

# East Kent Hospitals University Foundation Trust

## William Harvey Hospital Cellular Pathology

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### Trainee Medical Induction

**Dr Badia Ahmed, ST3 Histopathology**



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## **Induction Pack Contents**

Check your pack has the following contents, if not you should obtain them once you meet with relevant staff:

- All pages of this Induction booklet
- List of useful websites and ebooks
- Laboratory Medicine Induction Checklist DIR-FO-Q031
- Health and Safety Induction Checklist
- Pathology H&S Awareness Checklist DIR-FO-1308
- Setting Up A Work Station Checklist
- 12 Point DSE Workstation Set Up Plan
- Telephone Directory, reference CEL FO 547

There are other documents which may be useful and will be found in the trainee room: for example, user manuals for microscopes and dictation software.

## Key People

| Name                         | Role                           |
|------------------------------|--------------------------------|
| Tyler Lloyd                  | Head BMS                       |
| Stuart Turner                | Chief BMS for Histology        |
| Shirley Stone                | Health & Safety lead           |
| Shirley Moses                | Chief BMS for Cytology         |
| Clare Hollyer                | Senior BMS/Quality improvement |
| Kitt Burr                    | Administration                 |
| Gary Rowland/Victoria Ripley | Cut-up Room managers           |
| Gary Rowland                 | IT support                     |
| Debbie Barraclough           | Secretaries office manager     |

| <i>Consultant Pathologists</i>   | <i>Specialties (lead in specialty bolded)</i>  |
|----------------------------------|--|
| Dr Nicola Chaston                | <b>Head of service,</b><br>Head&Neck/Endocrine/GI/PM/ <b>Mortuary lead</b>               |
| Dr Aminu Abdulkadir              | Gynae/Urology/ <b>Lung</b> /PM/Soft tissue   |
| Dr Kareem Aboualfa               | <b>Gynae</b> /Lung/skin  |
| Dr Salim Anjarwalla              | <b>GI</b> /Urology/Lung/PM/ <b>Non-gynae cytology</b> /Breast                            |
| Dr Nipin Bagla                   | <b>GI</b> / <b>Haematolymphoid</b> /Non-gynae<br>cytology/ <b>Educational supervisor</b> |
| Dr Matthias Koslowski            | Gynae/ <b>Urology</b> /Gynae cytology/Soft tissue  |
| Dr Brigid Maguire                | <b>Skin</b>  |
| Dr Doraline Phillips (part time) | Breast/non-gynae cytology  |
| Dr Kostas Skendros               | GI/Skin/Urology/Liver/PM   |
| Dr Eranga Nissanka-Jayasuriya    | Head and Neck  |
| Dr Olena Dotsenko                | GI/Breast/Urology/Haematolymphoid  |
| Dr Shirlaine Fasayna             | GI   |



**Dr Nipin Bagla**

## Induction checklist

You will need to self-organise an appropriate meeting time with relevant staff; busier staff may need chasing up and ensure you have a clear list of what you need when you approach them (e.g. many items from Head BMS).

| Task   | Key Staff/resources   | Notes   |  |
|--|---|---|--|
| -Lab tour and meet staff, be allocated a desk in trainee room/distribution centre                                    | Lab manager, Educational supervisor   |   |  |
| -Meet with educational supervisor  | Dr Nipin Bagla  |   |  |
| -Lab fob access  | Stuart Turner   |   |  |
| -Visit laundry<br>Ask to order lab coats   | Victoria Ripley   | Note any reference letters and numbers on any labcoat, which refers to what rack it will be on in the laundry.  |  |
| -Laboratory Medicine Induction Checklist   | Educational supervisor, Lab manager, Divisional manager, H&S lead, IT, Qpulse   | Scan and forward to educational supervisor once complete.   |  |
| -Health and Safety Induction Checklist<br>-Pathology H&S Awareness Checklist<br>-Setting Up A Work Station Checklist | H&S lead (Shirley Stone)<br>12 Point DSE Workstation Set Up Plan  | Scan and forward to educational supervisor once complete.   |  |
| -Mandatory e-learning modules<br>(you cannot have study leave without completing these)                              | Trust Intranet and HR Systems:<br><a href="http://www.ekhuft.nhs.uk/staff/work-life/learning-and-development/statutory-and-essential-role-specific-training/">http://www.ekhuft.nhs.uk/staff/work-life/learning-and-development/statutory-and-essential-role-specific-training/</a> | Complete during work time.<br>Note you may need to complete some training that is applicable to junior doctors. |  |
| -Library access and library fob if required out of hours   | Library (Education Centre)  |   |  |

## IT checklist

Our goal would be to get this all ready before you arrive. However if you do not have the relevant IT access please contact the appropriate staff.

