Job Description

Job Title: Pathology Lead

Location: Blackheath Hospital

Subordinates: All staff with the Laboratory (Hub and Spokes)

Reporting to: Regional Laboratory Manager

Accountable to: Group Laboratory Director

Liaises with: Consultants, Hospital Staff, QMG, Whitfield Street Laboratory

Overall Job Purpose:

To manage the daily running of the (Site) laboratory ensuring all procedures are documented, updated where required, implemented and sustained. Maintaining the highest professional and technical standards in the department.

Main Duties:

To include, but not be restricted to, the following duties:

1. To ensure that the Department meets or is working towards meeting all standards required by the MHRA and CPA UK Ltd. To regularly supervise and review all technical procedures performed within the laboratory, including the establishment and monitoring of effective internal and external Quality control and Assurance schemes.

2. Responsible for the organisation and performance of clinical laboratory tests within target deadlines as determined by The Doctors Laboratory and its Consultant Pathologists.

3. To be familiar with the laboratory IT system and its appropriate utilisation in the discharge of duties.

4. To manage and supervise all Biomedical Scientist, Biomedical Analyst, MLA and locum staff within the laboratory, duties to include:

5. Maintenance and implementation of departmental policies and procedures for safe and efficient working.

6. To ensure good housekeeping administration and technical working practices are maintained.

7. To be responsible for the management of ordering consumables, maintaining the departmental stock control system and organisation of stock rotation.

8. To ensure adequate maintenance, repair and safety of all laboratory equipment.
9. To be aware of relevant technical development and to communicate these to the Regional Manager.

10. To be involved, when required, in the interview and selection of laboratory personnel. To provide motivation and support to staff and maintain adequate levels of training within the department.

11. To liaise with and manage the TDL staff at Spoke Laboratories linked to the Hub.

12. In conjunction with the relevant departmental Heads, Core and Bank staff, to maintain the working staff rosters both for routine day shifts and the out of hours “on call” roster.

13. To participate in the appraisal of technical staff on a regular basis as required by the Company. To chair regular meetings and participate in group laboratory and departmental audits as required.

14. To adhere to multidisciplinary and flexible working arrangements, as practised within the TDL group of Laboratories.

15. To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and /or customers as you will be regarded as a representative of your staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and staff are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and company confidentiality.

16. To be aware of, abide by and promote the rules and codes of conduct of the department. This is particularly in the case of Health & Safety and Fire procedures. To have in a professional manner and co-operate with all members of staff at all times.

17. To maintain the highest standards of quality within the department at all times.

18. Other duties as specified by the Regional Laboratory Manager.
**General Duties**

To become familiar with the day – to day organisation of the department as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work. To attend laboratory meetings as required.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current CPA standards, regulatory requirements and the TDL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your department as well as the Company, and you should behave accordingly. Matters regarding patients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate with all other members of staff at all times.

You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.

To adhere to and to positively promote the Sonic / TDL Core Values

To maintain high standards of work within your department.

Other duties as assigned by Director of Quality.

To participate in an Annual Joint Review
## Person Specification

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>Qualification in pathology disciplines consistent with State Registration requirement. Current registration with The Health Professions Council (HPC). FIBMS would be advantageous.</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Some Theoretical and practical knowledge in all disciplines of pathology relevant to its multidisciplinary nature. Experience of leading a multi-disciplinary team.</td>
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<tr>
<td><strong>Skills and Abilities</strong></td>
<td>Good organisational skills. Ability to work in a team. Basic Keyboard skills. Ability to handle confidential material. Ability to work on own initiative Ability to delegate work to team management of a team of Biomedical Scientists and Medical Laboratory Assistants.</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>Able to communicate effectively with people at all levels Well presented Professional Customer focused Calm under pressure Punctual and reliable Helpful, friendly and polite Efficient and well organised Able to work effectively with others in a team Flexible and adaptable Committed to the corporate quality objectives Commercially aware</td>
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This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: ..................................................
Signed: ..................................................
Date: ..................................................
Manager: ..................................................
Signed: ..................................................
Date: ..................................................