensure that the Trust's strategic vision, objectives, policies, values and behaviours are embedded and upheld by all medical staff within their area of responsibility.
- To provide clinical leadership to all senior clinical staff within the Division.
- To work in partnership with the Division Medical Director and Divisional Director of Operations to provide joint accountability for:
  1. Clinical performance
  2. Contractual performance
  3. Financial performance
  4. Operational performance
- Deliver a workforce strategy in support of sustainable service delivery and excellent workplace experience.
- Work closely with other Clinical Leaders in support of maximising consultant engagement, improving workplace experience and reports their view to the Division.
- To raise the profile of the Division within the Trust, CCGs and nationally and aim for it to be viewed as a centre of good practice.
- To attend and contribute to relevant Trust wide senior management meetings and represent the view of the Division.

## Operational Performance and Management

- The Clinical Director will provide support to the Divisional Medical Director as required in ensuring systems are in place, and effectively applied, for medical staff within pathology to have a robust annual appraisal and development plan, the performance management of objectives, maintenance of high clinical standards, meet the requirements of revalidation, and undertake a regular job planning review.
- Manage Consultant sickness within speciality and escalating to Duty Divisional Medical Director if required as well as the Operational Management lead.
- Drive service and quality improvement & innovation, the reduction of patient harm, quality improvement, and the application of best practice pathways through the work of this workforce.
- Support Clinical Governance activities including undertaking regular Clinical Governance meetings and ensuring attendance of staff to Divisional Governance meetings.
- Support the delivery of relevant clinical governance and risk targets, taking remedial action as necessary to ensure that compliance and action plans are implemented.

- Support the Division Medical Director in ensuring systems are in place, and effectively applied, for medical staff within the Group to have a robust annual appraisal and development plan and undertake a regular job planning review.
- Have a responsibility for overseeing the delivery of objectives, maintenance of high clinical standards, and support medical staff in meeting the requirements of revalidation.
- Ensure Clinical Leads work with colleagues in the medical staffing department in support of operational level workforce management of the site.
- Ensure medical staff productivity is maximised and maximum value for money is being achieved in their area of responsibility.
- Ensure the medical staff resources required in their area of responsibility is available to meet the capacity required to deliver services.
- Effectively manage any budgets allocated to the role and actively contribute to the delivery of the Group's financial viability including cost reduction targets.
- Investigate, as required by the Division Medical Director, any serious clinical incidents (SUIs), doctors' capability, attendance and conduct matters involving medical staff within the Division, including doctors in difficulty.
- Contribute as requested by the Division Medical Director, to discussions with external stakeholders.
- Support Medical Staff to achieve 100% Statutory Training compliance rates.
- May be required to support the Divisional Director of Operations in meetings at a local, regional or national level.
- Actively promote effective multi-disciplinary working within the Division and collaborative working with other stakeholders.

## Financial Management

- The Clinical Director will provide support to the Clinical Centres and other operational areas to agree budgets and ensure that they meet their financial objectives within Medical People Services.
- Supporting the Divisional Director of Operations to ensure that the Division remains within financial budgets and has robust financial plans in place to support clinical services.
- Ensure financial viability in all activities that they are able to influence with, compliance with all statutory and regulatory requirements and standards that reflect strong corporate and public service governance.

## Relationships

- The Clinical Director will build and develop existing partnerships and joint working with key stakeholders and other agencies locally and nationally to support the Trust's delivery and innovation.
- To lead the SATH team in pathology networking.
- Provide support to the Divisional Medical Director and other operational areas to agree budgets and ensure that they meet their financial objectives within Medical People Services Team.
- Supporting the Divisional Director of Operations to ensure that the Division remains within financial budgets and has robust financial plans in place to support clinical services.
- Ensure financial viability in all activities that they are able to influence with, compliance with all statutory and regulatory requirements and standards that reflect strong corporate and public service governance.

## Governance and Risk

- In partnership with the Divisional Governance Team, enable systems and processes that monitor and manage risk in relation to operational service and delivery. This will be achieved through effective clinical governance arrangements.
- To ensure that remedial action is taken promptly where unacceptable risks are identified.
- Support the delivery of relevant Group clinical governance and risk targets, taking remedial action as necessary to ensure that compliance and action plans are implemented.
- Enable the investigation of any serious clinical incidents (SUIs), complaints, doctors' capability, attendance and conduct matters involving medical staff within the specialty, including doctors in difficulty.





## Job Description

|                                       |                                                                  |
|---------------------------------------|------------------------------------------------------------------|
| <b>Job Title:</b>                     | Clinical Director – Pathology                                    |
| <b>Grade:</b>                         | Consultant                                                       |
| <b>Division:</b>                      | Clinical Support Services                                        |
| <b>Responsible to:</b>                | Divisional Medical Director                                      |
| <b>Professionally Accountable to:</b> | Medical Director                                                 |
| <b>Hours:</b>                         | 2 PAs                                                            |
| <b>Duration:</b>                      | 3 years                                                          |
| <b>Salary:</b>                        | £99,532 - £131,964 per annum (plus £5000 responsibility payment) |

## Job Summary

Shrewsbury and Telford Hospital NHS Trust's Pathology Centre is looking for a dynamic, caring, and enthusiastic Clinical Director to lead our Pathology team.

The successful applicant will be accountable to the Divisional Medical Director for Clinical Support Services and will be responsible for ensuring the clinical components of pathways are effectively designed, consistently delivered, and continuously improved. They will ensure best practice is applied, patient harm reduced, and service improvement and innovation are promoted in their area of responsibility.