| IT access   | Key Staff (access)                           | Induction in how to use   |  |
|---|--|---|--|
| Trust smart desktop<br>PC access  | Corporate induction/IT                       | Corporate/IT  |  |
| Smartcard access  | Corporate induction,<br>Smartcard office, HR | Smartcard office adjacent<br>to discharge lounge  |  |
| PACS radiology access   | Corporate/IT                                 | Corporate induction/IT  |  |
| E-learning access   | Corporate/IT/HR                              | <a href="http://www.ekhuft.nhs.uk/staff/work-life/learning-and-development/">http://www.ekhuft.nhs.uk/<br/>staff/work-life/learning-<br/>and-development/</a>     |  |
| Results e.g. blood<br>results systems   | Corporate/IT                                 | Corporate induction/IT  |  |
| Apex and iLab<br>username (iLab pulls<br>data from apex)  | Gary Rowland/Head BMS                        | Consultants/trainees<br>Reporting software  |  |
| Cerebro access  | Gary Rowland/Head BMS                        | Consultants/trainees<br>Tracking software for<br>specimens  |  |
| Winscribe Author  | Gary Rowland/Head BMS                        | Consultants/trainees<br>Dictation software for<br>when cutting up   |  |
| Trainee code<br>allocation  | Head BMS                                     | Consultants/trainees.<br>This code entered into ilab<br>in the SNOMED field<br>indicates that you reported<br>the case.   |  |
| Shared drive access   | Head BMS, IT                                 | Gary Rowland/Consultants  |  |
| QPulse access –<br>Documents can be<br>accessed here; you<br>can search by their<br>reference number. | Clare Hollyer                                | Clare Hollyer<br>These are controlled<br>documents that should be<br>digitally “acknowledged”<br>using the function, you can<br>save to your local drive<br>only. |  |
| NHSmail   | Corporate/IT                                 | Try Gary Rowland if you<br>have difficulty setting up<br>Outlook on your desktop<br>PC.   |  |
| Athens access<br>Anatomy TV<br>Educational resources  | Library                                      | Library   |  |

## Leave

- All leave types should be requested by email to Dr Nipin Bagla ( or Dr Nic Chaston if Dr Bagla is away) and copy Kitt Burr. Check current trust policy for the notice required.
- For trainees, study leave should be requested on trust forms additionally. These will need to be signed by the educational supervisor and division manager – Kitt Burr can help with obtaining these signatures - then taken to the education centre’s study leave officer. It may be prudent to keep a copy for yourself. The relevant forms and guidance are available at <http://meded.ekhuft.nhs.uk/resources/study-leave/>
- Check the shared drive rota (S:\Path\Staff\CellPath\Histology Consultant Rotas) to see if your upcoming leave has been included in the rota. If your leave is not showing on the rota, then send an e-mail to Dr Nic Chaston and a group e-mail to all the other consultants. The rota is also available on the departmental shared drive.
- Emergency leave or sick leave: Please send a group e-mail to consultants, trainees and copy Kitt Burr. Make a phonecall to the office 01233616016. On your return, you will need to fill out a return to work form (contact Kitt Burr).
- Copies of all leave forms are kept in a folder in Kitt Burr’s office.

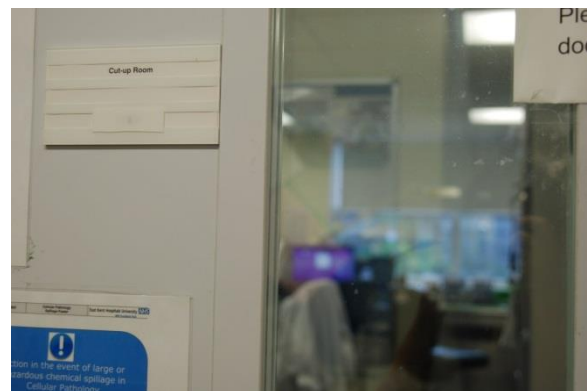


## Office

The email for the office for e.g. letters is [ekh-tr.WHH-Pathoffice@nhs.net](mailto:ekh-tr.WHH-Pathoffice@nhs.net)

## Cut up

- ST1: In your first week or so, observe as many cut-up types as you can. Also observe openings. Whenever you are in a new specialty, observe for the first week of that specialty.
- Trainees rotate into a different specialty every four weeks. Check the trainee rota, also on the shared drive. You can amend the trainee rota if you have mutually agreed to switch specialties. The rota is managed by the trainees.
- Cut-up departmental standard operating procedures will be made available to you on QPulse. Try to refer to them for the relevant specialty before a cut-up session.
- The cut-up rota and booking times are written up on the whiteboard in the corridor between the cut-up rooms and the trainee room/distribution centre. Contact the consultant to arrange a cut-up time to book with them, and go the cut up room at the booked time.
- Avoid doing a cut-up session on a post-mortem day as the department has agreed this is too onerous.
- Your cut-up time independently is limited to two hours a day for your sake and to optimise the lab workflow. After this time, the department has agreed that the supervising consultant should

