

Post Details		Last Updated: 04/08/2021	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences – School of Veterinary Medicine		
Job Title	Resident in Veterinary Anatomic Pathology		
Job Family	Professional Services	Job Level	2B
Responsible to	Head of Pathology		
Responsible for (Staff)	N/A		
<p>Job Purpose Statement <i>This should be an accurate, concise, un-detailed statement (short paragraph) of what the post is and why the post exists in terms of its contribution or result e.g. improved student/staff experience, increasing University funds etc.</i></p> <p>Based in the School of Veterinary Medicine’s Veterinary Pathology Centre (VPC) in Guildford, this three-year training program in anatomic pathology will provide diverse opportunities in diagnostic and research pathology to fulfil eligibility requirements for the American College of Veterinary Pathologists (ACVP) board-certification exam and to prepare residents for a career in pathology. Working under the supervision of board-certified anatomic pathologists, you will play an instrumental role in delivery of diagnostic veterinary pathology services by the VPC. Residents will work under close supervision of the Head of Pathology. Residents will also work closely with other anatomic pathologists who are also ACVP/ECVP or FRCPath board-certified. Training will be achieved through a combination of direct casework in the form of diagnostic submissions and structured training activities. The diagnostic service caseload will comprise autopsy and biopsy submissions across a varied species range that includes companion animals (dogs, cats, and horses), farm animals, poultry, camelids, wildlife, and zoo and exotic species. Mandatory structured training sessions will complement the practical diagnostic experience and will include weekly rounds focused on gross pathology, surgical biopsy and histopathology (including the Joint Pathology Center’s Wednesday Slide Conference), neuropathology, and journal clubs. Other subspecialty rounds that will occur less frequently will focus on comparative laboratory animal pathology and zoo animal pathology.</p> <p>Residents will also undertake research projects, prepare manuscripts for peer-reviewed journals, and submit abstracts for poster and oral presentations at university, national, and international meetings. They will also participate in veterinary student teaching in didactic and clinical settings.</p>			
<p>Key Responsibilities <i>This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)</i></p> <ol style="list-style-type: none"> 1. To assume responsibility for diagnostic cases, report results in a timely and effective manner, and promptly respond to all case enquiries by clients, to deliver an excellent client service and facilitate appropriate management of the patient and/or any in-contact animals or humans. 2. To fully comply with departmental policies and procedures, so that workflow proceeds according to best practices. 3. To operate in accordance with work-related requests of the pathologists, including being available outside normal working hours when the need arises, to facilitate timely diagnostic reporting. 4. To fully participate in all formal residency training sessions and journal clubs, to ensure pathology education and training develops appropriately to fulfil eligibility requirements of the ACVP board examination. 5. To produce case reports for publication in peer-reviewed journals, to facilitate a level of ongoing professional development during the training process that ultimately also contributes to competitiveness in the pathology job market. 6. To present poster and/or oral presentations at university, national, and international meetings, to facilitate a level of ongoing professional development during the training process that ultimately also contributes to competitiveness in the pathology job market. 7. To contribute to veterinary student teaching and assessment, as instructed by the Head of Pathology, to facilitate a level of ongoing professional development during the training process that ultimately also contributes to competitiveness in the pathology job market. 			

8. To provide peer instruction and peer mentoring for co-residents to create a supportive and collaborative training environment that encourages teamwork, enhances residents' understanding of different concepts and skills, and emphasises learning as a community.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The Veterinary Pathology Centre receives diagnostic submissions daily from various sources. Predominantly, these include farm animal cases (submitted as surveillance autopsies), small animal cases (submitted by local veterinary clinics), and zoo and wildlife cases. The Head of Pathology and the pathologists allocate these cases to the resident on service duty.
- Each day, the resident will be required to navigate diagnostic submissions, formal training sessions, case follow-up, and self-directed learning. Formal training sessions will take place at regularly scheduled times. Outside these times, the resident will prioritise completing the day's diagnostic cases. Although the resident will have multiple additional tasks, rounds preparation, and self-directed learning ongoing each day, they will be required to effectively and independently manage their time to complete tasks according to priority.
- When managing diagnostic submissions, the resident will follow instruction and guidance from pathologists, as well as procedures based on best practices, so little planning is necessary. However, the resident will work proactively and collaboratively with the pathologists and technical staff to coordinate timing of the procedures and collection of diagnostic specimens, to ensure operational efficiency.
- Typically, the planning and organising of these submissions is a reactive and short-term process. Each day, the resident will liaise with the pathologists, technical staff, and administrative staff to ensure timely communication between the Veterinary Pathology Centre and the client, of all information appropriate to each case and of all case results.
- The resident will also respond to *ad hoc* requests by the Head of Pathology and the pathologists to perform additional tasks related to VPC to ensure operational efficiency.