Contribution to an out of hours on call rota is core to this role.



# The Post

## The Department

Shropshire Pathology is composed of the departments of Cellular Pathology, Blood Sciences and Microbiology. Heads of each of these district wide services together with a Clinical Director, Centre Manager, Lead Scientist and Head Biomedical Scientist form the Pathology Committee, which is responsible for the running of Shropshire Pathology. The Chair of the Pathology Committee is the Clinical Director of Pathology appointed by the Trust and is responsible to the Divisional Director and thence the Medical Director. Dr Angus McGregor (Consultant Cellular Pathologist) is the current Clinical Director.

Each Head of Department is responsible for the budget in their own discipline with the Clinical Director having overall responsibility. The staff within each Department are responsible and accountable to the Head of Department. The current Heads of Department are Dr Nigel Capps (Biochemistry), Dr Joanna Stafford (Cellular Pathology), Dr Steve McKew (Haematology) and Dr Stephanie Damoa-Siakwan (Microbiology).

## General Conditions

### Annual Leave

Doctors upon first appointment to the Consultant grade shall be entitled to annual leave at the rate of 32 days a year.

Doctors who have completed a minimum of 7 years' service as a Consultant shall be entitled to annual leave at the rate of 34 days per year.

The rate of annual leave will be based on a full-time contract of 10 PAs. Additional PAs above 10 PAs will not accrue additional entitlements to annual leave over and above the full-time allocation. For consultants working part-time, the full-time entitlement will be pro-rated in accordance with the contracted PAs.

### Study Leave

Professional and Study leave includes but is not restricted to participation in:

- Study, usually but not exclusively or necessarily on a course or programme.
- Research
- Teaching
- Examining or taking examinations
- Visiting clinics and attending professional conferences
- Training

The appointee will be entitled to 30 days of Study/Professional Leave across a 3-year fixed period with a set budget.

### Research

It is usual for the Trust to be participating in many research projects at any time. Every effort would be made to accommodate a particular research interest you may have, particularly if trainee members of the department could be incorporated in the methodological and practical stages.

### Audit

Great importance is placed upon audit within the Shrewsbury and Telford Hospital NHS Trust and you will be expected to contribute to this as part of your role. The Trust has a fully staffed Audit Department at both hospitals with extremely well-organised teams.

### Appraisal, Revalidation and Mentorship

- The Trust has the required arrangements in place, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports all Doctors going through the revalidation process.
- The Trust supports the Royal College of Physicians Guidance on provision of mentors for new Consultants, in line with GMC recommendations. This will be provided within the Trust.
- We will require you to register SaTH as your designated body via the GMC to ensure that you are set up on the Premier IT Revalidation e-Portfolio (PReP) Revalidation System. We will complete this as soon as possible upon your commencement with the Trust.
- The Trust also supports the requirements for continuing professional development and is committed to providing time and financial support for these activities.
- A formal review of the job plan will be performed at least annually. Appropriate educational and training needs will be supported by the Trust, as agreed with the LNC (for example, the approval and funding of study leave). An annual job plan review at individual and departmental level is being introduced. You will be expected to participate in this exercise.
- We will require you to register SaTH as your designated body via the GMC to ensure that you are set up on the Equiniti Revalidation System. We will complete this as soon as possible upon your commencement with the Trust.
- The Trust also supports the requirements for continuing professional development and is committed to providing time and financial support for these activities.

## Accommodation

The Trust offers single residential accommodation for medical staff depending on availability. The Trust only provides single accommodation so private rental would need to be arranged for family accommodation.

## Other Facilities

There is an active Doctors Mess run by the Junior Doctors Mess Committee which organise social events, parties, outings etc. There are on-site fitness centres (a membership fee is payable) available to all members of staff.

## Office and Secretarial Support

The post holder will have full-time secretarial support with an adequately equipped office that will include a computer with access to Trust IT facilities.

## Staff Benefits

There are a number of staff benefits schemes which attract tax reductions if joined. This includes a discount on the staff car parking charge, staff gym membership, on-site crèche/childcare provision and access to NHS Discounts schemes.

## Health & 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 ensuring a COVID secure workplace for the team.
- Co-operate with the Trust in ensuring that Statutory Regulations, Codes of Practice, Local Policies and Departmental Health and Safety Rules are adhered to.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of Infection Control Policies is a serious matter which may result in disciplinary action. 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.
- 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 staff.
- 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.
- 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- 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 - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 statutory and mandatory training as appropriate for the post.
- Maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct.
- Take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates.
- Participate in the Trust's appraisal processes including identifying performance standards for the

post, personal objective setting and the creation of a personal development plan in line with the NHS Knowledge and Skills Framework outline for the post.

## 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 Trust's 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.

## No Smoking Policy

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## Miscellaneous

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## Person Specification

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



|                                                                                                                                          |  |                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------|
| values.                                                                                                                                  |  |                                                                |
| <ul style="list-style-type: none"> <li>• Experience in financial management.</li> <li>• Effective media communication skills.</li> </ul> |  | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul> |

## OTHER

| ESSENTIAL CRITERIA                                                                                                           | ESSENTIAL | DESIRABLE |
|------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <ul style="list-style-type: none"> <li>• Possible occasional attendance of meetings outside normal working hours.</li> </ul> | ✓         |           |

# Our Vision and Values

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## About our Vision

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## About our Values

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour.