

**From:** [McAuley, Shauna](#)  
**To:** [REDACTED]; [Taggart, Jennifer](#)  
**Cc:** [Crawford, Jena](#); [Boyd, Clinton](#)  
**Subject:** Re: Paediatric Pathologists  
**Date:** 18 April 2024 16:42:10  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.png](#)

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Hello [REDACTED] and Jennifer,

Apologies if this information has come from a different source but we have been asked for an update for the minister urgently.

Can I get details on any recruitment activities? Is it still live with the recruitment agencies?

Shauna

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**From:** Crawford, Jena  
**Sent:** 05 February 2021 09:41  
**To:** [REDACTED]; Taggart, Jennifer  
**Cc:** McAuley, Shauna; Anderson, Neil; Loughrey, Clodagh  
**Subject:** RE: Paediatric Pathologists  
Thanks [REDACTED] for your response.  
Can you find out if the post was 'live' with international recruitment agencies until January 2020?  
Which was my understanding.  
Grateful if you could confirm timescale for post being live with international recruitment agencies now?  
Yes please advertise this post through HSC recruit too.  
Thanks  
Jena

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**From:** [REDACTED]  
**Sent:** 04 February 2021 17:11  
**To:** Crawford, Jena; Taggart, Jennifer  
**Cc:** McAuley, Shauna  
**Subject:** RE: Paediatric Pathologists  
Hi Jena  
Unfortunately I was not aware that this was an outstanding issue until taking on the hard to fill posts/international recruitment in late December. We are currently in the process of sending this post through our International recruitment agencies and will pass on any potential candidates should they meet your requirement.  
If you require recruitment to re-advertise the post through our normal channels i.e. HSC Recruit, I can look to get this position re-advertised again through the Medical Recruitment Team, please confirm?  
Regards  
[REDACTED]  
[REDACTED]



**Human Resources Manager**  
**Workforce Equality**

Tel: 028 9615 9615  
Mob: 075 930 21546

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Sent:** 04 February 2021 10:53

**To:** [REDACTED] <[REDACTED]>; Taggart, Jennifer  
<[Jennifer.Taggart@belfasttrust.hscni.net](mailto:Jennifer.Taggart@belfasttrust.hscni.net)>

**Cc:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Subject:** RE: Paediatric Pathologists

Jennifer, [REDACTED]

Please see above email trail.

I was advised in September 2019 and January 2020 that the Consultant Paediatric Pathologist post remained 'live' on international recruitment until COVID-19 struck and international recruitment was suspended. I need confirmation that this position is accurate since this is what I have reported in relation to DOH/media queries to this highly sensitive subject matter.

We are asked frequently by DOH/media/charities about the recruitment of Paediatric Pathologist since without one locally it means that we have to send babies away to England for post-mortem which is of course highly sensitive.

I would be grateful therefore if you could confirm when this post is likely to be out to international recruitment as we will need to demonstrate that we have taken all necessary steps to recruit it?

Thanks

Jena

=====

Jena Crawford

Co Director Laboratories and Pharmacy

Old Generator House

Belfast City Hospital

Belfast

BT7 9AB

Tel: 02895 048522

Mob: 07568432412

Email: [jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)

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[YouTube.com/BelfastTrust](https://YouTube.com/BelfastTrust)

HSC core values FINAL logo (all 4 CMYK) vector



4 simple steps thin banner



**From:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Sent:** 03 February 2021 16:32

**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Subject:** RE: Paediatric Pathologists

Hi Jena,

I have spoken with [REDACTED] now and he has clarified that we haven't advertised this post since 2017. He has added it to the hard to recruit posts which are not yet out as there are many to go through. He has discussed with agencies who have no leads at present. By way of update for DoJ, will I state This post has been added to the 'hard to recruit' posts and which are shared with recruitment

agencies for international recruitment searches.

He also has a CV which may be of interest. Perhaps when you are free we could have a quick chat. I am on leave tomorrow but happy to pick it up then if you are busy this afternoon.

Shauna

---

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Sent:** 02 February 2021 14:31

**To:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Subject:** RE: Paediatric Pathologists

Shauna

It would be worth checking with [REDACTED] in HR for an update. It would probably be worthwhile having a chat with him to see what he does with the 'hard to recruit' posts. i.e. Has it gone out to international recruitment through the agencies?

The first sentence (highlighted) is incorrect.

Thanks

Jena

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**From:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Sent:** 02 February 2021 14:01

**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Subject:** FW: Paediatric Pathologists

Hello Jena,

Can you review reply for accuracy please?

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Hello Carol,

Further to our discussion, the current status of Paediatric Pathologist is that there is an ongoing open internal recruitment led by the DoH. In addition, the Trust have also added this post to the 'hard to recruit' post for the attention of recruitment agencies.

Shauna

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**From:** Graham, Carol <[Carol.Graham@justice-ni.gov.uk](mailto:Carol.Graham@justice-ni.gov.uk)>

**Sent:** 27 January 2021 13:38

**To:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Subject:** Paediatric Pathologists

Hi Shauna,

Would you be able to give me an update on the recruitment of Paediatric Pathologists by the Trust. Before going through the Department of Health I thought I would try you first. We are meeting with Dr Lyness next week and I had agreed to get an update for him before we meet.

With many thanks,

Carol

**Carol Graham** | Head of State Pathology Branch | Protection and Organised Crime Division |  
Department of Justice | Room B4.15 | Castle Buildings | Stormont Estate | Belfast BT4 3SG  
( 028) 9052 2956 | Ext 22956

e-mail: [carol.graham@justice-ni.x.gsi.gov.uk](mailto:carol.graham@justice-ni.x.gsi.gov.uk)



The information you enter in this form will be used as a basis for creating the requisition in SAP E-Recruiting. Therefore, complete as much information as you can.

**Request Template** You can use the data from a previous request as a template for this request. Choose the 'Select' pushbutton. Select the desired template in the dialog box and choose 'OK'.

Request Template

Select

Basic Data

Requisition Title

Consultant Perinatal Paediatric Pathologist

**Contact Person** If you are not the hiring manager, change the entry here using the dropdown list box.

Hiring Manager

JMUST001

Requester

Jena Crawford

Support Group

Belfast Trust

**Organisational Data:** Please use the pushbutton to select specific position, it is a mandatory step.

Position

70081244 Consultant

Select Position

Org. Unit

TISSUE PATHOLOGY MEDICAL STAFF

Refresh

Band/Grade

M400

Department/Ward

Tissue Pathology

Division

Laboratories

Directorate/Unit

SURGERY & SPECIALIST SERVICE DIRECTORATE

Location

INSTITUTE OF PATHOLOGY

Organisation

Belfast - HSCT

Cost Centre

A1L710

<b>Reason for Post</b>	Replacement
<b>Name of the person being replaced (if applicable)</b>	Dr Daniel Hurrell
<b>Hours of Post</b>	40
<b>WTE %</b>	106.67

#### Payment Information

<b>Minimum Salary</b>	80,253
<b>Maximum Salary</b>	108,200

#### Employment

<b>Branch</b>	Belfast HSCT	Select Branch
<b>Contract Type</b>	Permanent	
<b>Required from</b>	Feb 10, 2021	<b>Required to</b>
<b>Working Pattern</b>		
<b>Job share available</b>	No	
<b>Compressed hrs available</b>	No	
<b>Flexi time available</b>	No	
<b>Term-time hrs available</b>	No	
<b>Accept part-time hrs?</b>	No	
<b>Min part-time hrs accepted</b>		
<b>Access NI/SVG check</b>	Yes-Both adult's and children's	
<b>Type of Post</b>	Replacement post	
<b>Funding Status</b>	Fully funded	
<b>Job evaluated/match</b>	NA non AFC Post	

#### Additional Information

JC 861 - February 2021 Scrutiny  
Replacing Dr Hurrell

**Contact Information ( THIS SHOULD BE THE PERSON RESPONSIBLE FOR THE VACANCY )**

<b>Contact Name</b>	<input type="text" value="Dr Neil Anderson"/>
<b>Contact job title</b>	<input type="text" value="CD Cellular Pathology"/>
<b>Contact phone number</b>	<input type="text" value="07968331501"/>
<b>Contact mobile number</b>	<input type="text" value="07968331501"/>
<b>Contact email</b>	<input type="text" value="neil.anderson@belfasttrust.hscni.net"/>

**Where is post to be advertised**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> External Papers | <input checked="" type="checkbox"/> HSC-WIDE Trawl | <input type="checkbox"/> Internal Trust Trawl |
| <input type="checkbox"/> Job Market      | <input type="checkbox"/> Professional Journal      | <input type="checkbox"/> External website     |

**Comments** Under 'Previous Comments', you can see the comments that have been entered previously for the approval process. Under 'New Comments', you can enter a message for the next processor of the form.

**Previous Comments**

Jena Crawford	10.02.2021 16:46:16
Dr Neil Anderson Dr Clodagh Loughrey Caroline Leonard	

**New Comments - Enter all panel member details, shortlisting and interview timelines (Considering length of time for requisition approval process and job advertisement)**

--

**From:** [Leonard, Caroline](#)  
**To:** [Crawford, Jena](#); [Anderson, Neil](#); [Cruikshanks, Mandy](#)  
**Cc:** [McAuley, Shauna](#); [Bustard, Clare](#)  
**Subject:** RE: Paed Path Consultant post  
**Date:** 10 June 2021 13:44:03  
**Attachments:** [image001.gif](#)  
[image002.jpg](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Approved as required  
Caroline

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**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Sent:** 10 June 2021 11:31  
**To:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; Cruikshanks, Mandy <[Mandy.Cruikshanks@belfasttrust.hscni.net](mailto:Mandy.Cruikshanks@belfasttrust.hscni.net)>; Leonard, Caroline <[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>  
**Cc:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

Caroline, Clare

Can you approve this switch please from paediatric pathology to renal pathology? We can use the current position number. Thanks. Jena

---

**From:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>  
**Sent:** 09 June 2021 17:25  
**To:** [REDACTED] <[REDACTED]>; Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>; Leonard, Caroline <[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>  
**Cc:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

[REDACTED]

[REDACTED] is for a Consultant post with an Interest in Renal Pathology – 10 PAs. The interview is Monday 6<sup>th</sup> September at 1.30 pm. Panel is Dr Neil Anderson, CD, Dr Decland O'Rourke, Consultant, Dr Gary Benson (in place of Dr Clodagh Loughrey) and Caroline Leonard, plus Trust Board representative.

I will forward the approval for the renal post.

Neil

---

**From:** [REDACTED] <[REDACTED]>  
**Sent:** 09 June 2021 16:08  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>; Leonard, Caroline

<[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna

<[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>

**Subject:** RE: Paed Path Consultant post

Jena

If you can get Director and Finance approval, and a new position number then we can probably do that. I would need all of that by next Tuesday 15<sup>th</sup> to be able to meet our deadline for BMJ.

If you would also confirm the panel and interview date please – just so that there is no confusion between the 2 posts.

Regards

[REDACTED]

---

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Sent:** 09 June 2021 13:46

**To:** [REDACTED]; Leonard, Caroline

<[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna

<[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>

**Subject:** RE: Paed Path Consultant post

Mandy

Can the current requisition not be substituted for this if I get Director approval? It's the same budget? Thanks. Jena

---

**From:** [REDACTED] <[REDACTED]>

**Sent:** 09 June 2021 13:43

**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna

<[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>

**Subject:** RE: Paed Path Consultant post

Jena

I have the college approval for that but I need a requisition for it before we can advertise – we do not have one for that post yet.

[REDACTED]

---

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Sent:** 09 June 2021 13:42

**To:** [REDACTED] [REDACTED]

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna

<[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>



**Subject:** RE: Paed Path Consultant post

[REDACTED]

[REDACTED] Pathologist post needs to be substituted for Renal Pathologist posts in terms of recruitment priorities. I will ask Neil to send through the JD, Job Plan and College approval in order for you to progress. Thanks. Jena

---

**From:** [REDACTED]  
**Sent:** 09 June 2021 13:39  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

Jena

We only have a requisition for a Consultant Perinatal Paediatric Pathologist; not sure if that is JC857. We do not have the college approval for it though so we need that – and the confirmed panel and interview date – before we can advertise. If you have all of that then advert on 22 June will be fine. The interview date needs to be 8 weeks from advert date.

Regards

[REDACTED]

---

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Sent:** 09 June 2021 12:54  
**To:** [REDACTED] <[REDACTED]>  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>  
**Subject:** FW: Paed Path Consultant post

[REDACTED]

Trying to sort this out with your team and Neil Anderson, CD and Shauna McAuley, Service Manager. Have you received either requisition?  
Can we advertise the JC857 post on 22 June please (so we don't miss the one potential candidate)? It was approved at Scrutiny in February. It needs to be advertised as a Renal Pathologist. Neil can send the Job Description, Job Plan etc.  
Can you call me to confirm?  
Thanks

Jena

=====

Jena Crawford  
Co Director Laboratories and Pharmacy  
Old Generator House  
Belfast City Hospital  
Belfast

BT7 9AB

Tel: 02895 048522

Mob: 07568432412

Email: [jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)

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| [Twitter.com/BelfastTrust](https://Twitter.com/BelfastTrust)

| [Instagram.com/BelfastTrust](https://Instagram.com/BelfastTrust)

| [YouTube.com/BelfastTrust](https://YouTube.com/BelfastTrust)

HSC core values FINAL logo (all 4 CMYK) vector



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**From:** Reynolds, Sarah <[REDACTED]>  
**Sent:** 09 June 2021 12:10  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Subject:** Paed Path Consultant post

Hi Jena

Paed Path Consultant in Feb 2021 scrutiny – JC 861.

There is also a Consultant Pathologist post – JC 857.

Kind regards

[REDACTED]

[REDACTED]

*Business Support Officer*

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]



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**From:** [Bustard, Clare](#)  
**To:** [Crawford, Jena](#); [Anderson, Neil](#); [REDACTED]; [Leonard, Caroline](#)  
**Cc:** [McAuley, Shauna](#)  
**Subject:** RE: Paed Path Consultant post  
**Date:** 10 June 2021 11:35:42  
**Attachments:** [image001.gif](#)  
[image002.png](#)  
[image003.jpg](#)  
[image004.png](#)  
[image005.png](#)  
[image007.png](#)

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Hi Jena

If this is one of the 2 posts approved at February's scrutiny meeting, I am happy to approve as it is cost neutral from a finance perspective.

Regards

Clare

Clare Bustard  
Directorate Accountant

Finance Directorate  
Derg Villa  
Knockbracken Healthcare Park  
Saintfield Road  
Belfast  
BT8 8BH  
Ph: 028 95046867 Work mobile 07826867772



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**From:** Crawford, Jena <jena.crawford@belfasttrust.hscni.net>  
**Sent:** 10 June 2021 11:31  
**To:** Anderson, Neil <Neil.Anderson@belfasttrust.hscni.net>; [REDACTED]  
[REDACTED] Leonard, Caroline  
<Caroline.Leonard@belfasttrust.hscni.net>  
**Cc:** McAuley, Shauna <Shauna.McAuley@belfasttrust.hscni.net>; Bustard, Clare  
<Clare.Bustard@belfasttrust.hscni.net>  
**Subject:** RE: Paed Path Consultant post

Caroline, Clare

Can you approve this switch please from paediatric pathology to renal pathology? We can use the current position number. Thanks. Jena

---

**From:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>  
**Sent:** 09 June 2021 17:25  
**To:** [REDACTED]; Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>; Leonard, Caroline <[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>  
**Cc:** McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

[REDACTED]

[REDACTED] is for a Consultant post with an Interest in Renal Pathology – 10 PAs. The interview is Monday 6<sup>th</sup> September at 1.30 pm. Panel is Dr Neil Anderson, CD, Dr Decland O'Rourke, Consultant, Dr Gary Benson (in place of Dr Clodagh Loughrey) and Caroline Leonard, plus Trust Board representative.

I will forward the approval for the renal post.

Neil

---

**From:** [REDACTED]  
**Sent:** 09 June 2021 16:08  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>; Leonard, Caroline <[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

Jena

If you can get Director and Finance approval, and a new position number then we can probably do that. I would need all of that by next Tuesday 15<sup>th</sup> to be able to meet our deadline for BMJ.

If you would also confirm the panel and interview date please – just so that there is no confusion between the 2 posts.

Regards

[REDACTED]

---

**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Sent:** 09 June 2021 13:46  
**To:** [REDACTED]; Leonard, Caroline <[Caroline.Leonard@belfasttrust.hscni.net](mailto:Caroline.Leonard@belfasttrust.hscni.net)>

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

[REDACTED]

Can the current requisition not be substituted for this if I get Director approval? It's the same budget? Thanks. Jena

---

**From:** [REDACTED]  
**Sent:** 09 June 2021 13:43  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

Jena

I have the college approval for that but I need a requisition for it before we can advertise – we do not have one for that post yet.

[REDACTED]

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**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Sent:** 09 June 2021 13:42  
**To:** [REDACTED]  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>; Bustard, Clare <[Clare.Bustard@belfasttrust.hscni.net](mailto:Clare.Bustard@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

[REDACTED]

Paediatric Pathologist post needs to be substituted for Renal Pathologist posts in terms of recruitment priorities. I will ask Neil to send through the JD, Job Plan and College approval in order for you to progress. Thanks. Jena

---

**From:** [REDACTED]  
**Sent:** 09 June 2021 13:39  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>  
**Subject:** RE: Paed Path Consultant post

Jena

We only have a requisition for a Consultant Perinatal Paediatric Pathologist; not sure if that is JC857. We do not have the college approval for it though so we need that – and the confirmed panel and interview date – before we can advertise. If you have all of that then advert on 22 June will be fine. The interview date needs to be 8 weeks from advert date.

Regards

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**From:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>

**Sent:** 09 June 2021 12:54

**To:** [REDACTED]

**Cc:** Anderson, Neil <[Neil.Anderson@belfasttrust.hscni.net](mailto:Neil.Anderson@belfasttrust.hscni.net)>; McAuley, Shauna <[Shauna.McAuley@belfasttrust.hscni.net](mailto:Shauna.McAuley@belfasttrust.hscni.net)>

**Subject:** FW: Paed Path Consultant post

[REDACTED] to sort this out with your team and Neil Anderson, CD and Shauna McAuley, Service Manager.  
Have you received either requisition?

Can we advertise the JC857 post on 22 June please (so we don't miss the one potential candidate)? It was approved at Scrutiny in February. It needs to be advertised as a Renal Pathologist. Neil can send the Job Description, Job Plan etc.

Can you call me to confirm?

Thanks

Jena

=====

Jena Crawford

Co Director Laboratories and Pharmacy

Old Generator House

Belfast City Hospital

Belfast

BT7 9AB

Tel: 02895 048522

Mob: 07568432412

Email: [jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)

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[Instagram.com/BelfastTrust](https://Instagram.com/BelfastTrust) | [YouTube.com/BelfastTrust](https://YouTube.com/BelfastTrust)

HSC core values FINAL logo (all 4 CMYK) vector



4 simple steps thin banner



**From:** [REDACTED]  
**Sent:** 09 June 2021 12:10  
**To:** Crawford, Jena <[jena.crawford@belfasttrust.hscni.net](mailto:jena.crawford@belfasttrust.hscni.net)>  
**Subject:** Paed Path Consultant post

Hi Jena

Paed Path Consultant in Feb 2021 scrutiny – JC 861.

There is also a Consultant Pathologist post – JC 857.

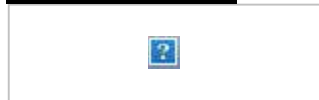
Kind regards

[REDACTED]

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

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[REDACTED]  
[REDACTED]  
[REDACTED]



[REDACTED]  
[REDACTED]



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**From:** [REDACTED]  
**Bcc:** [bids@ttmhealthcare.com](mailto:bids@ttmhealthcare.com); [davinder@xanderhendrix.com](mailto:davinder@xanderhendrix.com); [bidsupport@pertempsmedical.co.uk](mailto:bidsupport@pertempsmedical.co.uk); [valentin@vplhealthcare.com](mailto:valentin@vplhealthcare.com); [mark.canning@mparecruitment.co.uk](mailto:mark.canning@mparecruitment.co.uk); [MedicalRecruitment-SM](#)  
**Subject:** International medical recruitment Belfast Trust - Paeds Pathology  
**Date:** 19 April 2024 11:02:00  
**Attachments:** [image001.jpg](#)  
[Job Description.pdf](#)

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Good morning,

I am emailing from Belfast Trust regarding one of our hard to fill Consultant vacancies – Consultant in Paediatric and Perinatal Pathology. I believe this was previously shared with your agency by my colleagues [REDACTED] Jennifer Taggart, but as time has passed I am enquiring if this remains one of BHSCT active requests.

I have attached the Job description for your information, but if you require any further details please let me know.

Kind regards

[REDACTED]

Senior Human Resources Officer  
Medical Resourcing

[REDACTED]  
[REDACTED]

[medicalrecruitment@belfasttrust.hscni.net](mailto:medicalrecruitment@belfasttrust.hscni.net)



## **JOB DESCRIPTION**

<b>POST:</b>	Consultant Paediatric and Perinatal Pathologist. This is a replacement post.
<b>LOCATION:</b>	Belfast Health and Social Care Trust based at Royal Hospitals
<b>GRADE:</b>	Consultant
<b>REPORTS TO:</b>	Clinical Director Laboratory Services
<b>RESPONSIBLE TO:</b>	Co-Director Laboratory Services

**JOB SUMMARY/MAIN PURPOSE:** The Trust wishes to appoint a full time (10PAs) consultant paediatric and perinatal pathologist. The post holder will work with the existing paediatric/perinatal pathologist (Dr Daniel P Hurrell) to provide a Regional Paediatric and Perinatal Pathology Service. This is a regional service sited primarily at the Royal Hospitals, which is the regional tertiary referral centre for obstetrics, neonatology, paediatric surgery, paediatric medicine and paediatric oncology. All autopsies are carried out in the mortuary on the Royal Hospitals site. The successful candidate would also be invited to participate in the paediatric coronial and paediatric forensic autopsy service, though this is not essential.

At present there are approximately 270 paediatric/fetal post mortems carried out per annum. The paediatric surgical workload has increased over the past few years with increasing centralisation and subspecialisation in pathology. The workload is around 4000 per annum (much of the general paediatric surgical workload is currently reported by the adult pathologists) and includes approx. 30 paediatric solid tumours, 70 frozen section samples for intra-operative diagnoses and Hirschsprung's cases. The Regional placental service is currently out-sourced within the UK. The post holder will be expected to provide outreach services to the other four Health and Social Care Trusts in Northern Ireland, including multiprofessional clinical meetings, education of obstetric, nursing and paediatric staff, support with regional and national statutory and regulatory bodies, such as NIMACH and Safeguarding, and to provide second opinions on material submitted from other pathologists.

The appointee will be expected to participate in teaching of undergraduates, postgraduates and members of other professions. The appointee will be expected to participate in research and management.

## **CLINICAL DETAILS – The Belfast Health and Social Care Trust**

The Belfast Health & Social Care Trust was formed on April 1 2007. It has approximately 20,000 staff and is one of the largest Healthcare Trusts in the UK, serving a population of almost 500,000. It was formed by merging the Belfast City Hospital Trust, the Mater Hospital Trust, the Greenpark Health Care Trust, the Royal Group of Hospitals and Dental Hospital Trust (including Royal Belfast Hospital for Sick Children and Royal Jubilee Maternity Hospital), South & East Belfast Community Trust and North & West Belfast Community Trust.

### **Hospital Profiles**

The Belfast City Hospital (BCH) is a major teaching hospital, most of which is housed in the Tower block which opened in 1985. The Northern Ireland Cancer Centre opened on the BCH site in March 2006. The hospital has a range of major regional services with a strong focus on molecular medicine, cancer and renal services which has enabled the development of vigorous research programme, together with a large Cancer Clinical Trials Unit. It also includes a broad range of other acute specialities. Construction of a new acute mental hospital unit for Belfast on the BCH site will take place over the next 5 years. The BCH site also includes a Queen's University of Belfast (QUB) facility which houses the hybrid Molecular Diagnostics Laboratory and also provides a diagnostic service for health service patients. This aspect of laboratory medicine is anticipated to grow over the next few years.

The Mater Hospital is a long established general hospital. A new ward block was opened in January 2002, The X-ray Department sited in the Dempsey Building was opened in 1991; this also houses the Emergency Department, the Operating Theatres, ICU/HDU, the Outpatient Department and the Maternity Unit which provides midwife led care. The main Psychiatric Unit occupies a separate building next to the Dempsey Building and there is a separate Psychiatric Day Hospital on a separate site, approximately 1 mile from the main hospital

The Royal Hospitals is the largest hospital complex in Northern Ireland and comprises the Royal Victoria Hospital (RVH), the Royal Jubilee Maternity Hospital, the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. It provides a broad range of the regional specialities. A site redevelopment programme has been on-going since the mid-1990s, with a new outpatient, theatre and ICU block for RBHSC, a major ward and theatre block for the RVH, a new Imaging Centre for the RVH, and a new critical care/Emergency Department/Maternity block that opened in 2016. There are also plans to further develop new accommodation for Maternity Services and RBHSC underway. The Royal Hospitals play a major role in clinical education, training and research.

Musgrave Park Hospital provides elective orthopaedic surgery including orthopaedic oncology, a regional rehabilitation centre for spinal and acquired brain injuries and a geriatric medical service for Belfast patients.

A summary of the service across the different acute hospitals is provided in Table 1 below.

Site	General Services	Regional/Specialist Services
<p>Belfast City Hospital</p> <p>700 beds (approx.)</p>	<p>Acute and General Medicine</p> <p>Anaesthesia (including critical care and high dependency care)</p> <p>Dermatology</p> <p>Gastroenterology</p> <p>General Surgery</p> <p>Geriatric Medicine</p> <p>Neurology</p> <p>Nuclear Medicine</p> <p>Oncological Surgery</p> <p>Pain Management</p> <p>Psychiatry</p> <p>Rheumatology</p>	<p>Adult Cystic Fibrosis</p> <p>Breast Services (including reconstructive surgery)</p> <p>Cardiology</p> <p>Cochlear Implant Service</p> <p>Gynaecology &amp; Gynaecology Oncology</p> <p>Haematology</p> <p>Haemophilia Services</p> <p>Medical Genetics</p> <p>Medical Oncology</p> <p>Nephrology (including Renal Dialysis)</p> <p>Radiotherapy</p> <p>Respiratory Medicine</p> <p>Transplant Surgery</p> <p>Urology</p>
<p>Mater Hospital</p> <p>280 beds (approx.)</p>	<p>A&amp;E</p> <p>Acute and General Medicine</p> <p>Anaesthesia (including critical care and high dependency care)</p> <p>Cardiology</p> <p>Pain Management</p> <p>Geriatric Medicine</p>	<p>Surgical specialties, including Hepatobiliary and Ophthalmology</p> <p>Midwife led care</p> <p>Psychiatry</p>
<p>Royal Hospitals</p> <p>800 beds (approx.)</p>	<p>A&amp;E (Adult and Paediatric)</p> <p>Acute and General Medicine</p> <p>Anaesthesia (including critical and high dependency care)</p> <p>General Surgery</p> <p>Geriatric Medicine</p> <p>Pain management</p> <p>Paediatric medicine and surgery</p>	<p>Paediatrics in RBHSC (including most of the regional specialities)</p> <p>Obstetrics and pregnancy related gynaecology and neonatal intensive care (RJMS)</p> <p>School of Dentistry</p> <p>Adult Regional Services</p> <p>Trauma centre</p> <p>Medical and Surgical Cardiology</p> <p>Neurosciences</p> <p>Thoracic Surgery</p> <p>Ophthalmology</p> <p>Specialist Endocrinology</p> <p>ENT</p> <p>Vascular Surgery</p> <p>Hepatology</p>

Musgrave Park Hospital 347 beds	Anaesthesia Pain Management	Regional Orthopaedics Rheumatology Rehabilitation Regional Acquired Brain Injury Unit Care of the elderly unit
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The Belfast Trust is currently in the process of a major strategic review of the location of services which has largely concentrated acute/emergency services on the RVH site and elective/chronic disease services on the BCH site. This is still ongoing and any future developments will also take into consideration the regional recommendations for Health Care Reform.

The Trust's clinical services are organised around five Service Directorates. Cellular Pathology, which encompasses Histopathology, Diagnostic Cytopathology, Cervical Cytology, Paediatric & Perinatal Pathology, and Adult Autopsy Services is one of the four laboratory disciplines in Cellular Pathology and Molecular Services, which is one half of the Laboratory sub-directorate. Laboratory Services are part of the Surgery and Specialist Services Directorate. The Director for Surgery and Specialist Services is Ms Caroline Leonard, the Co-Director for Laboratories is Mrs Jena Crawford, the Service Manager for Tissue Pathology and Molecular Services is Mr. Desy Smart and the Discipline Manager for Tissue Pathology is Mr. Gerard Clarke. The Chair of Division for Laboratories & Pharmacy is Dr Clodagh Loughrey (Consultant Chemical Pathologist) and the Clinical Lead for Cellular Pathology is Dr Neil Anderson, Consultant Histo/Cytopathologist.

The Belfast Trust is working to rationalise laboratory services and to eliminate duplication, while maintaining and developing quality and efficiency of the service to all clinical users.

## **Cellular Pathology Service**

Currently the Cellular Pathology Service is located in two facilities; the Corry Building on the BCH site and in the Institute of Pathology on the Royal Hospitals site. The Consultant staff in Cellular Pathology at both sites work closely together and there is a rotational programme between the two sites for Trainee Pathologists of which there are 19 posts. Cellular Pathology is approved for post-graduate training by GMC. In line with the modernisation of the service programme, the Trust and staff from both sites are working towards variable subspecialisation and the provision of a unified single site service. It is expected that the service will move to a single laboratory in the Institute of Pathology on the Royal Hospitals site late 2017. This is an interim measure as part of longer-term plans to consolidate pathology services within Belfast and within N Ireland.

The current Clinical and Professional lead in Cellular Pathology is Dr Neil Anderson. This appointment is held for three years following selection by interview. It may be renewed for a further three year period.

Cellular Pathology is currently fully accredited with CPA UK and has been recommended for UKAS accreditation pending clearance of finding following an UKAS transitional inspection and assessment in January 2017. Cellular Pathology operates under the HTA

Post-mortem license and has undergone phase 2 inspection. The laboratory takes part in external quality assurance schemes in routine histopathology, cytopathology and immunohistochemistry. It has close working relationships with the Academic Department of Pathology at QUB. The NHS service on the Royal Hospital site is currently housed in University accommodation in the Institute of Pathology.

Services to the Belfast Health & Social Care Trust and the South Eastern Health & Social Care Trust reach a local population of approximately 700,000 incorporating the hospitals within the Belfast Trust and the hospitals in the South Eastern Health & Social Care Trust: Ulster Hospital Dundonald, Lagan Valley Hospital Lisburn, Downe Hospital Downpatrick and Bangor Hospital. It also provides a diagnostic service to general medical practitioners within this catchment area. Cellular Pathology provides a number of regional services to the 1.8 million population of Northern Ireland (and beyond) including neuropathology, paediatric & perinatal pathology, renal pathology, electron microscopy and immunofluorescence. A range of diagnostic techniques is on offer, including immunohistochemistry, acetylcholinesterase for Hirschsprung disease, immunofluorescence and electron microscopy. It has links with other laboratories to provide other complex techniques, in particular molecular diagnostics. The laboratory provides a full frozen section service.

Overall, the Cellular Pathology service reports approximately 580,000 surgical biopsies 40,000,000 cervical smears and 10,500 diagnostic cytology specimens per year. The biopsy specimens derive from all medical and surgical specialties, including a number of regional services, with a significant oncological component requiring representation at MDM. Approximately half of the diagnostic cytology specimens derive from out-patient “one-stop” FNA clinics and radiologically guided FNA clinics, mostly breast, head & neck, thyroid and lymph node swellings. Assessment of adequacy of FNA specimens is provided at these clinics by both consultant and BMS staff but reporting is delivered only by medical staff.

### **Paediatric and Perinatal Pathology Service**

The Regional Paediatric and Perinatal Pathology Service was established in 1994 with the appointment of a consultant in Paediatric and Perinatal Pathology and a further consultant appointment was made to this service in 2003, and again in 2014.

Following the retirement and resignation of two of the then three full-time paediatric/perinatal pathologists we now seek to appoint a full time paediatric/perinatal pathologist to work alongside Dr Hurrell in providing a streamlined and sustainable regional service to include paediatric/perinatal autopsies, paediatric oncology, Hirschsprung’s disease and placenta reporting as well as a surgical referral service for colleagues throughout the region.

The service is currently provided by one full-time consultant, supported by secretarial, laboratory and mortuary staff and is located in the Institute of Pathology on the Royal Hospitals site.

The mortuary, located on the Royal Hospitals site close to the Institute of Pathology, was opened in 1994 and has recently been refurbished: a phase 3 development is scheduled. It is equipped with radiological and photographic facilities.

Each year the service carries out approximately 270 autopsies. The workload is around 4000 per annum (much of the general paediatric surgical workload is currently reported by the adult pathologists) and includes approximately 30 paediatric solid tumours, 70 frozen section

samples for intra-operative diagnoses and Hirschsprung's cases. The Regional placental service is currently out-sourced within the UK.

Dr Hurrell currently provides a service to the Northern Ireland Coroner's Service. Over the last few years the Regional Paediatric and Perinatal Pathology service has carried out increasing numbers of coronial autopsies, predominantly SUDI and medicolegal cases. In suspicious deaths, the post mortem examination is carried out jointly with a paediatric pathologist and a forensic pathologist. There is a close working relationship with the State Pathologist's Department, Neuropathology and Paediatric Radiology. It is desirable that the appointee would undertake Coronial work, however this is **not** essential. This work is time shifted into the NHS job plan with private remuneration agreed between the Pathologist and the Department of Justice. A job plan will be agreed with the appointee prior to taking up the post.

All pathologists are expected to participate in medical and clinical audit, both within the laboratory and with clinical colleagues, and in the external EQA scheme organised through BRIPPA, the CPA accredited EQA scheme for paediatric and perinatal pathology.

The Royal Belfast Hospital for Sick Children is a recognised centre for children's cancers (CCLG). The majority of tumours are investigated, reported and treated in line with CCLG protocols. Belfast is a recognised centre for CCLG Tumour banking.

The pathologists work in close liaison with the Regional Clinical Genetics Service based at the Belfast City Hospital with regular multidisciplinary meetings. Other regular meetings include paediatric oncology, monthly mortality meetings in RBHSC and perinatal mortality meetings in most of the regional trusts.

Trainee pathologists rotate through paediatric pathology as required by RCPATH and are given 1:1 training under close supervision.

## Main Duties/Responsibilities

### **Duties of the Post**

The appointee will together with consultant colleagues be responsible for the provision of the service. The appointee will be expected to participate in the management of the service.

The successful candidate will be expected to:

1. Provide a professional service in paediatric and perinatal pathology according to the needs of the service;
2. Undertake with other histopathologists the professional supervision, management and training of trainee medical staff and with other professions associated with paediatric and perinatal pathology;
3. Participate in the consultant appraisal process and revalidation;
4. Provide cover for colleagues' annual and study leave;
5. Assist in the delivery and integration of teaching and research at undergraduate and postgraduate levels;
6. Participate in medical and clinical audit and quality assurance procedures, including national pathology review panels as appropriate;
7. Contribute and take part in Continuing Professional Development;
8. Comply with all health and safety policies;
9. Undertake such other duties as may be agreed in relation to services provided by the Clinical Director of Laboratory Medicine for other agencies;
10. Participate in the Clinical and Research Governance Framework of the Belfast HSC Trust;
11. Undertake administrative duties and cooperate with management to provide a quality and efficient service.



## **Staffing**

### **Consultant Medical Staff:-**

Dr Neil H Anderson, Cytopathology/Histopathology (1 WTE)	NHS
Dr Shauna Casey, Histopathology/Cytopathology (1 WTE)	NHS
Dr Caroline Coghlin, Histopathology (0.5 WTE)	NHS
Dr Estelle G Healy, Neuropathology (1 WTE)	NHS
Dr Brian M Herron, Neuropathology/Histopathology (1 WTE)	NHS
Dr Joseph P Houghton Senior Lecturer Consultant Dermatopathologist (0.5 WTE)	QUB/NHS
Dr Oisin P Houghton, Histopathology/Musculoskeletal (1 WTE)	NHS
Dr Daniel P Hurrell, Perinatal Pathology (1 WTE)	NHS
Dr Jacqueline A James, Senior Lecturer/Consultant Molecular reporting (0.5 WTE)	QUB/NHS
Dr Paul J Kelly, Histopathologist/Hepatobiliary Pathology (1 WTE)	NHS
Dr Sarah Kenny, Histopathologist/Cytopathologist (0.5 WTE)	NHS
Dr Tong Fang Lioe, Histopathology/Cytopathology (1 WTE)	NHS
Dr Maurice B Loughrey, Histopathologist/GI Pathology (1 WTE)	NHS
Prof Glenn McCluggage, Gynae/Cytopathology Pathology (1 WTE)	NHS
Dr Marie McFarland, Renal Pathology/Dermatopathology	NHS
Dr P Dianne McGibben, Cytopathology/Histopathology (1 WTE)	NHS

Dr Damian T McManus, Histopathology/Cytopathology (1 WTE)	NHS
Dr Seamus S Napier, Histopathology/Oral Pathology (1 WTE)	NHS
Dr A Graeme O'Hara, Cytopathology/Histopathology (1 WTE)	NHS
Dr Declan M O'Rourke, Histopathology / Renal & Urological Pathology (1 WTE)	NHS
Prof. Manuel Salto-Tellez, Chair of Molecular Pathology Molecular reporting (0.5 WTE)	QUB/NHS
Dr Jennifer Somerville, Histopathology/Cytopathology (1 WTE)	BCH NHS
Dr Lakshmi Venkatraman, Cytopathology/Haematopathology (1 WTE)	RGH NHS
Specialist Registrars	19 posts

### **Continuing Professional Development**

The appointee will be expected to participate in clinical audit and continuing professional development and in relevant quality assurance schemes and proficiency testing. The appointee would be expected to take part in appropriate external quality assurance programmes, including a specialist scheme in their area(s) of interest, if one exists. The Trust actively supports CPD and applications for study leave; financial support will be considered.

### **Job Planning and Appraisal**

The appointee would be expected to participate in the annual job planning and appraisal processes of the Trust. Annual appraisal may be with the Clinical Lead or a trained colleague. Should any disagreement arise, the process will then be taken over by the Clinical Director. There are workshops and seminars for both appraisers and appraisees organised by the Trust. The job planning exercise is carried out by the Clinical Lead and overseen by the Clinical Director. Facilitation and appeal procedures are in place for further discussions with the Clinical Director and Associate Medical Director to resolve any disputes. The Trust has a number of training sessions and intranet support for revalidation.

### **Out of Hours**

There is no on-call provision.

### **Leave**

The successful candidate is expected to provide cover for colleagues annual and study leave, and for short term sickness. Locum cover is not usually provided for study leave and annual leave.

### **Visiting Arrangements**

Further details of arrangements to visit the Directorate may be made by prior arrangement with Dr. Neil Anderson ([neil.anderson@belfasttust.hscni.net](mailto:neil.anderson@belfasttust.hscni.net))

### **CONDITIONS OF SERVICE**

Terms and conditions of service may be inspected on request in the Human Resources Directorate.

a) **Remuneration**

In accordance with rates currently effective for NHS consultant posts.

b) **Type of Appointment**

The appointment will be on a whole time basis, although any person who for personal reasons is unable to work full-time will be eligible to be considered. The post is based on a 10 PA Job Plan, initially 8.5 PA DCC and 1.5 PA SPA.

c) **Accommodation and secretarial support**

The appointee will be allocated adequate office space, a modern microscope with photographic facilities and a PC terminal. There will be access to e-mails and internet facilities. Secretarial support will be provided.

d) **Customary Holidays**

The Trust recognizes 10 customary holidays each year. Details are available from the Human Resources Directorate.

e) **Leave Arrangements**

Annual leave is in accordance with the terms and conditions of the new Consultant Contract.

All leave (annual, study and professional) is subject to the needs of the Trust and must be approved in advance by the Clinical Director.

f) **General Medical Council/General Dental Council Registration**

The appointee will be required to maintain full and specialist registration with a licence to practise with the General Medical Council (or be eligible for registration within six months of interview) or the General Dental Council as appropriate.

g) **Medical Fitness**

The appointment is subject to the completion of a satisfactory medical examination.

h) **Pension**

There is an Occupational Pension Scheme in operation. This appointment is superannuable and, unless you opt out of the Scheme, superannuation contributions will be deducted from your pay.

i) **Medical Defence**

Employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by the Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety therefore advises that membership of a medical defence organization is maintained by all consultants.

AccessNI criminal disclosure check <https://www.dojni.gov.uk/articles/about-accessni>

j) **Availability**

Residence must be within a reasonable radius of the Base Hospital to facilitate the on-call requirements of the post.

k) **Removal Expenses**

In appropriate circumstances a fixed relocation grant may be available to assist with essential removal expenses. The amount must be agreed in advance of incurring expenditure.

**General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

## **Records Management**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

## **Environmental Cleaning Strategy**

The Trust's Environmental Cleaning Strategy recognizes the key principle that "Cleanliness matters is everyone's responsibility, not just the cleaner's". Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare-associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately ie cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## **JOB SPECIFICATION**

**POST:** Consultant Paediatric and Perinatal Pathologist  
**LOCATION:** Belfast Health and Social Care Trust based at the Royal Hospitals

### **ESSENTIAL CRITERIA:**

1. Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) (or be eligible for registration within six months of interview).
2. Holder of Certificate of Completion of Training (CCT) or equivalent, or within six months of award of CCT or equivalent by date of interview.
3. FRCPath (or equivalent) by examination.
4. Demonstration of a wide experience in paediatric and perinatal autopsy pathology.
5. Demonstration of a wide experience in paediatric surgical pathology including paediatric tumours and frozen section reporting.
6. Experience of clinical governance, clinical audit and teaching.
7. Skills and abilities: computer literacy, interpersonal and organisation skills, ability to work on own initiative in a pressured environment.
8. Must meet requirements for occupational health.
9. Must meet the requirements of Health Circular HC (88)9 concerning checks on criminal background.
10. Must have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues. Must have communication, reasoning and team-working skills which should be demonstrated on application and at interview.
11. Must have access to a means of transport to facilitate movement between sites.
12. Eligibility to work in the UK as per UKBA Immigration Regulations.

### **DESIRABLE CRITERIA**

- Experience in placental pathology.
- Experience of a range of paediatric coronial cases.
- Experience of a specified role for HTA or equivalent.

**NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non appointment.

## JOB PLAN

Proposed Job plan for Regional Consultant Paediatric and Perinatal Pathologist.

### Sample Job Plan

Day	Time	Work Activity	No of PAs		Location	Comments (e.g., Agreed/ Cancelled following Weekend On-Call)
			DCC	SPA		
Monday	9-10	SPA		0.25	Royal Hospitals	
	10-5	Clinical/diagnostic work	1.75		Royal Hospitals	
Tuesday	9-10	SPA		0.25	Royal Hospitals	
	10-5	Clinical/diagnostic work	1.75		Royal Hospitals	
Wednesday	9-11	SPA		0.5	Royal Hospitals	
	11-5	Clinical/diagnostic work	1.5		Royal Hospitals	
Thursday	9-11	SPA		0.5	Royal Hospitals	
	11-5	Clinical/diagnostic work	1.5		Royal Hospitals	
Friday	8-4	Clinical/diagnostic work to include MDMs	2.0		Royal Hospitals	
Weekend		No scheduled activity				
<b>Total</b>			<b>8.5</b>	<b>1.5</b>		



From: Gabriela Nita <gabriela@vplhealthcare.com>  
Sent: 11 June 2024 15:37  
To: [REDACTED]  
Subject: Re: (CV) [REDACTED] \_Consultant Paediatric and Perinatal Pathologist

Hi [REDACTED]

I trust all is well.

I am kindly asking you to let me know your feedback regarding the CV enclosed.

Many thanks,  
Gabriela

În mie., 5 iun. 2024 la 13:22, Gabriela Nita <gabriela@vplhealthcare.com> a scris:  
Good afternoon [REDACTED]

I trust all is well.

I am sending you enclosed the CV of [REDACTED].  
[REDACTED] is very interested in pursuing a role within the Trust. Presently he is in [REDACTED] and in the process of GMC.

Please let me know the availability for an interview with him.

Many thanks and looking forward to hearing from you,  
Gabriela

VPL Healthcare is a company that provides assistance and personal recruiting, both in public and private sectors from the medical and pharmaceutical industry with the entire spectrum of professionals: executive managers, top and middle managers, doctors, pharmacists, dentists, nurses, specialists in biomedical research. Our network includes successful companies in the healthcare industry in Europe, Gulf region countries and Asia.

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From: Gabriela Nita <gabriela@vplhealthcare.com>  
Sent: 26 June 2024 13:57  
To: [REDACTED]  
Subject: Re: (CV) [REDACTED] \_Consultant Paediatric and Perinatal Pathologist

Hi [REDACTED]

[REDACTED] thanks for your reply.  
I shall let you know the moment we have other candidates.

Kind regards,  
Gabriela

În joi, 20 iun. 2024 la 18:06, [REDACTED] scris:  
Hi Gabriella,  
The service have been in touch and unfortunately [REDACTED] is not suitable for the post. Please  
can I ask that this recruitment search remains ongoing  
Kind regards

[REDACTED]

medicalrecruitment@belfasttrust.hscni.net

From: Gabriela Nita <gabriela@vplhealthcare.com>  
Sent: 12 June 2024 09:04  
To: [REDACTED]  
Subject: [REDACTED]

Many thanks for your update.  
Waiting to received news from you,  
Gabriela

În mar., 11 iun. 2024 la 18:45, [REDACTED] a scris:  
Hi Gabriela,  
I have shared with the service, but still awaiting feedback. I will be in touch as soon as I hear  
anything further  
Kind regards

[REDACTED]

From: Gabriela Nita <gabriela@vplhealthcare.com>  
Sent: 11 June 2024 15:37  
To: [REDACTED]  
Subject: Re: (CV) [REDACTED] \_Consultant Paediatric and Perinatal Pathologist  
Hi Julie,

I trust all is well.

I am kindly asking you to let me know your feedback regarding the CV enclosed.

Many thanks,

Gabriela

În mie., 5 iun. 2024 la 13:22, Gabriela Nita <gabriela@vplhealthcare.com> a scris:

Good afternoon [REDACTED],

I trust all is well.

I am sending you enclosed the CV of [REDACTED].

He is very interested in pursuing a role within the Trust. Presently he is in Germany and in the process of GMC.

Please let me know the availability for an interview with him.

Many thanks and looking forward to hearing from you,

Gabriela

VPL Healthcare is a company that provides assistance and personal recruiting, both in public and private sectors from the medical and pharmaceutical industry with the entire spectrum of professionals: executive managers, top and middle managers, doctors, pharmacists, dentists, nurses, specialists in biomedical research. Our network includes successful companies in the healthcare industry in Europe, Gulf region countries and Asia.

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## **JOB DESCRIPTION**

**POST:** Consultant Paediatric and Perinatal Pathologist

**LOCATION:** Belfast Health and Social Care Trust, based at Royal Hospitals

**REPORTS TO:** The Clinical Director

**RESPONSIBLE TO:** The Chief Executive

### **GENERAL INFORMATION**

We wish to recruit a Consultant Paediatric and Perinatal Pathologist to contribute to the rebuilding of the Northern Ireland Regional Paediatric and Perinatal Pathology service. A team of three consultants is required, with a minimum staff of two. The Trust anticipates that the current SLA for paediatric and perinatal pathology services with another UK NHS Trust will continue whilst the service is in the rebuilding phase. The successful candidate(s) will be involved in setting up a new regional paediatric pathology service and will have the full support of the Trust in achieving their vision. This will be a regional service sited at the Royal Hospitals, which is the regional tertiary referral centre for obstetrics, neonatology, paediatric surgery, paediatric medicine and paediatric oncology. All post-mortem examinations were previously carried out in the mortuary on the Royal Hospitals site. The successful candidate will be expected to participate in teaching of undergraduates, postgraduates and members of other professions. They will be expected to participate in research and management. They would also be invited to participate in the paediatric coronial and paediatric forensic autopsy service, though this is not essential.

### **The Belfast Health and Social Care Trust**

The Belfast Trust delivers integrated health and social care to approximately 340,000 citizens in the greater Belfast area and provides the majority of regional specialist services for the population of Northern Ireland (1.8 million people). With an annual budget of almost £1.3 bn and a workforce of over 20,000, we are also a Trust with teaching hospitals and have strong links with our local university partners providing high quality training for medical and other health care professionals across all disciplines.

### **Hospital Profiles**

**The Royal Hospitals** form the largest hospital complex in Northern Ireland, comprising the Royal Victoria Hospital, the Royal Jubilee Maternity Hospital (RJMh), the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. Major re-developments of the Royal Group of Hospitals are underway, which includes the Royal Belfast Hospital for Sick Children. A new Critical Care Building with emergency department and operating theatres is currently in the process of opening. The Royal Hospitals play a major role in clinical education, training and research, with most academic departments linked to the Queen's University of Belfast Medical School on the Royal Hospital's complex – medicine, surgery, ophthalmology, child health, obstetrics and gynaecology, and pathology.

**Belfast City Hospital** is a 900 bed teaching hospital situated close to the centre of Belfast and adjacent to the university campus. It provides a wide range of acute medical and surgical services, and provides a significant proportion of the Northern Ireland regional services. The hospital's declared interests are in cancer, nephrology, GI surgery, gynaecology, urology and molecular medicine. The Northern Ireland regional clinical oncology and haematology services are located at BCH.

**The Mater Hospital** is a long established general hospital with teaching status affiliated to the Queen's University of Belfast. A new state of the art ward block, the McAuley Building, was opened in January 2002. The Dempsey Building, which was opened in 1991 houses the Emergency Department, the Operating Theatres, the Intensive Care/High Dependency Unit, the Outpatient Department, the X-Ray Department and the Maternity Unit and The main Psychiatric Unit occupies a separate building next to the Dempsey Building. There is also a Psychiatric Day Hospital on a separate site, approximately one mile from the main hospital.

**Musgrave Park Hospital** is the Regional Orthopaedic Unit for Northern Ireland. The Musgrave Park Regional Orthopaedic Service is the largest in the British Isles with 48 consultant orthopaedic surgeons and staff. On site is the Queen's University of Belfast's Department of Orthopaedic Surgery which is the largest academic unit in Orthopaedics in the British Isles with an international reputation and an extensive research output.

All of the major laboratory services are also available including:

- Immunology
- Haematology (including Transfusion Services)
- Bacteriology
- Virology
- Pathology
- Immunopathology

A summary of the services across the different hospitals is provided in the table below:

Site	General Services	Specialist Services
<b>Royal Hospitals</b>	Emergency Department Acute & General Medicine	Recognised trauma centre Paediatrics (RBHSC)

	Anaesthesia (including critical care) Pain Management	Obstetrics & Gynaecology (Royal Jubilee Maternity Hospital) School of Dentistry  Regional services include: neurosciences, medical and surgical cardiology, thoracic surgery, ophthalmology and specialised endocrinology, ENT, general surgery, vascular surgery, hepatology
<b>Belfast City Hospital</b>	Emergency Department (temporarily closed) Acute & General Medicine Anaesthesia (including critical care) Pain Management	Adult Cystic Fibrosis Breast Services (including reconstructive surgery) Cardiology Cochlear Implant Service Gynaecology & Gynaecological Oncology Haematology Haemophilia Service Medical Genetics Medical Oncology Nephrology (including Renal Dialysis) Radiotherapy Respiratory Medicine Transplant Surgery Urology
<b>Mater Hospital</b>	Emergency Department Acute & General Medicine Anaesthesia (including critical care) Pain Management	Surgical specialties, including Hepatobiliary, Ophthalmic and ENT Obstetrics & Gynaecology Psychiatry
<b>Musgrave Park Hospital</b>	Anaesthesia Pain Management	Regional Orthopaedic unit Rheumatology Rehabilitation Regional Acquired brain injury unit Care of the elderly unit

The Belfast HSC Trust functions through a series of Directorates. At present, the Cellular Pathology Directorate is part of the Division of Laboratories and Pharmacy.

## **SERVICE INFORMATION**

### **Cellular Pathology Service**

The Cellular Pathology Service for the Trust is located in recently refurbished premises in the Institute of Pathology on the Royal Hospitals site. Cellular Pathology is approved for post-graduate training by the General Medical Council. There are 18 training posts. Trainees participate in a rotation encompassing Belfast, Northern, Southern and Western Health and Social Care Trusts.

The current Clinical Director in Cellular Pathology is Dr Clinton Boyd. This appointment is held for three years following selection by interview. Dr Paul Kelly and Dr Michelle Moore are Service Improvement Leads.

The Laboratory is UKAS accredited. Cellular Pathology operates under the HTA Post-mortem license and is subject to regular HTA inspection. The laboratory takes part in external quality assurance schemes in histopathology, cytopathology and immunohistochemistry. It has close working relationships with the Academic Department of Pathology at QUB.

The laboratory provides services to the Belfast Health & Social Care Trust and the South Eastern Health & Social Care Trust with a local population of approximately 700,000, incorporating the hospitals within the Belfast Trust and the hospitals in the South Eastern Trust (Ulster Hospital, Dundonald, Lagan Valley Hospital, Downe Hospital and Bangor Hospital). It also provides a diagnostic service to general practitioners within this catchment area. Cellular Pathology provides a number of regional services to the population of Northern Ireland (almost 1.9 million people) including neuropathology, haematopathology, renal pathology, medical liver pathology and immunofluorescence. At present, aspects of the paediatric/perinatal pathology service are provided by Alder Hey Hospital in Liverpool. A range of diagnostic techniques is on offer, including immunohistochemistry, acetylcholinesterase for Hirschsprung disease, immunofluorescence and electron microscopy. The laboratory provides a full frozen section service. There are close links with the Regional Molecular Diagnostic Service.

The laboratory has recently seen successful implementation of a digital pathology platform. Slides from all histopathology cases (H&E, special stains and immunohistochemistry) are scanned and available for reporting digitally. The rollout of home workstations for digital pathology reporting is almost complete and will allow for increasingly flexible working patterns. Consultants who need to undergo a validation process in digital pathology will be fully supported.

Overall, Cellular Pathology reports approximately 63,000 surgical biopsies and 11,000 diagnostic cytology specimens per year. These specimens derive from all medical and surgical specialties, including a number of regional services, with a significant oncological component requiring representation at MDM. Approximately 40% of the diagnostic cytology specimens derive from out-patient “one-stop” FNA clinics and radiologically guided FNA clinics, mostly breast, head & neck, thyroid and lymph node

swellings. Assessment of adequacy of FNA specimens is provided at these clinics by both consultant and BMS staff but reporting is delivered only by medical staff. The regional cervical screening laboratory has recently opened on site, providing primary HPV screening and cervical cytology service.

### **Paediatric and Perinatal Pathology at Belfast Trust**

The Regional Paediatric and Perinatal Pathology Service has been provided by Alder Hey Children's NHS Foundation Trust since 2019. The overall aim of the Belfast Trust is to resume provision of a regional service for Northern Ireland. A cornerstone of this aim is to recruit three full time paediatric and perinatal pathologists to provide a streamlined and sustainable regional service. This will eventually include paediatric and perinatal autopsies, paediatric oncology, reporting frozen sections for Hirschsprung's disease and placenta reporting as well as a surgical referral service for colleagues throughout the region.



The service will be supported by secretarial, laboratory and mortuary staff and will be located in the Institute of Pathology on the Royal Hospitals site.



The mortuary, located on the Royal Hospitals site close to the Institute of Pathology, was opened in 1994 and has recently been refurbished: a phase 3 development is scheduled. It is equipped with radiological and photographic facilities. Currently, regional demand for paediatric and perinatal autopsies is approximately 240 per year.



Before the service was suspended in 2019, surgical paediatric and perinatal pathology workload was approximately 4000 cases per annum. Much of the general paediatric surgical workload is currently reported by the adult pathologists and includes approximately 30 paediatric solid tumours and 70 frozen section samples for intra-operative diagnoses and Hirschsprung's cases. The Regional placental service is currently outsourced within the UK.

Prior to 2019, the Regional Paediatric and Perinatal Pathology service carried out increasing numbers of coronial autopsies, predominantly SUDI and medicolegal cases. In suspicious deaths, the post mortem examination is carried out jointly with a paediatric pathologist and a forensic pathologist. There is a close working relationship with the State Pathologist's Department, the department of Neuropathology and Paediatric Radiology. It is desirable that the appointee would undertake Coronial work, however this is **not** essential. This work is time shifted into the NHS job plan with private remuneration agreed between the Pathologist and the Department of Justice. A job plan will be agreed with the appointee prior to taking up the post.

All pathologists are expected to participate in medical and clinical audit, both within the laboratory and with clinical colleagues, and in the external EQA scheme organised through BRIPPA, the CPA accredited EQA scheme for paediatric and perinatal pathology.

The Royal Belfast Hospital for Sick Children is a recognised centre for children's cancers. The majority of tumours are investigated, reported and treated in line with Children's Cancer and Leukaemia Group (CCLG) protocols. Belfast is a recognised centre for CCLG tumour banking.

The pathologists work in close liaison with the Regional Clinical Genetics Service based at the Belfast City Hospital with regular multidisciplinary meetings. Other regular meetings include paediatric oncology, monthly mortality meetings in RBHSC and perinatal mortality meetings in most of the regional trusts.

Trainee pathologists rotate through paediatric pathology as required by RCPATH and are given 1:1 training under close supervision.

### **General Surgical Pathology**

Pathologists from the Belfast Trust service weekly MDMs coordinated by Belfast Trust in the following specialties: Breast; Dermatological Oncology (excluding melanoma); Inflammatory Dermatology; Gynaecological Oncology; Haemato-Oncology; Head & Neck; Hepatopancreatobiliary; Lower Gastrointestinal; Melanoma Dermatological Oncology; Neuro-Oncology; Respiratory; Thyroid, Oesophagogastric; Urology. Pathologists from the Belfast Trust service monthly MDMs coordinated by the Belfast Trust in the following specialties: Bone/Soft Tissue; Endocrine; Medical Hepatology; Medical Nephrology; Neuroendocrine; Paediatric Oncology; Paediatric Surgery. Pathologists from the Belfast Trust also participate in MDMs for South Eastern Trust patients weekly for Breast, Gastrointestinal Oncology, Respiratory and Urology and monthly for Inflammatory Dermatology and Soft Tissue Tumours.

Around seventy adult autopsies (Neuropathology and Consented general adult) are performed annually.

The department uses the WinPath Enterprise (Clinisys) Information Management system. Cytopathology reports are entered directly in the LIMS. Histopathology reports are entered onto a PACS based system that communicates with the LIMS and onward

to Epic and the Northern Ireland Electronic Care record. This is standard practice across the region.

### **Research:**

All Consultants are expected to support research requests in line with the needs of the Trust. Some posts attract dedicated PA sessions for research that is specifically funded.

### **Audit:**

There is a regular schedule of audit activity in the laboratory and all Consultants participate in audit.

The laboratory service participates in the Trust's Clinical Governance framework and quality initiatives are actively encouraged.

### **Medical Staff:**

#### **Consultants**

Dr Neil H Anderson, cytopathology (general) / histopathology (thoracic, endocrine) - NHS (1 WTE)

Dr Gavin Baker, histopathology (GI and hepatobiliary pathology) / autopsy pathology – NHS (1 WTE)

Dr Clinton Boyd, cytopathology (breast, respiratory) / histopathology (breast, thoracic) - NHS (1 WTE)

Dr David Boyle, histopathology (dermatopathology) - NHS (1 WTE)

Dr Shauna Casey, cytopathology (breast) / histopathology (breast, uropathology) - NHS (0.9 WTE)

Dr Caroline Coghlin, histopathology (GI Pathology) - NHS (0.6 WTE)

Dr Estelle G Healy, neuropathology – NHS (1 WTE)

Dr Claire Hennell, histopathology (dermatopathology) - NHS (0.8 WTE)

Dr Brian Herron, neuropathology / autopsy pathology – NHS (1 WTE)

Dr Kristofer Holte, histopathology (dermatopathology) - NHS (1 WTE)

Dr Oisin P Houghton, histopathology (gynaecological and musculoskeletal pathology) - NHS (1 WTE)

Dr Steven Irwin, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Prof Paul J Kelly, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Dr Sarah Kenny, cytopathology (cervical) / histopathology (uropathology, dermatopathology) - NHS (0.8 WTE)

Prof Maurice B Loughrey, histopathology (GI pathology) - NHS (1 WTE)

Prof W Glenn McCluggage, cytopathology (general) / histopathology (gynaecological pathology) - NHS (1 WTE)

Dr Gerard McVeigh, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Dr Michelle Moore, histopathology (GI and hepatobiliary pathology, haematopathology) - NHS (1 WTE)

Dr Seamus S Napier, histopathology (head and neck / oral and maxillofacial pathology, haematopathology) - NHS (1 WTE)

Prof Declan M O'Rourke, histopathology (renal and urological pathology) - NHS (1 WTE)

Dr Simon Rajendran, cytopathology (general) / histopathology (head & neck, endocrine, breast) - NHS (1 WTE)

Dr Jennifer Taylor, histopathology (urological and gynaecological pathology) - NHS (0.8 WTE)

Dr James Trainor, histopathology (musculoskeletal pathology, GI pathology, urological pathology) - NHS (1 WTE)

Dr Lakshmi Venkatraman, cytopathology (general) / histopathology (haematopathology, breast pathology) - NHS (1 WTE)

### **QUB Joint appointments**

Dr Joseph P Houghton, Senior Lecturer / Consultant – QUB / NHS (0.1 WTE for NHS)

Dr Damian T McManus, Senior Lecturer / Consultant – QUB / NHS (0.5 WTE for NHS)

### **Non Consultant Career Grades**

At present, there are two Specialty Doctors, covering specimen dissection, Dr Claire Carleton and Dr Suzanne Kennedy.



## **Junior doctors**

There are 18 Specialist Registrar posts in Northern Ireland and trainees rotate between Belfast and three other hospitals (Southern Health and Social Care Trust, Northern Health and Social Care Trust and Western Health and Social Care Trust)

## **JOB SUMMARY/MAIN PURPOSE:**

The Trust wishes to appoint a full time (10 PAs) Consultant Paediatric and Perinatal Pathologist. Any applicant who is unable for personal reasons to work 10 PAs will be eligible for consideration. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

## **Main Duties/Responsibilities**

The main clinical responsibilities in all Cellular Pathology Consultant posts in Belfast Health and Social Care Trusts are as follows:

- Provide a professional service in paediatric and perinatal pathology according to the needs of the service;
- Undertake with other histopathologists the professional supervision, management and training of trainee medical staff and with other professions associated with paediatric and perinatal pathology;
- Participate in the consultant appraisal process and revalidation;
- Provide cover for colleagues' annual and study leave where appropriate;
- Assist in the delivery and integration of teaching and research at undergraduate and postgraduate levels;
- Participate in medical and clinical audit and quality assurance procedures, including national pathology review panels as appropriate;
- Contribute and take part in Continuing Professional Development;
- Comply with all health and safety policies;
- Undertake such other duties as may be agreed in relation to services provided by the Clinical Director of Cellular Pathology for other agencies;
- Participate in the Clinical and Research Governance Framework of the Belfast HSC Trust;
- Undertake administrative duties and cooperate with management to provide a quality and efficient service.
- QA activity – consultation regarding important diagnoses and recording of second opinions is actively encouraged and is recognised in Job Plans
- The appointee will together with other consultant colleagues be responsible for the provision of the service. The appointee will be expected to participate in the management of the service.

## **Managerial Responsibilities**

The department is led by a Clinical Director for Cellular Pathology who is supported by two Service Improvement Leads. All Consultants are expected to contribute to a variety of projects as requested by the Clinical Director and Clinical Leads. There is a series of regular meetings for discussion of all aspects of the Clinical Service.

The post holder will also:

- 1 Undertake the administrative duties associated with the care of their patients and the running of the department in conjunction with colleagues.
- 2 Maintain staff relationships and morale among the staff reporting to them
- 3 Delegate appropriate responsibility and authority to more junior staff, ensuring effective decision-making, while retaining overall responsibility and accountability for results.
- 4 Possibly be required to undertake, from time to time, various management roles in relation to the activities of the specialty and Belfast Trust
- 5 Identify objectives with the Clinical Director and agree an action plan ensuring personal development.
- 6 Participate in the selection and appointment of staff in accordance with Trust procedures.
- 7 Take such action as may be necessary in disciplinary and grievance matters in accordance with the procedures laid down and approved by the Trust.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.

- Ensure the ongoing confidence of the public in service provision.
- Maintain high standards of personal accountability.
- Comply with the HSC Code of Conduct.

## **ADDITIONAL INFORMATION**

### **Terms & Conditions**

This appointment is subject to the Consultant Terms & Conditions of Service (Northern Ireland) 2004, and as amended.

### **Registration**

The appointee is required to maintain full and specialist registration (and hold a current licence to practise) with the General Medical Council or be eligible for registration within six months of interview.

### **Salary**

As per current Consultant salary scale in line with the Consultant Terms & Conditions of Service.

### **Annual Leave**

Annual leave is in accordance with the terms and conditions of the new Consultant Contract. All leave (annual, study and professional) is subject to the needs of the Trust and must be approved in advance by the Clinical Director.

### **Indemnity**

Employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by this Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety (DHSS&PS) therefore advises that membership of a medical defence organisation is maintained.

### **Team working**

The successful candidate will be expected to work with local managers and professional colleagues in the efficient running of clinical services and will share with consultant colleagues in the medical contribution to management.

Subject to the provisions of the Terms and Conditions of Service, the successful candidate is expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust.

The successful candidate will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of their patients to be able to contact them when necessary

### **Mentoring**

The Belfast Trust supports schemes for mentoring of newly appointed consultants. A mentoring programme will be offered to the successful candidate

### **Teaching and Research**

The successful candidate will be expected to be involved in the teaching of undergraduate medical students and the training of junior medical staff.

### **Multi-professional Audit and Continuing Medical Education**

The post holder will be required to take part in the Directorate audit programme. They will also be required to undertake such continuing educational activities as are necessary for them to remain accredited by their relevant Royal College.

### **Consultant Appraisal and Revalidation**

Appointees are required to participate in Consultant Appraisal processes in accordance with DHSS&PS requirements and Revalidation processes with the GMC.

### **Support and Office Facilities**

There will be adequately equipped office space including access to IT facilities.

### **Quality**

Patient satisfaction must be at the forefront of the concern of each member of staff. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

### **Residence**

In order to meet the on-call requirements of the post, the appointee is required to reside within a reasonable distance to their principal place of work, as per terms and conditions of service.

### **Type of Appointment**

The appointment shall be on a whole time basis, or part-time by agreement, based on the needs of the service.

### **Medical Examination**

Appointment to this post is subject to a satisfactory pre-employment health assessment with the Trust's Occupational Health Service.

### **Pension**

Membership of the Health Services Superannuation Scheme is voluntary. There is reciprocity between the Northern Ireland scheme and that in mainland Britain.

### **Private Practice**

All private professional services and fee paying services that are not part of the Contract of Employment must be undertaken in accordance with Schedules 9, 10 and 11 of the Contract of Terms & Conditions of Service (NI) 2004.

### **Date on which post is available**

The appointee may take up post upon satisfactory completion of essential pre-employment checks.

### **Visiting**

For further information regarding this post, or to arrange a visit, you are encouraged to informally contact: Dr Clinton Boyd, Email [clinton.boyd@belfasttrust.hscni.net](mailto:clinton.boyd@belfasttrust.hscni.net)

### **Canvassing**

Canvassing will disqualify. Individual applicants nor other persons should canvass support for any application in respect of Consultant posts.

### **Removal Expenses**

If eligible a fixed relocation grant may be available to assist with essential removal expenses, as outlined in the Trust's *"Re-Location and Associated Expenses Policy"*. The amount must be agreed in advance of incurring expenditure.

### **Equality**

Employees of the Trust are required to comply with the Trust's Equality Scheme. A full copy of this scheme is available in the Human Resources Directorate, Employment Equality Team.

### **Ionising Radiation Regulations**

The Ionising Radiation (Medical Exposure) Regulations (2000) require that any person clinically or physically directing a procedure which involves exposure to radiation should have appropriate training. This can be provided locally as necessary.

### **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

### **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

### **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e., cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

## **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## **JOB SPECIFICATION**

**POST:** Consultant Paediatric and Perinatal Pathologist

**LOCATION:** Belfast Health and Social Care Trust, based at Royal Hospitals

### **ESSENTIAL CRITERIA**

1. Fellowship of the Royal College of Pathologists in Paediatric and Perinatal Pathology or hold other equivalent qualification(s).
2. Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) or General Dental Council (GDC) (or be eligible for registration within six months of interview).
3. Applicants that are UK trained must be a Holder of Certificate of Completion of Training (CCT), or within six months of award of CCT by date of interview.
4. Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT.
5. Demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues.
6. Access to a means of transport to facilitate movement between sites.
7. Eligibility to work in the UK as per UKBA Immigration Regulations.

### **DESIRABLE CRITERIA**

1. Experience in reporting Paediatric and Perinatal Pathology

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies required are detailed in the NHS Medical Leadership Competency Framework (MLCF) available at [Medical-Leadership-Competency-Framework](#)

Particular attention will be given to the following:



## **Leadership Domains**

### **Demonstrating Personal Qualities**

### **Working with Others**

### **Managing Services**

### **Improving Services**

### **Setting Direction**

#### **NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative. You will also be required, if shortlisted for interview, to produce your registrable qualifications.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.



## CONSULTANT JOB PLAN

**NAME:** Consultant Paediatric and Perinatal Pathologist -  
(10 PAs)

**GMC NUMBER:**

**JOB PLAN FOR PERIOD:**

**SPECIALITY:** Histopathology/Cytopathology

**CONTACT DETAILS:**

**SERVICE GROUP:** Surgery & Specialist Services

1. 10 PA **Consultant Cellular Pathologist** for Belfast Health & Social Care Trust.

### **General Provisions and Accountability Arrangements**

2. You will be expected to work with management and professional colleagues in the efficient running of clinical services and will share with consultant colleagues in the medical contribution to management. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you or another delegated consultant when necessary.
3. All medical and dental staff employed by Health and Social Care Trusts are expected to comply with the governance and assurance arrangements of the Trust.
4. The training and supervision of medical/dental students and junior medical/dental staff is an important aspect of most consultants' jobs and should, where appropriate, be accommodated in your job plan. You may also be required to teach other members of the multidisciplinary team.

### **Job Plan Review**

5. This job plan is subject to review at least once a year by you and the Clinical/Associate Medical Director before being approved by the Service Group Director. For this purpose, a copy of the current job plan, (and job description if

appropriate), including an up-to-date work programme, objectives agreed at annual appraisal and any notes provided by either side - of any new or proposed service or other developments need to be available. In the case of a new employee a review of the job plan will take place 3 months after commencement and annually thereafter as above. You can request a job plan review at any time if your workload changes.

6. If it is not possible to agree a job plan, either initially or at an annual review there are agreed procedures for facilitation and appeal with the final decision normally being accepted by the Trust Board.
7. Regional guidance on job planning is available and should be used to inform the process.
8. **Job Purpose (including other NHS responsibilities as appropriate)**

To provide a professional service in Paediatric and Perinatal Pathology service for the Belfast Health & Social Care Trust.

## 9. **Objectives**

### 9.1 **Service Developments/Objectives**

- To provide a professional service in paediatric and perinatal pathology
- To provide teaching and supervision for junior staff

Programmed activities (PAs) will be based on these objectives plus other duties, other HPSS responsibilities and the service to be provided for which you are responsible. An outline of activities against which PAs can be allocated and some general guidance is given in Appendix 1 of this document. SPAs are divided between core and common SPAs. All full time consultants will receive 1.5 core SPAs for specified activities as outlined in Appendix 1. Additional common SPAs will be by agreement between the consultant and their clinical manager and based on the objectives set out below. External duties will be considered within the job plan, either within PAs or through discretionary leave. Accepting external duties must be with the agreement of the service group. The onus will be on the consultant to demonstrate how the impact of an external duty, on direct clinical care, can be minimized.

### 9.2 **Personal Objectives**

It is expected that you will maintain flexibility to ensure that you deliver maximum projected Direct Patient Care, and we will support/assist you in achieving this.

It is agreed that, in order to achieve activity targets, close working between all elements of the service will be required. However, cognisance will be taken should any unforeseen circumstances arise which impact significantly on your ability to meet these targets.

You are allocated 1.5 core SPAs to include time for activities that will support re-licensing and recertification and ensure the quality and safety of services. These activities include appraisal, job planning, audit and CPD activities. It also includes 2 hours to be used flexibly by agreement between you and your Clinical Lead / Clinical Director (suggested for additional teaching and clinical management but to be discussed and agreed at the job plan meeting).

### 9.3 Team Objectives

To work flexibly within the Cellular Pathology team to ensure effective and efficient delivery and continuity of services.

This job plan outlines the number of DCC PAs that you would normally expect to perform on an annual basis. In so doing, the purpose is to clarify for you the Belfast Trust's expectation that you would attend these PAs. However, both parties recognise that it may not be possible for you to do so because of factors partly, or entirely, out with your control. In such circumstances the Trust may ask you to be flexible in trying to maintain the level of service and take on alternative duties/PAs. Any alternative PAs that you undertake would be by mutual agreement and would as far as possible, not disrupt planned activities already outlined in your job plan. The Trust also undertakes to provide reasonable notice of such changes.

Failure to fulfil this commitment due to factors outside your control would not result in any penalty to you; specifically, it would not be grounds for preventing pay progression.

## 10. Education and teaching responsibilities

All consultants in the Belfast Trust are expected to undertake informal teaching arising in the course of clinical work. Additional teaching activities may be agreed as part of SPAs.

Please provide detail of agreed undergraduate, postgraduate and multidisciplinary teaching activities:

- Routine teaching during DCCs and core SPA time

## 11. Research

Research time will only be allocated within SPAs where there is an external funding stream to cover the costs and where trust governance procedures have been fully complied with.

The post does not currently include specified research activity however this may be reviewed as part of the annual Job Plan review.

12. **Resources and Support required to meet job plan**

12.1 Staffing Support

Consultants, trainee medical staff, biomedical scientists, MLAs and administrative / secretarial support.

12.2 Any other required resources

Fully equipped laboratory and office accommodation.

**Programmed Activities**

13.1 The table below gives a breakdown of the total agreed PA's on **average per week and the agreed annualised** PAs due to the nature of certain elements within the job plan.

<b>Programmed Activity</b>	<b>Number of PAs per week</b>	<b>Number of PAs annualised</b>
Direct Clinical Care	8.5	
Supporting Professional Activities		
-Core SPAs (Please list activities/responsibilities)	1.5	
Common SPAs (Please list activities/responsibilities)		
<b>Total SPAs</b>	<b>1.5</b>	
University (joint appointments)		
<b>Total PAs</b>	<b>10</b>	

13.2 **External duties/other NHS responsibilities**

None at present.

14. The following indicates all your **regular weekly** commitments as agreed. It does not include activities that occur on an ad hoc basis. The timetable does not include external duties unless timetabled in SPAs.

Day	Time	Work Activity	Location	PAs: DCC	PAs: SPA	Comments (E.G. Agreed/ Cancelled following Weekend On-Call)
Monday	09.00-13.00	Autopsy	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Tuesday	09.00-13.00	SPA	RVH		1.0	
	13.00-17.00	Preparation and MDT attendance	RVH	1.0		
Wednesday	09.00-13.00	Autopsy	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Thursday	09.00-15.00	Reporting/Lab work	RVH	1.5		
	15.00-17.00	SPA	RVH		0.5	
Friday	09.00-13.00	Reporting/Lab work	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Weekend						
<b>Total</b>	<b>10</b>	<b>Hours: 40</b>	<b>10 PAs:</b>	<b>8.5</b>	<b>1.5</b>	

In the timetable, specific times are allocated to some clinical sessions. In addition, where the generic term clinical/diagnostic work is used, this will include: reporting paediatric and perinatal pathology specimens, autopsy work, laboratory supervision, trainee sign out and providing second opinions for colleagues. 0.5 DCC PAs are allocated to laboratory supervision and 0.5 PAs to QA activities. MDT cover is variable. It is expected that the ratio of fixed MDT sessions to reporting sessions will vary from week to week, however the total DCC commitment is 34 hours per week.

***The above timetable is an illustration of the type of work which will be required only and is subject to change to meet service need. It will be agreed with the individual on appointment however it is also expected that the weekly timetable would be worked flexibly to meet the demands of the service***

15. **Emergency Work**

This section includes all of your prospective emergency on-call work and the agreed availability for on-call.

Type	Day/Time	Location	Allocated PA's
Predictable emergency on-call work			
Unpredictable emergency on-call work	On-call period	On-site, at home on telephone and traveling to and from site	

Your emergency on call work equates to less than 30 minutes per week on average. In such circumstances compensatory time will be deducted from normal DPC Activities on an ad hoc basis and may be accrued.

Agreed on-call rota	not applicable
Agreed category	
On-call supplement	

**Statement of availability**

Not applicable

16. **Private Practice and Fee Paying Services**

You are currently undertaking ad hoc private practice within the Trust and it is agreed that this practice may continue, provided it does not affect the efficiency of multidisciplinary team working. You have agreed to ensure that if any of your agreed NHS activity is displaced due to private practice you will carry out the NHS activity at an agreed later stage.

17. **Programmed Activities**

The above timetable represents a job plan totaling 10 PAs per week for the period

18. **Agreement**

*(to be completed and forwarded to Medical Director's Office)*

**Signed:** ..... **Signed:** .....

**Consultant:** ..... **Clinical Director / Associate Medical Director:** .....

**Date:** ..... **Date:** .....

**Signed:** ..... **Signed:** .....

**Medical Director or Deputy:** ..... **Head of School:** .....

**Date:** ..... **Date:** .....

*(for joint appointments)*



## **APPENDIX 1**

### **PROGRAMMED ACTIVITIES**

Programmed activities (PAs) are linked in the job plan to each consultant's service, personal and where appropriate, team objectives. They are categorised as direct clinical care (DCC) and supporting professional activities (SPAs). For the purposes of job planning within the Belfast Trust the following guiding principles will be applied to ensure consistency across our service groups and sites.

#### **DIRECT CLINICAL CARE (DCC)**

##### **DCC covers:**

- Emergency attendance
- Outpatient and/or other clinic
- Operating session (including anaesthetics)
- Ward round
- Other patient treatment or relative consultation
- Telephone advice to hospital
- Multidisciplinary meetings about direct clinical care
- Investigative, diagnostic or laboratory work
- Public health duties
- Travelling time between sites, not to usual place of work
- Patient administration
- Service Linked teaching (e.g. during ward rounds)
- Clinics and operating sessions
- Clinical supervision

#### **SUPPORTING PROFESSIONAL ACTIVITIES (SPA)**

**Core SPA** - All consultants will be allocated 1.5 SPAs. Core SPA includes time for activities that will support re-licensing and recertification and ensure the quality and safety of services. These activities include:

- Appraisal
- Job Planning
- Audit (attendance at audit meetings and general audit activity)
- CPD

Core SPA also includes 2 hours (0.5 PA) to be used flexibly. The consultant and medical manager should agree appropriate use of this time, based on the consultant's objectives, development needs and responsibilities. This needs to be defined and justified within the job plan.

## **Appendix 1 continued**

### **Common SPA**

To be agreed on basis of both Trust and consultant's requirements.

Common SPA may include:

- Clinical management (not directly affecting patient care)
- Service maintenance and development
- Teaching responsibilities or specified roles
- Undertaking specific audit projects and / or audit responsibilities or lead roles/activities associated with clinical and social care governance.
- Other trust duties
- Postgraduate training and supervisory responsibilities
- Research

External duties (if small in quantity) may be accommodated in SPA time. If external duties are more substantial, either separate PA allocation or special leave should be used.

Research time will only be allocated within SPAs where there is an external funding stream to cover the costs and where trust governance procedures have been fully complied with.

The trust will expect that joint appointments meet their undergraduate teaching responsibilities from within their university time.

Discretionary leave will be considered for external duties and must be agreed in advance with the clinical manager.

The consultant and the Trust should be flexible in order to minimise the impact of any external duty on DCC if possible. There is an obligation on all parties to ensure that the time required to undertake external duties is fairly allocated between consultants.

**From:** [workforce](#)  
**To:** [Boyd, Clinton](#)  
**Cc:** [McAuley, Shauna](#)  
**Subject:** Consultant Paediatric and Perinatal Pathologist - Belfast Health and Social Care Trust  
**Date:** 12 February 2025 15:52:09  
**Attachments:** [Belfast Cell Path Paediatric Pathology February 2025 JD FINAL.docx](#)  
**Importance:** High

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## Workforce Department

Dear Clinton,

The Royal College of Pathologists is pleased to endorse this job description for 3 posts.

**Please ensure that this final version, attached, is the one used for recruitment purposes.**

**We suggest that you keep this version on file for the next time.**

**This will make the review process a little quicker as it can be updated before sending onto the College for a new or re-review.**

When you wish to initiate the appointment process, please contact us at

[workforce@rcpath.org](mailto:workforce@rcpath.org)

Please note when planning the AAC that we do **not** provide a list of assessors due to GDPR.

As we find the assessor, we need a minimum notice period to allow our specialty representatives enough time to make any arrangements and/or cancel clinical commitments.

Please provide at least 8 -12 weeks' notice with a **definite date, time, and venue**.

This will ensure that your request for a representative is made in good time.

**Please be advised** that if you give us less than 8 weeks' notice of the date of the interview, we cannot guarantee finding you a College representative. We will endeavour to do so but we also consider our pathologists' commitments.

Kind Regards,

Katherine

Katherine Kean  
Workforce Administrator  
The Royal College of Pathologists  
6 Alie Street  
London E1 8QT  
Tel: 020 7451 6721

Email: [Katherine.kean@rcpath.org](mailto:Katherine.kean@rcpath.org)  
Website: [www.rcpath.org](http://www.rcpath.org)  
Follow us on [Facebook](#), [Twitter](#) and [Instagram](#)

---

**From:** Boyd, Clinton  
**Sent:** Monday, February 3, 2025 9:28 AM  
**To:** workforce  
**Cc:** McAuley, Shauna  
**Subject:** Job description for review

**EXTERNAL EMAIL**

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear RCPATH

Please find attached a job description for three substantive consultant posts (all identical) that we wish to advertise.

We would be grateful if you could review it and let us know if there are any problems.

Thanks

Clinton

This message contains information from Belfast Health And Social Care Trust which may be privileged and confidential. If you believe you are not the intended recipient any disclosure, distribution or use of the contents is prohibited. If you have received this message in error, please notify the sender immediately. This email has been scanned for the presence of computer viruses.

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If you do not wish to receive future communication from the College please let us know and we will make sure you will not. We will always ensure we protect your privacy including any personal information you may share with us. Please refer to our [Privacy Policy](#). We will always uphold your rights as detailed in the Data Protection Act 2018 and the Privacy and Electronic Communications Regulation.

## **JOB DESCRIPTION**

**POST:** Consultant Paediatric and Perinatal Pathologist

**LOCATION:** Belfast Health and Social Care Trust, based at Royal Hospitals

**REPORTS TO:** The Clinical Director

**RESPONSIBLE TO:** The Chief Executive

### **GENERAL INFORMATION**

We wish to recruit a Consultant Paediatric and Perinatal Pathologist to contribute to the rebuilding of the Northern Ireland Regional Paediatric and Perinatal Pathology service. A team of three consultants is required, with a minimum staff of two. The Trust anticipates that the current SLA for paediatric and perinatal pathology services with another UK NHS Trust will continue whilst the service is in the rebuilding phase. The successful candidate(s) will be involved in setting up a new regional paediatric pathology service and will have the full support of the Trust in achieving their vision. This will be a regional service sited at the Royal Hospitals, which is the regional tertiary referral centre for obstetrics, neonatology, paediatric surgery, paediatric medicine and paediatric oncology. All post-mortem examinations were previously carried out in the mortuary on the Royal Hospitals site. The successful candidate will be expected to participate in teaching of undergraduates, postgraduates and members of other professions. They will be expected to participate in research and management. They would also be invited to participate in the paediatric coronial and paediatric forensic autopsy service, though this is not essential.

### **The Belfast Health and Social Care Trust**

The Belfast Trust delivers integrated health and social care to approximately 340,000 citizens in the greater Belfast area and provides the majority of regional specialist services for the population of Northern Ireland (1.8 million people). With an annual budget of almost £1.3 bn and a workforce of over 20,000, we are also a Trust with teaching hospitals and have strong links with our local university partners providing high quality training for medical and other health care professionals across all disciplines.

### **Hospital Profiles**

**The Royal Hospitals** form the largest hospital complex in Northern Ireland, comprising the Royal Victoria Hospital, the Royal Jubilee Maternity Hospital (RJMh), the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. Major re-developments of the Royal Group of Hospitals are underway, which includes the Royal Belfast Hospital for Sick Children. A new Critical Care Building with emergency department and operating theatres is currently in the process of opening. The Royal Hospitals play a major role in clinical education, training and research, with most academic departments linked to the Queen's University of Belfast Medical School on the Royal Hospital's complex – medicine, surgery, ophthalmology, child health, obstetrics and gynaecology, and pathology.

**Belfast City Hospital** is a 900 bed teaching hospital situated close to the centre of Belfast and adjacent to the university campus. It provides a wide range of acute medical and surgical services, and provides a significant proportion of the Northern Ireland regional services. The hospital's declared interests are in cancer, nephrology, GI surgery, gynaecology, urology and molecular medicine. The Northern Ireland regional clinical oncology and haematology services are located at BCH.

**The Mater Hospital** is a long established general hospital with teaching status affiliated to the Queen's University of Belfast. A new state of the art ward block, the McAuley Building, was opened in January 2002. The Dempsey Building, which was opened in 1991 houses the Emergency Department, the Operating Theatres, the Intensive Care/High Dependency Unit, the Outpatient Department, the X-Ray Department and the Maternity Unit and The main Psychiatric Unit occupies a separate building next to the Dempsey Building. There is also a Psychiatric Day Hospital on a separate site, approximately one mile from the main hospital.

**Musgrave Park Hospital** is the Regional Orthopaedic Unit for Northern Ireland. The Musgrave Park Regional Orthopaedic Service is the largest in the British Isles with 48 consultant orthopaedic surgeons and staff. On site is the Queen's University of Belfast's Department of Orthopaedic Surgery which is the largest academic unit in Orthopaedics in the British Isles with an international reputation and an extensive research output.

All of the major laboratory services are also available including:

- Immunology
- Haematology (including Transfusion Services)
- Bacteriology
- Virology
- Pathology
- Immunopathology

A summary of the services across the different hospitals is provided in the table below:

Site	General Services	Specialist Services
<b>Royal Hospitals</b>	Emergency Department Acute & General Medicine	Recognised trauma centre Paediatrics (RBHSC)

	Anaesthesia (including critical care) Pain Management	Obstetrics & Gynaecology (Royal Jubilee Maternity Hospital) School of Dentistry  Regional services include: neurosciences, medical and surgical cardiology, thoracic surgery, ophthalmology and specialised endocrinology, ENT, general surgery, vascular surgery, hepatology
<b>Belfast City Hospital</b>	Emergency Department (temporarily closed) Acute & General Medicine Anaesthesia (including critical care) Pain Management	Adult Cystic Fibrosis Breast Services (including reconstructive surgery) Cardiology Cochlear Implant Service Gynaecology & Gynaecological Oncology Haematology Haemophilia Service Medical Genetics Medical Oncology Nephrology (including Renal Dialysis) Radiotherapy Respiratory Medicine Transplant Surgery Urology
<b>Mater Hospital</b>	Emergency Department Acute & General Medicine Anaesthesia (including critical care) Pain Management	Surgical specialties, including Hepatobiliary, Ophthalmic and ENT Obstetrics & Gynaecology Psychiatry
<b>Musgrave Park Hospital</b>	Anaesthesia Pain Management	Regional Orthopaedic unit Rheumatology Rehabilitation Regional Acquired brain injury unit Care of the elderly unit

The Belfast HSC Trust functions through a series of Directorates. At present, the Cellular Pathology Directorate is part of the Division of Laboratories and Pharmacy.

## **SERVICE INFORMATION**

### **Cellular Pathology Service**

The Cellular Pathology Service for the Trust is located in recently refurbished premises in the Institute of Pathology on the Royal Hospitals site. Cellular Pathology is approved for post-graduate training by the General Medical Council. There are 18 training posts. Trainees participate in a rotation encompassing Belfast, Northern, Southern and Western Health and Social Care Trusts.

The current Clinical Director in Cellular Pathology is Dr Clinton Boyd. This appointment is held for three years following selection by interview. Dr Paul Kelly and Dr Michelle Moore are Service Improvement Leads.

The Laboratory is UKAS accredited. Cellular Pathology operates under the HTA Post-mortem license and is subject to regular HTA inspection. The laboratory takes part in external quality assurance schemes in histopathology, cytopathology and immunohistochemistry. It has close working relationships with the Academic Department of Pathology at QUB.

The laboratory provides services to the Belfast Health & Social Care Trust and the South Eastern Health & Social Care Trust with a local population of approximately 700,000, incorporating the hospitals within the Belfast Trust and the hospitals in the South Eastern Trust (Ulster Hospital, Dundonald, Lagan Valley Hospital, Downe Hospital and Bangor Hospital). It also provides a diagnostic service to general practitioners within this catchment area. Cellular Pathology provides a number of regional services to the population of Northern Ireland (almost 1.9 million people) including neuropathology, haematopathology, renal pathology, medical liver pathology and immunofluorescence. At present, aspects of the paediatric/perinatal pathology service are provided by Alder Hey Hospital in Liverpool. A range of diagnostic techniques is on offer, including immunohistochemistry, acetylcholinesterase for Hirschsprung disease, immunofluorescence and electron microscopy. The laboratory provides a full frozen section service. There are close links with the Regional Molecular Diagnostic Service.

The laboratory has recently seen successful implementation of a digital pathology platform. Slides from all histopathology cases (H&E, special stains and immunohistochemistry) are scanned and available for reporting digitally. The rollout of home workstations for digital pathology reporting is almost complete and will allow for increasingly flexible working patterns. Consultants who need to undergo a validation process in digital pathology will be fully supported.

Overall, Cellular Pathology reports approximately 63,000 surgical biopsies and 11,000 diagnostic cytology specimens per year. These specimens derive from all medical and surgical specialties, including a number of regional services, with a significant oncological component requiring representation at MDM. Approximately 40% of the diagnostic cytology specimens derive from out-patient “one-stop” FNA clinics and radiologically guided FNA clinics, mostly breast, head & neck, thyroid and lymph node



swellings. Assessment of adequacy of FNA specimens is provided at these clinics by both consultant and BMS staff but reporting is delivered only by medical staff. The regional cervical screening laboratory has recently opened on site, providing primary HPV screening and cervical cytology service.

### **Paediatric and Perinatal Pathology at Belfast Trust**

The Regional Paediatric and Perinatal Pathology Service has been provided by Alder Hey Children's NHS Foundation Trust since 2019. The overall aim of the Belfast Trust is to resume provision of a regional service for Northern Ireland. A cornerstone of this aim is to recruit three full time paediatric and perinatal pathologists to provide a streamlined and sustainable regional service. This will eventually include paediatric and perinatal autopsies, paediatric oncology, reporting frozen sections for Hirschsprung's disease and placenta reporting as well as a surgical referral service for colleagues throughout the region.

The service will be supported by secretarial, laboratory and mortuary staff and will be located in the Institute of Pathology on the Royal Hospitals site.



The mortuary, located on the Royal Hospitals site close to the Institute of Pathology, was opened in 1994 and has recently been refurbished: a phase 3 development is scheduled. It is equipped with radiological and photographic facilities. Currently, regional demand for paediatric and perinatal autopsies is approximately 240 per year.



Before the service was suspended in 2019, surgical paediatric and perinatal pathology workload was approximately 4000 cases per annum. Much of the general paediatric surgical workload is currently reported by the adult pathologists and includes approximately 30 paediatric solid tumours and 70 frozen section samples for intra-operative diagnoses and Hirschsprung's cases. The Regional placental service is currently outsourced within the UK.

Prior to 2019, the Regional Paediatric and Perinatal Pathology service carried out increasing numbers of coronial autopsies, predominantly SUDI and medicolegal cases. In suspicious deaths, the post mortem examination is carried out jointly with a paediatric pathologist and a forensic pathologist. There is a close working relationship with the State Pathologist's Department, the department of Neuropathology and Paediatric Radiology. It is desirable that the appointee would undertake Coronial work, however this is **not** essential. This work is time shifted into the NHS job plan with private remuneration agreed between the Pathologist and the Department of Justice. A job plan will be agreed with the appointee prior to taking up the post.

All pathologists are expected to participate in medical and clinical audit, both within the laboratory and with clinical colleagues, and in the external EQA scheme organised through BRIPPA, the CPA accredited EQA scheme for paediatric and perinatal pathology.

The Royal Belfast Hospital for Sick Children is a recognised centre for children's cancers. The majority of tumours are investigated, reported and treated in line with Children's Cancer and Lukaemia Group (CCLG) protocols. Belfast is a recognised centre for CCLG tumour banking.

The pathologists work in close liaison with the Regional Clinical Genetics Service based at the Belfast City Hospital with regular multidisciplinary meetings. Other regular meetings include paediatric oncology, monthly mortality meetings in RBHSC and perinatal mortality meetings in most of the regional trusts.

Trainee pathologists rotate through paediatric pathology as required by RCPATH and are given 1:1 training under close supervision.

### **General Surgical Pathology**

Pathologists from the Belfast Trust service weekly MDMs coordinated by Belfast Trust in the following specialties: Breast; Dermatological Oncology (excluding melanoma); Inflammatory Dermatology; Gynaecological Oncology; Haemato-Oncology; Head & Neck; Hepatopancreatobiliary; Lower Gastrointestinal; Melanoma Dermatological Oncology; Neuro-Oncology; Respiratory; Thyroid, Oesophagogastric; Urology. Pathologists from the Belfast Trust service monthly MDMs coordinated by the Belfast Trust in the following specialties: Bone/Soft Tissue; Endocrine; Medical Hepatology; Medical Nephrology; Neuroendocrine; Paediatric Oncology; Paediatric Surgery. Pathologists from the Belfast Trust also participate in MDMs for South Eastern Trust patients weekly for Breast, Gastrointestinal Oncology, Respiratory and Urology and monthly for Inflammatory Dermatology and Soft Tissue Tumours.

Around seventy adult autopsies (Neuropathology and Consented general adult) are performed annually.

The department uses the WinPath Enterprise (Clinisys) Information Management system. Cytopathology reports are entered directly in the LIMS. Histopathology reports are entered onto a PACS based system that communicates with the LIMS and onward

to Epic and the Northern Ireland Electronic Care record. This is standard practice across the region.

### **Research:**

All Consultants are expected to support research requests in line with the needs of the Trust. Some posts attract dedicated PA sessions for research that is specifically funded.

### **Audit:**

There is a regular schedule of audit activity in the laboratory and all Consultants participate in audit.

The laboratory service participates in the Trust's Clinical Governance framework and quality initiatives are actively encouraged.

### **Medical Staff:**

#### **Consultants**

Dr Neil H Anderson, cytopathology (general) / histopathology (thoracic, endocrine) - NHS (1 WTE)

Dr Gavin Baker, histopathology (GI and hepatobiliary pathology) / autopsy pathology – NHS (1 WTE)

Dr Clinton Boyd, cytopathology (breast, respiratory) / histopathology (breast, thoracic) - NHS (1 WTE)

Dr David Boyle, histopathology (dermatopathology) - NHS (1 WTE)

Dr Shauna Casey, cytopathology (breast) / histopathology (breast, uropathology) - NHS (0.9 WTE)

Dr Caroline Coghlin, histopathology (GI Pathology) - NHS (0.6 WTE)

Dr Estelle G Healy, neuropathology – NHS (1 WTE)

Dr Claire Hennell, histopathology (dermatopathology) - NHS (0.8 WTE)

Dr Brian Herron, neuropathology / autopsy pathology – NHS (1 WTE)

Dr Kristofer Holte, histopathology (dermatopathology) - NHS (1 WTE)

Dr Oisin P Houghton, histopathology (gynaecological and musculoskeletal pathology) - NHS (1 WTE)



Dr Steven Irwin, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Prof Paul J Kelly, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Dr Sarah Kenny, cytopathology (cervical) / histopathology (uropathology, dermatopathology) - NHS (0.8 WTE)

Prof Maurice B Loughrey, histopathology (GI pathology) - NHS (1 WTE)

Prof W Glenn McCluggage, cytopathology (general) / histopathology (gynaecological pathology) - NHS (1 WTE)

Dr Gerard McVeigh, histopathology (GI and hepatobiliary pathology) - NHS (1 WTE)

Dr Michelle Moore, histopathology (GI and hepatobiliary pathology, haematopathology) - NHS (1 WTE)

Dr Seamus S Napier, histopathology (head and neck / oral and maxillofacial pathology, haematopathology) - NHS (1 WTE)

Prof Declan M O'Rourke, histopathology (renal and urological pathology) - NHS (1 WTE)

Dr Simon Rajendran, cytopathology (general) / histopathology (head & neck, endocrine, breast) - NHS (1 WTE)

Dr Jennifer Taylor, histopathology (urological and gynaecological pathology) - NHS (0.8 WTE)

Dr James Trainor, histopathology (musculoskeletal pathology, GI pathology, urological pathology) - NHS (1 WTE)

Dr Lakshmi Venkatraman, cytopathology (general) / histopathology (haematopathology, breast pathology) - NHS (1 WTE)

### **QUB Joint appointments**

Dr Joseph P Houghton, Senior Lecturer / Consultant – QUB / NHS (0.1 WTE for NHS)

Dr Damian T McManus, Senior Lecturer / Consultant – QUB / NHS (0.5 WTE for NHS)

### **Non Consultant Career Grades**

At present, there are two Specialty Doctors, covering specimen dissection, Dr Claire Carleton and Dr Suzanne Kennedy.

## **Junior doctors**

There are 18 Specialist Registrar posts in Northern Ireland and trainees rotate between Belfast and three other hospitals (Southern Health and Social Care Trust, Northern Health and Social Care Trust and Western Health and Social Care Trust)

## **JOB SUMMARY/MAIN PURPOSE:**

The Trust wishes to appoint a full time (10 PAs) Consultant Paediatric and Perinatal Pathologist. Any applicant who is unable for personal reasons to work 10 PAs will be eligible for consideration. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

## **Main Duties/Responsibilities**

The main clinical responsibilities in all Cellular Pathology Consultant posts in Belfast Health and Social Care Trusts are as follows:

- Provide a professional service in paediatric and perinatal pathology according to the needs of the service;
- Undertake with other histopathologists the professional supervision, management and training of trainee medical staff and with other professions associated with paediatric and perinatal pathology;
- Participate in the consultant appraisal process and revalidation;
- Provide cover for colleagues' annual and study leave where appropriate;
- Assist in the delivery and integration of teaching and research at undergraduate and postgraduate levels;
- Participate in medical and clinical audit and quality assurance procedures, including national pathology review panels as appropriate;
- Contribute and take part in Continuing Professional Development;
- Comply with all health and safety policies;
- Undertake such other duties as may be agreed in relation to services provided by the Clinical Director of Cellular Pathology for other agencies;
- Participate in the Clinical and Research Governance Framework of the Belfast HSC Trust;
- Undertake administrative duties and cooperate with management to provide a quality and efficient service.
- QA activity – consultation regarding important diagnoses and recording of second opinions is actively encouraged and is recognised in Job Plans
- The appointee will together with other consultant colleagues be responsible for the provision of the service. The appointee will be expected to participate in the management of the service.

## **Managerial Responsibilities**

The department is led by a Clinical Director for Cellular Pathology who is supported by two Service Improvement Leads. All Consultants are expected to contribute to a variety of projects as requested by the Clinical Director and Clinical Leads. There is a series of regular meetings for discussion of all aspects of the Clinical Service.

The post holder will also:

- 1 Undertake the administrative duties associated with the care of their patients and the running of the department in conjunction with colleagues.
- 2 Maintain staff relationships and morale among the staff reporting to them
- 3 Delegate appropriate responsibility and authority to more junior staff, ensuring effective decision-making, while retaining overall responsibility and accountability for results.
- 4 Possibly be required to undertake, from time to time, various management roles in relation to the activities of the specialty and Belfast Trust
- 5 Identify objectives with the Clinical Director and agree an action plan ensuring personal development.
- 6 Participate in the selection and appointment of staff in accordance with Trust procedures.
- 7 Take such action as may be necessary in disciplinary and grievance matters in accordance with the procedures laid down and approved by the Trust.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.

- Ensure the ongoing confidence of the public in service provision.
- Maintain high standards of personal accountability.
- Comply with the HSC Code of Conduct.

## **ADDITIONAL INFORMATION**

### **Terms & Conditions**

This appointment is subject to the Consultant Terms & Conditions of Service (Northern Ireland) 2004, and as amended.

### **Registration**

The appointee is required to maintain full and specialist registration (and hold a current licence to practise) with the General Medical Council or be eligible for registration within six months of interview.

### **Salary**

As per current Consultant salary scale in line with the Consultant Terms & Conditions of Service.

### **Annual Leave**

Annual leave is in accordance with the terms and conditions of the new Consultant Contract. All leave (annual, study and professional) is subject to the needs of the Trust and must be approved in advance by the Clinical Director.

### **Indemnity**

Employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by this Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety (DHSS&PS) therefore advises that membership of a medical defence organisation is maintained.

### **Team working**

The successful candidate will be expected to work with local managers and professional colleagues in the efficient running of clinical services and will share with consultant colleagues in the medical contribution to management.

Subject to the provisions of the Terms and Conditions of Service, the successful candidate is expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust.

The successful candidate will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of their patients to be able to contact them when necessary

### **Mentoring**

The Belfast Trust supports schemes for mentoring of newly appointed consultants. A mentoring programme will be offered to the successful candidate

### **Teaching and Research**

The successful candidate will be expected to be involved in the teaching of undergraduate medical students and the training of junior medical staff.

### **Multi-professional Audit and Continuing Medical Education**

The post holder will be required to take part in the Directorate audit programme. They will also be required to undertake such continuing educational activities as are necessary for them to remain accredited by their relevant Royal College.

### **Consultant Appraisal and Revalidation**

Appointees are required to participate in Consultant Appraisal processes in accordance with DHSS&PS requirements and Revalidation processes with the GMC.

### **Support and Office Facilities**

There will be adequately equipped office space including access to IT facilities.

### **Quality**

Patient satisfaction must be at the forefront of the concern of each member of staff. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

### **Residence**

In order to meet the on-call requirements of the post, the appointee is required to reside within a reasonable distance to their principal place of work, as per terms and conditions of service.

### **Type of Appointment**

The appointment shall be on a whole time basis, or part-time by agreement, based on the needs of the service.

### **Medical Examination**

Appointment to this post is subject to a satisfactory pre-employment health assessment with the Trust's Occupational Health Service.

### **Pension**

Membership of the Health Services Superannuation Scheme is voluntary. There is reciprocity between the Northern Ireland scheme and that in mainland Britain.

### **Private Practice**

All private professional services and fee paying services that are not part of the Contract of Employment must be undertaken in accordance with Schedules 9, 10 and 11 of the Contract of Terms & Conditions of Service (NI) 2004.

### **Date on which post is available**

The appointee may take up post upon satisfactory completion of essential pre-employment checks.

### **Visiting**

For further information regarding this post, or to arrange a visit, you are encouraged to informally contact: Dr Clinton Boyd, Email [clinton.boyd@belfasttrust.hscni.net](mailto:clinton.boyd@belfasttrust.hscni.net)

### **Canvassing**

Canvassing will disqualify. Individual applicants nor other persons should canvass support for any application in respect of Consultant posts.

### **Removal Expenses**

If eligible a fixed relocation grant may be available to assist with essential removal expenses, as outlined in the Trust's *"Re-Location and Associated Expenses Policy"*. The amount must be agreed in advance of incurring expenditure.

### **Equality**

Employees of the Trust are required to comply with the Trust's Equality Scheme. A full copy of this scheme is available in the Human Resources Directorate, Employment Equality Team.

### **Ionising Radiation Regulations**

The Ionising Radiation (Medical Exposure) Regulations (2000) require that any person clinically or physically directing a procedure which involves exposure to radiation should have appropriate training. This can be provided locally as necessary.

### **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

### **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

### **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e., cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

## **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***



## **JOB SPECIFICATION**

**POST:** Consultant Paediatric and Perinatal Pathologist

**LOCATION:** Belfast Health and Social Care Trust, based at Royal Hospitals

### **ESSENTIAL CRITERIA**

1. Fellowship of the Royal College of Pathologists in Paediatric and Perinatal Pathology or hold other equivalent qualification(s).
2. Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) or General Dental Council (GDC) (or be eligible for registration within six months of interview).
3. Applicants that are UK trained must be a Holder of Certificate of Completion of Training (CCT), or within six months of award of CCT by date of interview.
4. Applicants that are non-UK trained will be required to show evidence of equivalence to the UK CCT.
5. Demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues.
6. Access to a means of transport to facilitate movement between sites.
7. Eligibility to work in the UK as per UKBA Immigration Regulations.

### **DESIRABLE CRITERIA**

1. Experience in reporting Paediatric and Perinatal Pathology

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies required are detailed in the NHS Medical Leadership Competency Framework (MLCF) available at [Medical-Leadership-Competency-Framework](#)

Particular attention will be given to the following:

## **Leadership Domains**

### **Demonstrating Personal Qualities**

### **Working with Others**

### **Managing Services**

### **Improving Services**

### **Setting Direction**

#### **NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative. You will also be required, if shortlisted for interview, to produce your registrable qualifications.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom.



## CONSULTANT JOB PLAN

**NAME:** Consultant Paediatric and Perinatal Pathologist -  
(10 PAs)

**GMC NUMBER:**

**JOB PLAN FOR PERIOD:**

**SPECIALITY:** Histopathology/Cytopathology

**CONTACT DETAILS:**

**SERVICE GROUP:** Surgery & Specialist Services

1. 10 PA **Consultant Cellular Pathologist** for Belfast Health & Social Care Trust.

### **General Provisions and Accountability Arrangements**

2. You will be expected to work with management and professional colleagues in the efficient running of clinical services and will share with consultant colleagues in the medical contribution to management. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you or another delegated consultant when necessary.
3. All medical and dental staff employed by Health and Social Care Trusts are expected to comply with the governance and assurance arrangements of the Trust.
4. The training and supervision of medical/dental students and junior medical/dental staff is an important aspect of most consultants' jobs and should, where appropriate, be accommodated in your job plan. You may also be required to teach other members of the multidisciplinary team.

### **Job Plan Review**

5. This job plan is subject to review at least once a year by you and the Clinical/Associate Medical Director before being approved by the Service Group Director. For this purpose, a copy of the current job plan, (and job description if

appropriate), including an up-to-date work programme, objectives agreed at annual appraisal and any notes provided by either side - of any new or proposed service or other developments need to be available. In the case of a new employee a review of the job plan will take place 3 months after commencement and annually thereafter as above. You can request a job plan review at any time if your workload changes.

6. If it is not possible to agree a job plan, either initially or at an annual review there are agreed procedures for facilitation and appeal with the final decision normally being accepted by the Trust Board.
7. Regional guidance on job planning is available and should be used to inform the process.
8. **Job Purpose (including other NHS responsibilities as appropriate)**

To provide a professional service in Paediatric and Perinatal Pathology service for the Belfast Health & Social Care Trust.

## 9. **Objectives**

### 9.1 **Service Developments/Objectives**

- To provide a professional service in paediatric and perinatal pathology
- To provide teaching and supervision for junior staff

Programmed activities (PAs) will be based on these objectives plus other duties, other HPSS responsibilities and the service to be provided for which you are responsible. An outline of activities against which PAs can be allocated and some general guidance is given in Appendix 1 of this document. SPAs are divided between core and common SPAs. All full time consultants will receive 1.5 core SPAs for specified activities as outlined in Appendix 1. Additional common SPAs will be by agreement between the consultant and their clinical manager and based on the objectives set out below. External duties will be considered within the job plan, either within PAs or through discretionary leave. Accepting external duties must be with the agreement of the service group. The onus will be on the consultant to demonstrate how the impact of an external duty, on direct clinical care, can be minimized.

### 9.2 **Personal Objectives**

It is expected that you will maintain flexibility to ensure that you deliver maximum projected Direct Patient Care, and we will support/assist you in achieving this.

It is agreed that, in order to achieve activity targets, close working between all elements of the service will be required. However, cognisance will be taken should any unforeseen circumstances arise which impact significantly on your ability to meet these targets.

You are allocated 1.5 core SPAs to include time for activities that will support re-licensing and recertification and ensure the quality and safety of services. These activities include appraisal, job planning, audit and CPD activities. It also includes 2 hours to be used flexibly by agreement between you and your Clinical Lead / Clinical Director (suggested for additional teaching and clinical management but to be discussed and agreed at the job plan meeting).

### 9.3 Team Objectives

To work flexibly within the Cellular Pathology team to ensure effective and efficient delivery and continuity of services.

This job plan outlines the number of DCC PAs that you would normally expect to perform on an annual basis. In so doing, the purpose is to clarify for you the Belfast Trust's expectation that you would attend these PAs. However, both parties recognise that it may not be possible for you to do so because of factors partly, or entirely, out with your control. In such circumstances the Trust may ask you to be flexible in trying to maintain the level of service and take on alternative duties/PAs. Any alternative PAs that you undertake would be by mutual agreement and would as far as possible, not disrupt planned activities already outlined in your job plan. The Trust also undertakes to provide reasonable notice of such changes.

Failure to fulfil this commitment due to factors outside your control would not result in any penalty to you; specifically, it would not be grounds for preventing pay progression.

## 10. Education and teaching responsibilities

All consultants in the Belfast Trust are expected to undertake informal teaching arising in the course of clinical work. Additional teaching activities may be agreed as part of SPAs.

Please provide detail of agreed undergraduate, postgraduate and multidisciplinary teaching activities:

- Routine teaching during DCCs and core SPA time

## 11. Research

Research time will only be allocated within SPAs where there is an external funding stream to cover the costs and where trust governance procedures have been fully complied with.

The post does not currently include specified research activity however this may be reviewed as part of the annual Job Plan review.

12. **Resources and Support required to meet job plan**

12.1 Staffing Support

Consultants, trainee medical staff, biomedical scientists, MLAs and administrative / secretarial support.

12.2 Any other required resources

Fully equipped laboratory and office accommodation.

**Programmed Activities**

13.1 The table below gives a breakdown of the total agreed PA's on **average per week and the agreed annualised** PAs due to the nature of certain elements within the job plan.

<b>Programmed Activity</b>	<b>Number of PAs per week</b>	<b>Number of PAs annualised</b>
Direct Clinical Care	8.5	
Supporting Professional Activities		
-Core SPAs (Please list activities/responsibilities)	1.5	
Common SPAs (Please list activities/responsibilities)		
<b>Total SPAs</b>	<b>1.5</b>	
University (joint appointments)		
<b>Total PAs</b>	<b>10</b>	

13.2 **External duties/other NHS responsibilities**

None at present.

14. The following indicates all your **regular weekly** commitments as agreed. It does not include activities that occur on an ad hoc basis. The timetable does not include external duties unless timetabled in SPAs.

Day	Time	Work Activity	Location	PAs: DCC	PAs: SPA	Comments (E.G. Agreed/ Cancelled following Weekend On-Call)
Monday	09.00-13.00	Autopsy	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Tuesday	09.00-13.00	SPA	RVH		1.0	
	13.00-17.00	Preparation and MDT attendance	RVH	1.0		
Wednesday	09.00-13.00	Autopsy	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Thursday	09.00-15.00	Reporting/Lab work	RVH	1.5		
	15.00-17.00	SPA	RVH		0.5	
Friday	09.00-13.00	Reporting/Lab work	RVH	1.0		
	13.00-17.00	Reporting/Lab work	RVH	1.0		
Weekend						
<b>Total</b>	<b>10</b>	<b>Hours: 40</b>	<b>10 PAs:</b>	<b>8.5</b>	<b>1.5</b>	

In the timetable, specific times are allocated to some clinical sessions. In addition, where the generic term clinical/diagnostic work is used, this will include: reporting paediatric and perinatal pathology specimens, autopsy work, laboratory supervision, trainee sign out and providing second opinions for colleagues. 0.5 DCC PAs are allocated to laboratory supervision and 0.5 PAs to QA activities. MDT cover is variable. It is expected that the ratio of fixed MDT sessions to reporting sessions will vary from week to week, however the total DCC commitment is 34 hours per week.

***The above timetable is an illustration of the type of work which will be required only and is subject to change to meet service need. It will be agreed with the individual on appointment however it is also expected that the weekly timetable would be worked flexibly to meet the demands of the service***

15. **Emergency Work**

This section includes all of your prospective emergency on-call work and the agreed availability for on-call.

Type	Day/Time	Location	Allocated PA's
Predictable emergency on-call work			
Unpredictable emergency on-call work	On-call period	On-site, at home on telephone and traveling to and from site	

Your emergency on call work equates to less than 30 minutes per week on average. In such circumstances compensatory time will be deducted from normal DPC Activities on an ad hoc basis and may be accrued.

Agreed on-call rota	not applicable
Agreed category	
On-call supplement	

**Statement of availability**

Not applicable

16. **Private Practice and Fee Paying Services**

You are currently undertaking ad hoc private practice within the Trust and it is agreed that this practice may continue, provided it does not affect the efficiency of multidisciplinary team working. You have agreed to ensure that if any of your agreed NHS activity is displaced due to private practice you will carry out the NHS activity at an agreed later stage.

17. **Programmed Activities**

The above timetable represents a job plan totaling 10 PAs per week for the period



18. **Agreement**

*(to be completed and forwarded to Medical Director's Office)*

**Signed:** ..... **Signed:** .....

**Consultant:** ..... **Clinical Director /  
Associate Medical  
Director:** .....

**Date:** ..... **Date:** .....

**Signed:** ..... **Signed:** .....

**Medical  
Director or  
Deputy:** ..... **Head of School:** .....

**Date:** ..... **Date:** .....

*(for joint appointments)*

## **APPENDIX 1**

### **PROGRAMMED ACTIVITIES**

Programmed activities (PAs) are linked in the job plan to each consultant's service, personal and where appropriate, team objectives. They are categorised as direct clinical care (DCC) and supporting professional activities (SPAs). For the purposes of job planning within the Belfast Trust the following guiding principles will be applied to ensure consistency across our service groups and sites.