Problem Solving and Decision Making

- The resident's routine daily diagnostic duties will predominantly comprise procedures that follow set processes and will not involve lone working. This means that they will repeatedly deal with situations that are similar and thus will require only basic decision making.
- During any one procedure, the resident will collaborate with the technical staff to navigate minor procedural decisions. The resident will collaborate with the pathologists to make diagnostic decisions. If a complex issue arises, the resident will immediately consult one of the pathologists or the Head of Pathology for guidance on how to address the problem. Because of the negative impact of improper diagnostic decision-making on patient care and herd health (and sometimes on human health), and of costs incurred by the client, the resident should not make complex decisions without guidance from one of these supervisors. Where possible, decision making should be delayed until a supervisor is reached.
- In the unlikely event of not being able to contact any of the pathologists or the Head of Pathology, and if delayed decision making is not feasible, the resident should consult a co-resident, if possible, for help with decision making. If nobody is available, the resident should proceed in addressing the issue to the best of their ability.

Continuous Improvement

- The resident will take a proactive approach to their routine diagnostic duties, making suggestions to the Head of Pathology for minor improvements in procedures that may enhance workflow, and implementing any approved new suggestions under guidance of and supervision by the pathologists.
- The resident will take responsibility for sharing knowledge, experience, and constructive feedback with co-residents. This will facilitate collaborative learning and synergistically enhance the professional development of the resident cohort, thus supporting the overall objectives of the training program and of the Veterinary Pathology Centre.
- The resident will work with the Head of Pathology and the pathologists to develop their own skills and competencies in pathology and in all training-related areas, through learning activities (formal training sessions and self-directed learning) and exposure to a range of other activities.

Accountability

- Each day's diagnostic duties typically are performed on the same day by following a set process and timeline, guided by a pathologist, with minimal scope for the resident to change this course without consulting with a pathologist. For decision making about specimen collection and ancillary testing for any individual case, the resident is required to consult with a pathologist before finalising these decisions. Because of the negative impact of improper diagnostic decision-making on patient care and herd health (and sometimes on human health), and of costs incurred by the client, all decisions must be finalised with a board-certified pathologist.
- As the resident advances through their training, they will be given progressively more autonomy in the procedural management of their daily cases, according to their individual rate of development. However, case decision-making and reporting will always be finalised with a pathologist, to ensure appropriate training support for the resident.
- Regardless of the stage of training, the duty pathologists will assign diagnostic duties to the resident and will help to prioritise them. Provided the resident follows all instruction, guidance, and procedures, the pathologist will assume ultimate responsibility for all case diagnoses.
- The resident will be accountable for: maintaining a comprehensive log of their diagnostic cases, detailing the timeline of their progression from date of submission through ancillary testing to final reporting. The resident will also be responsible for progressing each case through these steps: following up with external laboratories about ancillary testing; communicating results in a timely manner with clients; proactively examining histopathologic sections and making appointments with the duty pathologist to evaluate the sections together; and then finalising the case report.
- Outside of the daily diagnostic cases and scheduled training sessions, the resident will have latitude to accomplish case follow-up, rounds preparation, and self-directed learning.

Dimensions of the role

- Follow established procedures and guidance from pathologists to complete diagnostic cases and accomplish other daily tasks.
- Proactively follow up on all ancillary diagnostic tests and client communications.
- Provide supervision/guidance to other team members, as necessary (including students, co-residents, and technicians).

Supplementary Information

- Success in this training position is heavily dependent on the resident's ability to: collaborate with all team members to perform and finalise diagnostic cases; develop an efficient time management strategy to prioritise their diagnostic caseload and navigate additional daily tasks and preparation for rounds according to priority; and developing a targeted self-directed learning schedule that spans free time during the work day and at home, and that also incorporates collaborative study with other residents.
- Residents will comply with the requirements of General Data Protection Regulation and will take all reasonable measures to ensure security and confidentiality of personal information belonging to clients, staff, or any other university stakeholders. All medical and related information pertaining to diagnostic case submissions is considered confidential. This may include, but is not limited to, historical information and documents received from the client, and any materials obtained during the diagnostic workup in the Veterinary Pathology Centre (including images, ancillary test results, and diagnostic reports).
- At all times, residents will also comply with regulations and standard procedures governing health and safety, to ensure their own wellbeing and the wellbeing of any other team members and/or students or other visitors in the Veterinary Pathology Centre.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

