

## **HISTOPATHOLOGY REGISTRARS**

### **Mid Yorks – February 2016 to August 2016**

#### **INDUCTION**

There will be a trust induction on your first day which includes an online component. A local departmental induction will also happen on the same day.

Your computer logins will be created before you arrive and hopefully our HR department has already been in touch; as they need information from you including your NI number and date of birth, etc to create the Trust ID.

Car parking permits, ID badges etc. will all be arranged during this induction.

#### **Educational supervisor**

The local Lead Clinical Supervisor is Mathew Jacob. You will have brief meetings with him at the beginning, middle and end of the attachment. All of the consultants will provide brief written assessments prior to the middle and final meetings so that you can be given constructive feedback.

#### **Workplace based assessments**

You are expected to complete at least 12 assessments (9 should be uploaded to the LEPT). All consultants are aware that these need to be done and are happy to do these online.

#### **Sick leave**

If you are unable to attend work due to sickness please inform **by telephone** either the Clinical Lead for Histopathology (Rachel Thomas) or the Lead Clinical Supervisor (Mathew) as soon as possible. For absences over 7 days, a medical certificate must be provided. For more information please refer to the "Sickness Management Policy" document, available on the Trust intranet. Please also inform HR of all absences for their records.

#### **Annual leave**

Please complete an annual leave request form (shared drive R:\Pathology\Cellular Pathology\Histopathology\Trainees\Forms and docs) and pass it to the Lead Clinical Supervisor (Mathew) for approval. **Please do not use more than half** of your annual leave allowance in your 6 month attachment (ST1 and ST2 12.5 days, ST3+ 15 days). Please add on to the main rota in good time and no less than a week before the period of leave.

#### **Study leave**

Please complete a Deanery study leave request form SL-A (available on the Deanery website or on the local shared drive and pass it to the Lead Clinical Supervisor (Mathew) for local approval. This form **must also** be submitted to the TPD for final approval. For more information, please refer to the "Rough Guide for Trainees and Trainers".

## DAY TO DAY WORK

You will be assigned to one consultant for a two week period on a rotational basis so you should work with each consultant by the end of your 6 months here.

### Rota

After the Monday/Tuesday 12 o'clock multiheader meeting, the rota is discussed for the next two weeks. **Please attend this meeting** or let Craig Sayers know beforehand if you are unable. We need at least a week's notice for leave/rota requests.

### 12 o'clock meeting

Daily multiheader meeting in the MDT suite – for interesting and/or difficult cases. If you are in the department you are **expected to attend** and participate by presenting and discussing cases.

### Cut up

Roughly one per week. Start at 9am (or earlier). Barbara or Fiona (ext 83673) will select 3 large cases. Slides are usually ready the following afternoon, sometimes later. Urgent cases and frozen sections are your responsibility on the day of cut up if 1<sup>st</sup> on.

### Distribution of cases

Small biopsies and intermediate specimens (e.g. GI biopsies, skins, gallbladders) are distributed daily and you will receive slides most days. We will keep an eye on your workload and can adjust numbers. When ready, slides are put in your tray in the lab (around 2pm onwards).

- **Checking cases**

Check all cases with your named consultant. Ask at the start of your attachment how they would like to arrange checking sessions. If they are unavailable and a case needs urgent attention, any other consultant will be happy to help. Cases received on the last day of the attachment should be checked on the next working day with your new consultant. All remaining extras/specials should be finished with the old consultant.

- **Urgent cases**

Urgent biopsies are assigned to you when you are 1<sup>st</sup> on for cut up; it is your responsibility to look at them; check them promptly with your consultant who will sign them out **on the same day** if feasible.

- **Priority cases**

(E.g. prostate cores, breast cores and 31/62 day pathway) are included as part of the usual daily slide allocation. It is your responsibility to make sure these are reported **quickly**.

### Cytology

You will report non-gynae cytology cases with your named consultant one day a week (or more if you like). **Aim to check these and sign out on the day of receipt.**

### Post mortems

PMs are done daily up to a maximum of 4 at Pinderfields Hospital in Wakefield. The histories are faxed the day before so by 3.30pm you will know how many PMs there are for the following morning and can look up lab tests/radiology in advance. Please dictate the report **on the day of the PM** to ensure a prompt turnaround time. Not all our pathologists do PMs however you are still welcome to do as many PMs as you wish whilst at Mid Yorks, whichever consultant you are attached to.

### Turnaround times

These are routinely measured for all staff and we try and sign out all cases promptly.

## MDTs

Please actively participate in MDTs. **Try and present at each MDT** by the time you finish your attachment.

	AM	PM
<b>Monday</b>		Colposcopy (variable time & site)
<b>Tuesday</b>	Lung (8.30am, Gate 10b, Pinderfields) Upper GI (8.30am, Med Ed centre, Pinderfields)	Lower GI (1pm, Gate 10b, Pinderfields/MDT suite Dewsbury)
<b>Wednesday</b>	Urology (10.30am, Gate 10b, Pinderfields)	Colposcopy (variable time & site)
<b>Thursday</b>	Skin (11am alternate weeks, MDT suite, Dewsbury)	Gynae oncology (12.30pm, MDT suite, Dewsbury) Breast (2pm, Gate 10b, Pinderfields/MDT suite Dewsbury)
<b>Friday</b>	CUP (11am, Gate 10b, Pinderfields)	

With some of the MDTs at Pinderfields, pathology can be presented from Dewsbury MDT suite via the audio-visual link.

## Consultants

10 full time consultants and 2 less than full time consultants (RT and AB)

Consultant	MDT	Telephone
Anna Anathanam	Lower GI	83205
Helen Baker	Lower GI/Upper GIH	83676
Alex Barr	Breast / Lung / CUP	83111
Paul Bennett	Lung / Gynae	83869
Kevin Birbeck	Lower GI / CUP	83519
Beverly Cadman	Skin	83573
Andrew Jackson	Head & Neck / CUP	83273
Mathew Jacob	Breast / CUP	83492
Georgina Reall	Urology / Upper GI	83115
Craig Sayers	Breast / Lung	83511
Jenny Thomas	Urology	83208
Rachel Thomas	Colposcopy / Gynae	83609

## Secretaries and dictation

Typing is shared between the secretaries irrespective of who has dictated. Please keep dictation files under 5 minutes. When a dictation has been 'sent' for typing, please put the request forms in a clear envelope and take to the secretaries' office.

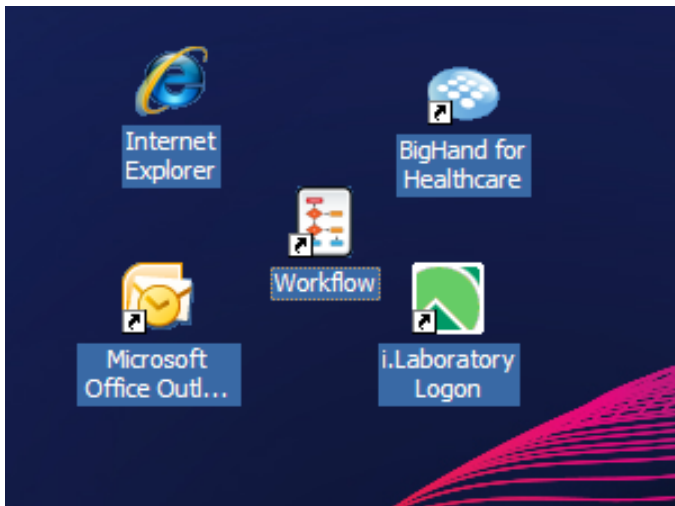
Secretary	Telephone
Rachel Hemmins	83370
Emma Holmes	83398
Carol Nutton	83378
Mary Walmsley	83365