#### **DIRECT CLINICAL CARE (DCC)**

##### **DCC covers:**

- Emergency attendance
- Outpatient and/or other clinic
- Operating session (including anaesthetics)
- Ward round
- Other patient treatment or relative consultation
- Telephone advice to hospital
- Multidisciplinary meetings about direct clinical care
- Investigative, diagnostic or laboratory work
- Public health duties
- Travelling time between sites, not to usual place of work
- Patient administration
- Service Linked teaching (e.g. during ward rounds)
- Clinics and operating sessions
- Clinical supervision

#### **SUPPORTING PROFESSIONAL ACTIVITIES (SPA)**

**Core SPA** - All consultants will be allocated 1.5 SPAs. Core SPA includes time for activities that will support re-licensing and recertification and ensure the quality and safety of services. These activities include:

- Appraisal
- Job Planning
- Audit (attendance at audit meetings and general audit activity)
- CPD

Core SPA also includes 2 hours (0.5 PA) to be used flexibly. The consultant and medical manager should agree appropriate use of this time, based on the consultant's objectives, development needs and responsibilities. This needs to be defined and justified within the job plan.

## **Appendix 1 continued**

### **Common SPA**

To be agreed on basis of both Trust and consultant's requirements.

Common SPA may include:

- Clinical management (not directly affecting patient care)
- Service maintenance and development
- Teaching responsibilities or specified roles
- Undertaking specific audit projects and / or audit responsibilities or lead roles/activities associated with clinical and social care governance.
- Other trust duties
- Postgraduate training and supervisory responsibilities
- Research

External duties (if small in quantity) may be accommodated in SPA time. If external duties are more substantial, either separate PA allocation or special leave should be used.

Research time will only be allocated within SPAs where there is an external funding stream to cover the costs and where trust governance procedures have been fully complied with.

The trust will expect that joint appointments meet their undergraduate teaching responsibilities from within their university time.

Discretionary leave will be considered for external duties and must be agreed in advance with the clinical manager.

The consultant and the Trust should be flexible in order to minimise the impact of any external duty on DCC if possible. There is an obligation on all parties to ensure that the time required to undertake external duties is fairly allocated between consultants.



The information you enter in this form will be used as a basis for creating the requisition in SAP E-Recruiting. Therefore, complete as much information as you can.

**Request Template** You can use the data from a previous request as a template for this request. Choose the 'Select' pushbutton. Select the desired template in the dialog box and choose 'OK'.

**Request Template**

Consultant Cellular Pathologist

Select

**Basic Data**

**Requisition Title**

Consultant Cellular Pathologist

**Contact Person** If you are not the hiring manager, change the entry here using the dropdown list box.

**Hiring Manager**

SMCAU012

**Requester**

Shauna Mcauley

**Support Group**

Belfast Trust

**Organisational Data:** Please use the pushbutton to select specific position, it is a mandatory step.

**Position**

70081203 Consultant

Select Position

**Org. Unit**

TISSUE PATHOLOGY MEDICAL STAFF

Refresh

**Band/Grade**

M400

**Department/Ward**

Cellular Pathology

**Division**

Laboratory & Pharmacy

**Directorate/Unit**

CANCER & SPECIALIST SERVICE DIRECTORATE

**Location**

INSTITUTE OF PATHOLOGY

**Organisation**

Belfast - HSCT

**Cost Centre**

A1L710

Reason for Post	New Post
Name of the person being replaced (if applicable)	N/A
Hours of Post	40
WTE %	106.67

#### Payment Information

Minimum Salary	106,424
Maximum Salary	139,920

#### Employment

Branch	Belfast HSCT	Select Branch
Contract Type	Permanent	
Required from	Feb 1, 2025	Required to
Working Pattern		
Job share available	Yes	
Compressed hrs available	Yes	
Flexi time available	Yes	
Term-time hrs available	Yes	
Accept part-time hrs?	Yes	
Min part-time hrs accepted		
Access NI/SVG check	Yes-Both adult's and children's	
Type of Post	New post	
Funding Status	Fully funded	
Job evaluated/match	Yes	

#### Additional Information

JC0385 - approved at Feb 2025 scrutiny  
JD approved by RC Path - approval attached

**Contact Information ( THIS SHOULD BE THE PERSON RESPONSIBLE FOR THE VACANCY )**

<b>Contact Name</b>	<input type="text" value="Dr Clinton Boyd"/>
<b>Contact job title</b>	<input type="text" value="Clinical Director, Cellular Pathology"/>
<b>Contact phone number</b>	<input type="text" value="07786198847"/>
<b>Contact mobile number</b>	<input type="text" value="07786198847"/>
<b>Contact email</b>	<input type="text" value="clinton.boyd@belfasttrust.hscni.net"/>

**Where is post to be advertised**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> External Papers | <input checked="" type="checkbox"/> HSC-WIDE Trawl | <input type="checkbox"/> Internal Trust Trawl |
| <input type="checkbox"/> Job Market      | <input type="checkbox"/> Professional Journal      | <input type="checkbox"/> External website     |

**Comments** Under 'Previous Comments', you can see the comments that have been entered previously for the approval process. Under 'New Comments', you can enter a message for the next processor of the form.

**Previous Comments**

**New Comments - Enter all panel member details, shortlisting and interview timelines (Considering length of time for requisition approval process and job advertisement)**



The information you enter in this form will be used as a basis for creating the requisition in SAP E-Recruiting. Therefore, complete as much information as you can.

**Request Template** You can use the data from a previous request as a template for this request. Choose the 'Select' pushbutton. Select the desired template in the dialog box and choose 'OK'.

<b>Request Template</b>	Consultant Cellular Pathologist	Select
-------------------------	---------------------------------	--------

Basic Data

<b>Requisition Title</b>	Consultant Cellular Pathologist
--------------------------	---------------------------------

**Contact Person** If you are not the hiring manager, change the entry here using the dropdown list box.

<b>Hiring Manager</b>	SMCAU012
-----------------------	----------

<b>Requester</b>	Shauna Mcauley
------------------	----------------

<b>Support Group</b>	Belfast Trust
----------------------	---------------

**Organisational Data:** Please use the pushbutton to select specific position, it is a mandatory step.

<b>Position</b>	70081203 Consultant	Select Position
-----------------	---------------------	-----------------

<b>Org. Unit</b>	TISSUE PATHOLOGY MEDICAL STAFF	Refresh
------------------	--------------------------------	---------

<b>Band/Grade</b>	M400
-------------------	------

<b>Department/Ward</b>	Cellular Pathology
------------------------	--------------------

<b>Division</b>	Laboratory & Pharmacy
-----------------	-----------------------

<b>Directorate/Unit</b>	CANCER & SPECIALIST SERVICE DIRECTORATE
-------------------------	---

<b>Location</b>	INSTITUTE OF PATHOLOGY
-----------------	------------------------

<b>Organisation</b>	Belfast - HSCT
---------------------	----------------

<b>Cost Centre</b>	A1L710
--------------------	--------

<b>Reason for Post</b>	New Post
<b>Name of the person being replaced (if applicable)</b>	N/A
<b>Hours of Post</b>	40
<b>WTE %</b>	106.67

#### Payment Information

<b>Minimum Salary</b>	106,424
<b>Maximum Salary</b>	139,920

#### Employment

<b>Branch</b>	Belfast HSCT	Select Branch
<b>Contract Type</b>	Permanent	
<b>Required from</b>	Feb 1, 2025	<b>Required to</b>
<b>Working Pattern</b>		
<b>Job share available</b>	Yes	
<b>Compressed hrs available</b>	Yes	
<b>Flexi time available</b>	Yes	
<b>Term-time hrs available</b>	Yes	
<b>Accept part-time hrs?</b>	Yes	
<b>Min part-time hrs accepted</b>		
<b>Access NI/SVG check</b>	Yes-Both adult's and children's	
<b>Type of Post</b>	New post	
<b>Funding Status</b>	Fully funded	
<b>Job evaluated/match</b>	Yes	

#### Additional Information

JC0386 - approved at Feb 2025 scrutiny  
 JD approved by RC Path - approval attached  
 (post 2 of 3)



**Contact Information ( THIS SHOULD BE THE PERSON RESPONSIBLE FOR THE VACANCY )**

<b>Contact Name</b>	<input type="text" value="Dr Clinton Boyd"/>
<b>Contact job title</b>	<input type="text" value="Clinical Director, Cellular Pathology"/>
<b>Contact phone number</b>	<input type="text" value="07786198847"/>
<b>Contact mobile number</b>	<input type="text" value="07786198847"/>
<b>Contact email</b>	<input type="text" value="clinton.boyd@belfasttrust.hscni.net"/>

**Where is post to be advertised**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> External Papers | <input checked="" type="checkbox"/> HSC-WIDE Trawl | <input type="checkbox"/> Internal Trust Trawl |
| <input type="checkbox"/> Job Market      | <input type="checkbox"/> Professional Journal      | <input type="checkbox"/> External website     |

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**Previous Comments**

**New Comments - Enter all panel member details, shortlisting and interview timelines (Considering length of time for requisition approval process and job advertisement)**



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**Request Template** You can use the data from a previous request as a template for this request. Choose the 'Select' pushbutton. Select the desired template in the dialog box and choose 'OK'.

<b>Request Template</b>	Consultant Cellular Pathologist	Select
-------------------------	---------------------------------	--------

Basic Data

<b>Requisition Title</b>	Consultant Cellular Pathologist
--------------------------	---------------------------------

**Contact Person** If you are not the hiring manager, change the entry here using the dropdown list box.

<b>Hiring Manager</b>	SMCAU012
-----------------------	----------

<b>Requester</b>	Shauna Mcauley
------------------	----------------

<b>Support Group</b>	Belfast Trust
----------------------	---------------

**Organisational Data:** Please use the pushbutton to select specific position, it is a mandatory step.

<b>Position</b>	70081244 Consultant	Select Position
-----------------	---------------------	-----------------

<b>Org. Unit</b>	TISSUE PATHOLOGY MEDICAL STAFF	Refresh
------------------	--------------------------------	---------

<b>Band/Grade</b>	M400
-------------------	------

<b>Department/Ward</b>	Cellular Pathology
------------------------	--------------------

<b>Division</b>	Laboratory & Pharmacy
-----------------	-----------------------

<b>Directorate/Unit</b>	CANCER & SPECIALIST SERVICE DIRECTORATE
-------------------------	---

<b>Location</b>	INSTITUTE OF PATHOLOGY
-----------------	------------------------

<b>Organisation</b>	Belfast - HSCT
---------------------	----------------

<b>Cost Centre</b>	A1L710
--------------------	--------

<b>Reason for Post</b>	New Post
<b>Name of the person being replaced (if applicable)</b>	N/A
<b>Hours of Post</b>	40
<b>WTE %</b>	106.67

#### Payment Information

<b>Minimum Salary</b>	106,424
<b>Maximum Salary</b>	139,920

#### Employment

<b>Branch</b>	Belfast HSCT	Select Branch
<b>Contract Type</b>	Permanent	
<b>Required from</b>	Feb 1, 2025	<b>Required to</b>
<b>Working Pattern</b>		
<b>Job share available</b>	Yes	
<b>Compressed hrs available</b>	Yes	
<b>Flexi time available</b>	Yes	
<b>Term-time hrs available</b>	Yes	
<b>Accept part-time hrs?</b>	Yes	
<b>Min part-time hrs accepted</b>		
<b>Access NI/SVG check</b>	Yes-Both adult's and children's	
<b>Type of Post</b>	New post	
<b>Funding Status</b>	Fully funded	
<b>Job evaluated/match</b>	Yes	

#### Additional Information

JC0387 - approved at Feb 2025 scrutiny  
 JD approved by RC Path - approval attached  
 (post 3 of 3)

**Contact Information ( THIS SHOULD BE THE PERSON RESPONSIBLE FOR THE VACANCY )**

<b>Contact Name</b>	<input type="text" value="Dr Clinton Boyd"/>
<b>Contact job title</b>	<input type="text" value="Clinical Director, Cellular Pathology"/>
<b>Contact phone number</b>	<input type="text" value="07786198847"/>
<b>Contact mobile number</b>	<input type="text" value="07786198847"/>
<b>Contact email</b>	<input type="text" value="clinton.boyd@belfasttrust.hscni.net"/>

**Where is post to be advertised**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> External Papers | <input checked="" type="checkbox"/> HSC-WIDE Trawl | <input type="checkbox"/> Internal Trust Trawl |
| <input type="checkbox"/> Job Market      | <input type="checkbox"/> Professional Journal      | <input type="checkbox"/> External website     |

**Comments** Under 'Previous Comments', you can see the comments that have been entered previously for the approval process. Under 'New Comments', you can enter a message for the next processor of the form.

**Previous Comments**

**New Comments - Enter all panel member details, shortlisting and interview timelines (Considering length of time for requisition approval process and job advertisement)**

**From:** [McAuley, Shauna](#)  
**To:** [REDACTED]; [Boyd, Clinton](#)  
**Cc:** [MedicalRecruitment-SM](#)  
**Subject:** RE: Consultant Cellular Pathologist REF - 71825058 - Further Information Required  
**Date:** 25 April 2025 13:45:14  
**Attachments:** [Consultant Paediatric and Perinatal Pathologist - Belfast Health and Social Care Trust.msg](#)  
[image001.jpg](#)

---

Hello [REDACTED]

See attached approval.

Clinton, can you advise on proposed interview dates please?

Shauna

---

**From:** [REDACTED]  
[REDACTED] April 2025 14:14  
**To:** McAuley, Shauna <Shauna.McAuley@belfasttrust.hscni.net>; Boyd, Clinton <Clinton.Boyd@belfasttrust.hscni.net>  
**Cc:** MedicalRecruitment-SM <MedicalRecruitment@belfasttrust.hscni.net>  
**Subject:** Consultant Cellular Pathologist REF - 71825058 - Further Information Required  
**Importance:** High

Dear Shauna/Clinton,

I am pleased to confirm that we are now in receipt of 3 x Consultant Cellular Pathologist requisitions (54911199, 54911202 & 54911205) – unfortunately the College Approval was not supported and therefore we were unable to open it. Can you please share this through in an email alongside the scheduled interview date as this required to be published in the advert as per Consultant Regulations. Interview date, please also provide the time of the day the interviews are likely to take place as this assists us with seeking the external panel members (NED & College Rep) – please also note that the college require a minimum of 6-8 weeks notice when requesting a rep for the panel.

I have also attached above the Consultant Progression Record, can you complete and return containing the internal panel members and then once we publish the advert we will seek the external members (Non-Executive Director & College Rep)

Kind Regards

[REDACTED]  
[REDACTED]  
4<sup>th</sup> Floor, McKinney House  
Musgrave Park Hospital  
Stockman's Lane  
Belfast, BT9 7JB  
[REDACTED]

cid:image001.jpg@01D1838B.21F06330



**71825058 Consultant Paediatric and  
Perinatal Pathologist** New

Ref: 54911199



**Belfast Health  
and Social Care Trust**

Salary: (See job details)    Location: INSTITUTE OF PATHOLOGY    Contract Type: Permanent

Closing: Thu, 05 June 2025 2:00 PM

[Details >](#)



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## 71825058\_Constant Paediatric and Perinatal Pathologist ref:54911199



Belfast Health  
and Social Care Trust

[\(/Organisation/Detail/1?slug=71825058consultant-paediatric-and-perinatal-pathologist\)](/Organisation/Detail/1?slug=71825058consultant-paediatric-and-perinatal-pathologist)

**Branch:** Belfast HSCT

**Location:** INSTITUTE OF PATHOLOGY

**Directorate:** Surgery & Specialist Services

**Salary:** (See job details)

**Contract Type:** Permanent

**Opening date:** 14/05/25

**Closes:**

Thu, 05 June 2025 @ 2:00 PM

**Interview Dates:** Scheduled for the 9th July 2025.

**Notes:** Please print off the job description as this will not be available after the advert has closed



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Applicants with a disability who require support, please [contact the relevant person](https://jobs.hscni.net/Information/64/accessibility-contacts-in-hscni) (<https://jobs.hscni.net/Information/64/accessibility-contacts-in-hscni>) in the organisation you are applying to. For known accessibility issues please view the [accessibility statement for the application portal](https://jobs.hscni.net/Information/65/accessibility-statement-for-hsc-jobs--application-portal). (<https://jobs.hscni.net/Information/65/accessibility-statement-for-hsc-jobs--application-portal>)

Sorry this job has now closed.

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