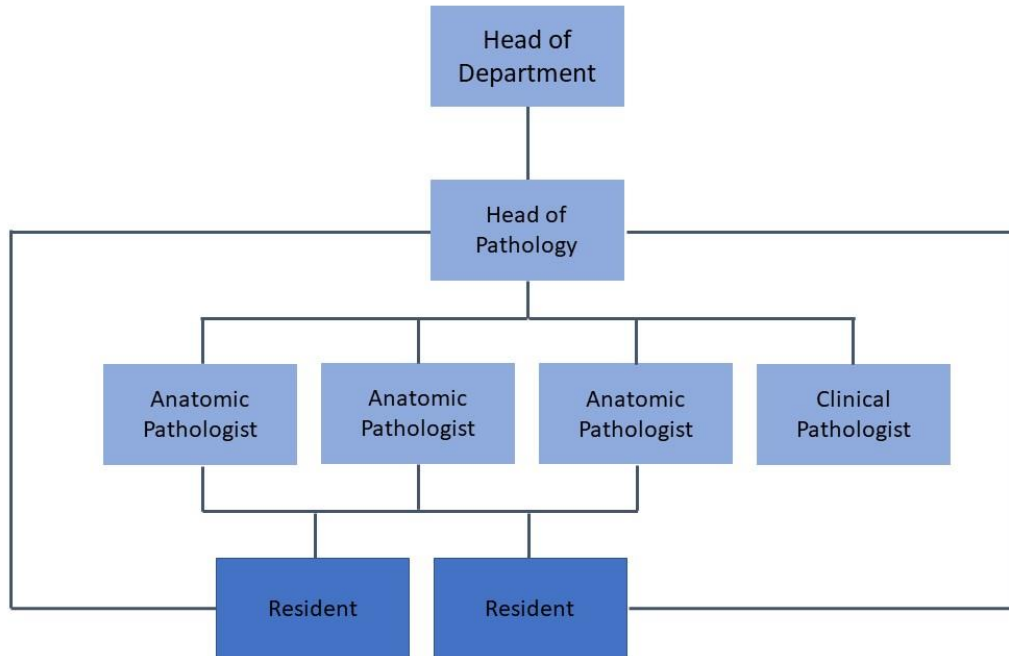
Qualifications and Professional Memberships		
Registered with the Royal College of Veterinary Surgeons (MRCVS/FRCVS); or hold a veterinary degree that is registrable by the RCVS		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/Desirable	Level 1-3
Well-developed understanding of regulations and procedures in a veterinary pathology setting and the implications of non-compliance on other users and on operational efficiency	E	2
Veterinary clinical practice experience	D	n/a
Experience in diagnostic pathology (any species) during veterinary school externships or since graduation	D	n/a
Participation in research projects during veterinary school or since graduation	D	n/a
Experience in writing and/or presenting case reports	D	n/a
Special Requirements:		Essential/Desirable
Willingness to work outside of regular office hours		E
Physically active and able to move and lift heavy objects		E
Willingness to work towards fulfilling eligibility requirements to sit the ACVP board certification examination in anatomic pathology		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		3
Customer/Client service and support		2
Planning and Organising		2
Continuous Improvement		3
Problem Solving and Decision-making Skills		2
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.		
Organisational/Departmental Information & Key Relationships		

Background Information *You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.*

The School of Veterinary Medicine is one of four schools within the Faculty of Health and Medical Sciences at the University of Surrey, all of which collaborate under a One Health vision to provide interdisciplinary research and teaching in animal and human health. The School's £11 million state-of-the-art Veterinary Pathology Centre is one of the largest and most sophisticated of its kind in Europe, and includes high-containment postmortem examination facilities. Pathology services within the Centre are varied and comprise: diagnostic autopsy and histopathology expertise (including farm animal surveillance cases, submissions from veterinary clinics, and zoo and wildlife submissions); research pathology for the scientific community (including histological processing and interpretation for research purposes from internal and external sources); and veterinary student teaching (including pathology and anatomy practical classes, intramural rotations, and elective rotations). Overall, the combination of these services provides a varied and interesting caseload for staff, students, and residents.

Our building centers on a large containment level 2 (CL2) postmortem examination room with high ceilings, natural lighting, postmortem tables, biological safety cabinets, and integrated cold rooms, all served by a powerful winch system. This allows postmortem examinations to be performed on a wide variety of species. A viewing gallery overlooks the suite and, where appropriate, latest digital technology can be used to record and stream postmortem examinations for training purposes. A smaller, containment level 3 (CL3) postmortem examination room is incorporated into the design of the building, which enables us to work safely with cases involving significant infectious disease risks. These fantastic facilities enable us to offer a broad postmortem examination service to practitioners and to accept specimens from a range of animals, including small animal, equine, farm animal, exotic, wildlife, and zoological specimens. The Centre also houses offices, histology and clinical pathology laboratories, a microscopy suite with multi-headed microscope, digital slide-scanning capabilities, and X-ray facilities. Together with office space, these provide a base for our established team of highly skilled board-certified pathologists and technicians. The team has expertise across a range of species, and they share a passion for inspiring the next generation of veterinarians and veterinary pathologists, and for collaborating with other One Health partners, such as the Pirbright Institute, Public Health England, and the Animal and Plant Health Agency.

Department Structure Chart



Relationships

Internal

- Report and respond to the Head of Pathology and the duty pathologists for task allocation and prioritisation, and for diagnostic case decision-making and completion.
- Collaborate with all members of the technical and administration teams, especially to communicate key information in a timely manner and to ensure operational efficiency.
- Collaborate with co-residents to share knowledge and experience, to facilitate collaborative learning, and to ensure operational efficiency.
- Occasionally collaborate with other staff members across the school and the wider university, including to assist with teaching and research needs.
- Work with students, responding to their teaching needs, and referring them to the pathologists or Head of Pathology to address unresolved issues.

External

- Communicate in a courteous and timely manner with clients and visitors, responding to their requests and referring them to the appropriate team member, if necessary, to professionally represent the Veterinary Pathology Centre and strengthen client partnerships.