## Other useful telephone numbers

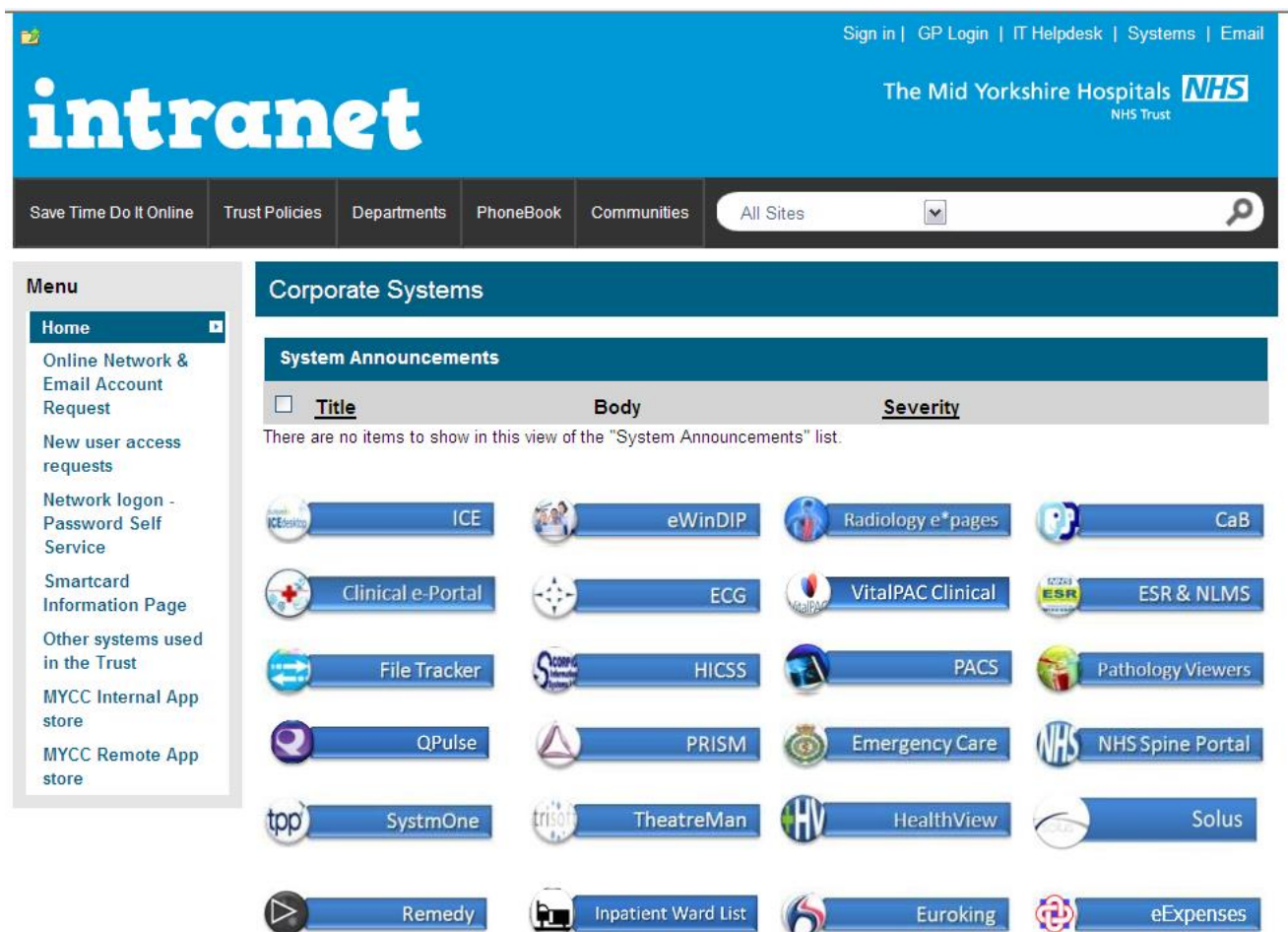
Cut up	83673
Histology Lab	83675
Richard/Dean/Emma (Chief BMS)	83709
Mortuary	51243
Office fax	(01924) 816083

## IT

Programmes you will use daily:



Useful intranet stuff:



Sign in | GP Login | IT Helpdesk | Systems | Email

The Mid Yorkshire Hospitals **NHS**  
NHS Trust

Save Time Do It Online Trust Policies Departments PhoneBook Communities All Sites

**Menu**

- Home
- Online Network & Email Account Request
- New user access requests
- Network logon - Password Self Service
- Smartcard Information Page
- Other systems used in the Trust
- MYCC Internal App store
- MYCC Remote App store

**Corporate Systems**

**System Announcements**

<input type="checkbox"/>	Title	Body	Severity
There are no items to show in this view of the "System Announcements" list.			

Grid of application icons:

- ICE
- eWinDIP
- Radiology e\*pages
- CaB
- Clinical e-Portal
- ECG
- VitalPAC Clinical
- ESR & NLMS
- File Tracker
- HICSS
- PACS
- Pathology Viewers
- QPulse
- PRISM
- Emergency Care
- NHS Spine Portal
- SystemOne
- TheatreMan
- HealthView
- Solus
- Remedy
- Inpatient Ward List
- Euroking
- eExpenses

Most useful:

- ICE (blood & radiology results)
- eWinDIP (patient notes)
- HICSS (endoscopy and bronchoscopy reports)

You should be able to log into all these using your Trust ID/login.