THE QUEEN ELIZABETH HOSPITAL BOARD
JOB DESCRIPTION

JOB TITLE: Consultant Pathologist
SALARY SCALE: S5:S4:S3:S2
DEPARTMENT: Medical Services Department
REPORTS TO: Director, Clinical & Diagnostic Services
DIRECT REPORTS: Chief Laboratory Technologist

JOB SUMMARY

Under general supervision, ensures the provision of accurate, timely and well-interpreted testing services provided by the Hospital's Medical Laboratory to enable effective and efficient patient diagnosis and management processes. He/she will undertake to ensure the continuous improvement of clinical standards and protocols and departmental systems through the efficient management of staff, patients and clinical policies and audit procedures.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Provides excellent and rapid diagnostic services in the areas of histopathology and cytopathology and is competent in carrying out clinical autopsies;
2. Sets standards and quality in the practice of histology, autopsy and cytology functions;
3. Reports routine surgical pathology including histochemistry;
4. Provides pathological diagnosis on Frozen Sections;
5. Performs routine clinical autopsy examinations and reports results;

6. Reports on cytological smears (gynaecological and non-gynaecological) and Fine Needle Aspiration Smears;
7. Keeps accurate records and disease indexing;
8. Provides active consultancy services for patient care for both internal and external users of the services;
9. Manages orientation, trains, instructs, supervises and mentors Registrars, Senior House Officers, House Officers and/or new staff/students as appropriate;
10. Manages staff grievances to seek the best possible resolution of any arising issues or concerns;
11. Manages the performance management and employee performance evaluation processes through the guidance, counselling and provision of necessary feedback to employees and the completion/sign off of performance evaluation forms;
12. Consults with technologists regarding the validation and release of lab results/tests to ensure that all queries are adequately addressed;
13. Implements, maintains and monitors quality assurance programmes;
14. Attends departmental meetings and provides the necessary feedback/guidance to staff at all levels pertaining to issues that have arisen within the department;
15. Identifies and pursues appropriate research initiatives;
16. Participates in (and/or assists in conducting, and/or recommends) routine in-service training, continuing education and other education where applicable;
17. Keeps up-to-date with healthcare techniques and developments within the specialty and the general healthcare environment;
18. Ensures the department provides the optimum safe environment for staff and visiting researchers;
19. Assists in gathering data towards the preparation of budget proposals and annual reports;
20. Ensures compliance to quality, health, safety and environmental standards;

21. Using customer service skills, establishes and maintains effective working relationships with the technologists/technicians under their charge, other employees, officials and members of the general public.
22. Attends mandatory training.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of all aspects of Histopathology, Cytopathology and Autopsy pathology.
2. Knowledge of effective specimen analysis.
3. Knowledge of clinical audit and governance policies and procedures.
4. Knowledge of effective systems and procedures for the transport, receipt and recording of biological specimens.
5. Advanced knowledge in supervisory management.
6. Sound knowledge of quality assurance protocols and practices.
7. Thorough knowledge of laboratory safety and infection control procedures and practices including standard precautions and hazardous chemical handling.
8. Must possess general administrative skills with regard to supervision of senior medical staff, interns, medical students, medical technologists, morgue attendants and other levels of staff who may require training in the department.
9. Excellent, proven leadership, motivational and team building skills.
10. Excellent interpersonal and communication skills.
11. Excellent decision-making and problem-solving skills.
12. Advanced organization and prioritization skills.
13. Excellent coaching, motivation, counselling and mentoring skills.
14. Ability to coordinate, develop and deliver presentations, teaching programmes and workshops.
15. Ability to function efficiently in demanding, fast-paced environments.

REQUIRED TRAITS

- Emotional Intelligence
- Empathy
- Accountability
- Collaboration
- Flexibility and Adaptability
- Initiative
- Dedication
- Dependability
- Integrity
- Co-operation

EDUCATION AND EXPERIENCE

Must be a Fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate specialty from an institution which is recognized by the Medical Council.

Not less than four years' experience in the particular specialty is required.