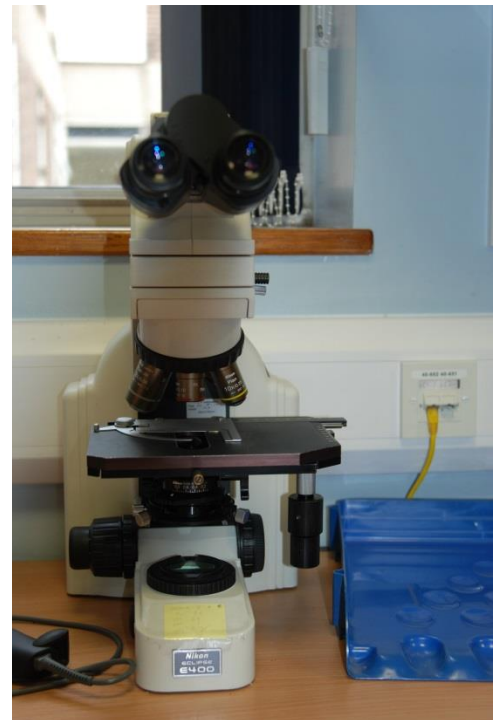


be called to manage remaining cases. If you do not call the consultant, your assistant has been advised to do so as well.

- You will need to decide amongst yourselves and with trained cut up practitioners a rota to open/slice specimens for fixing. This rota should cover every evening of the week. One of you (your rep) should take a lead and make sure this is entered in the weekly cut up rota on the shared drive. If you had to stay longer than your normal working hour, then please discuss with your supervising consultant/educational supervisor to get compensated in time on another working day.
- Make sure that cases for reporting do not inappropriately come to you while you are on leave. One measure is placing clearly visible signage in front of your file tray.

## Reporting

- Look at the slides, write a report and arrange a time to report with the consultant on for that specialty that day. For ST1s in particular, most consultants prefer you writing up on the back of the form, then typing up later, at least initially. If a particular consultant supervised your cut up and they have seen the case, then you should report with them.
- Immunofluorescence in skin: these fluoresce for a short period of time only. You will be told in advance of any IF cases allocated to you (check this time is okay with supervising consultant as well before staff start). Ensure you coordinate with the lab turning off the light so you can look at them and that are available when they are ready. The slides are wet and the coverslip is not securely fixed so handle them carefully to avoid moving it. Ask for help if any doubt.
- Check with the consultant you are reporting with whether they want you to write on the back of the form or to enter your report directly into iLab. Don't forget to enter SNOMED codes for the case (you will be shown how this is done) and **don't forget to include your SNOMED trainee code e.g. T2 at the end of all your reports written or typed. Your trainee code is important for your workload data collection for assessments.**



## Logbook

Please maintain your own logbook of all cases you report including post-mortems and also all cases you cut-up. An example logbook is available at:

<http://dl.dropbox.com/u/8096688/logbook%20template.xls> (excel)

## Local teaching

A trainee representative is responsible for organising teaching. We aim for at least one teaching session per week. One of the trainees must come forward to become the trainee representative ideally within a fortnight of starting.





Duties include attending local faculty group meetings, preparing reports for and attending departmental meetings, organising teaching sessions, managing the trainee rota, collecting feedback for teaching and updating the excel trainee teaching dashboard. An up-to-date trainee teaching dashboard and induction on how to use it is available from Ash (Sriaswini) Manjunathan smanjunathan@nhs.net at the Education Centre. It is useful to have access to the outlook calendar for the multi-header room, contact Stuart Turner for access to this.

## **Extra requests**

Send extra requests for immunohistochemistry, extra levels, special stains and full face sections to

[ekh-tr.cellpathextrarequests@nhs.net](mailto:ekh-tr.cellpathextrarequests@nhs.net)

Specify the block letter and number, and under which consultant the request is being made (indicate if you want the slides to go to the consultant directly rather than yourself). Include at least three identifiers. Chase the lab up to make sure your request is not lost if it is taking too long within existing turnaround times.

For extra blocks from the specimen after a case has been processed, a request form is available in specimen reception, which you can take back to specimen reception so that they can bring the specimen out from shelving.



**Stuart Turner looking through extra requests in histology lab**

## **Trainee room/Distribution Centre**

Trainees share one room which is also where slides are distributed according to specialty.

You can borrow books from the trainee room but this must be recorded in a logbook. Please adhere to it if taking books away from the distribution centre and keep the library log book safe.

Please keep the room tidy and send slides for filing promptly.

You may keep occasional teaching case slides by requesting anonymised extra cuts from the lab as long as that tissue will not be needed in future and there is enough spare tissue.

Please raise any problems with estates if need be, the easiest way of reporting is online but you can also call their helpdesk. You can find out the departmental online access from the Head BMS.

## **Complaints, concerns and compliments**

The education supervisor/lead (Dr Nipin Bagla) would be your first port of call. Otherwise, it may be appropriate to speak to the head of department (Dr Nicola Chaston).

If the matter cannot be resolved locally, you can contact the TPD or regional trainee representative(s).

## **APPRAISAL and GMC revalidation:**

Contact [ekh-tr.appraisals@nhs.net](mailto:ekh-tr.appraisals@nhs.net) for guidance and access to the appraisal system (only relevant for trust grade junior doctors who are not assessed by ARCPs at HEE).

**Appendix: Photographs of Key People**



**Gary Rowland**



**Victoria Ripley**



**Stuart Turner**



**Kitt Burr**



**Dr Nipin Bagla**



**Shirley Moses**



**Shirley Stone**