

Job Description

Title: Cellular Pathology Administrative Assistant

Band: 2

Staff Group: Pathology

Reports to: Cellular Pathology Office Manager

Job Purpose:

The Histopathology Department at Portsmouth Hospitals University NHS Trust is a key diagnostic service supporting Cancer Services and multiple specialties. We process around 42,000 cases and generate over 350,000 slides annually.

We are looking for an enthusiastic and organised Administrative Assistant to join our busy and friendly Cellular Pathology office. You will support Consultant Pathologists, MDT Coordinators, and laboratory staff to help deliver a high-quality, efficient service that directly impacts patient care.

This is an ideal opportunity for someone with excellent attention to detail, strong IT and communication skills, and a proactive approach to teamwork in a healthcare environment.

Key Responsibilities:

The post holder will be expected to participate in the following activities:

- Manage the departmental email inbox and respond to telephone enquiries in a professional and timely manner
- Support the MDT Coordinator with preparing and retrieving case information for multi-disciplinary team (MDT) meetings
- Liaise with pathology MDT Coordinator and Consultant Pathologists regarding patient cases and referrals.
- Coordinate and track case referrals, including **send-away** and **second opinion** requests, ensuring all documentation is accurate and complete
- Process and monitor **Renal Electron Microscopy** administration tasks
- Coordinate **molecular referrals**, ensuring accurate documentation and reports are transcribed onto the system in a timely turnaround for external testing
- File returned slides and blocks from outsourced providers, and manage secure retrieval of archived materials from off-site filing services
- Maintain and organise departmental archiving systems in line with Trust protocols
- Provide general administrative support to Consultant Pathologists and the wider laboratory team
- Input and maintain accurate records using Trust systems and **Microsoft Office** applications
- Organise and maintain physical and digital files, ensuring full compliance with **data protection** and **confidentiality** standards
- Support and promote **Health and Safety** and **quality assurance** compliance within the department
- Ensure completion of all **mandatory** and **role-specific training** in accordance with Trust policy
- Monitor office supply levels and coordinate the ordering of materials as required
- Take and distribute **meeting minutes** as and when required
- Assist office manager with **invoice checking** and other routine administration tasks
- Participate in a **rotation across administrative duties** within the Cellular Pathology office to support service flexibility

- Undertake any other general administrative duties necessary to support the smooth operation of the Histopathology department

The post holder will be required:

- To perform all duties to the best of the post holder's ability under conditions which are often stressful due to time constraints, staffing levels, environmental conditions and nature of samples received.
- To participate in an annual appraisal and personal development review and appraise lower grade staff.
- To demonstrate continual professional development to maintain skills and knowledge and maintain essential skills compliance.
- To co-operate with other departmental and hospital staff to promote awareness of the professional image of Pathology throughout the Trust.
- To co-operate with other departmental and hospital staff to promote awareness of the professional image of Pathology throughout the Trust Proven experience as an administrative assistant or in a similar role.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - GCSEs (or equivalent) in English and Maths - Administrative/clerical training 	<ul style="list-style-type: none"> - RSA or NVQ in Business Administration - Medical terminology training
Experience	<ul style="list-style-type: none"> - Previous admin experience - Experience using Microsoft Office - Handling phone/email enquiries 	<ul style="list-style-type: none"> - NHS or healthcare software packages
Skills	<ul style="list-style-type: none"> - Excellent accuracy and attention to detail - Good communication and organisational skills - Data entry proficiency 	<ul style="list-style-type: none"> - Minute-taking - Typing/transcription experience
Knowledge	<ul style="list-style-type: none"> - Basic understanding of office procedures - Awareness of data protection standards 	<ul style="list-style-type: none"> - Knowledge of pathology workflows
Personal Attributes	<ul style="list-style-type: none"> - Proactive and reliable - Team player - Professional under pressure 	<ul style="list-style-type: none"> - Interest in NHS career development

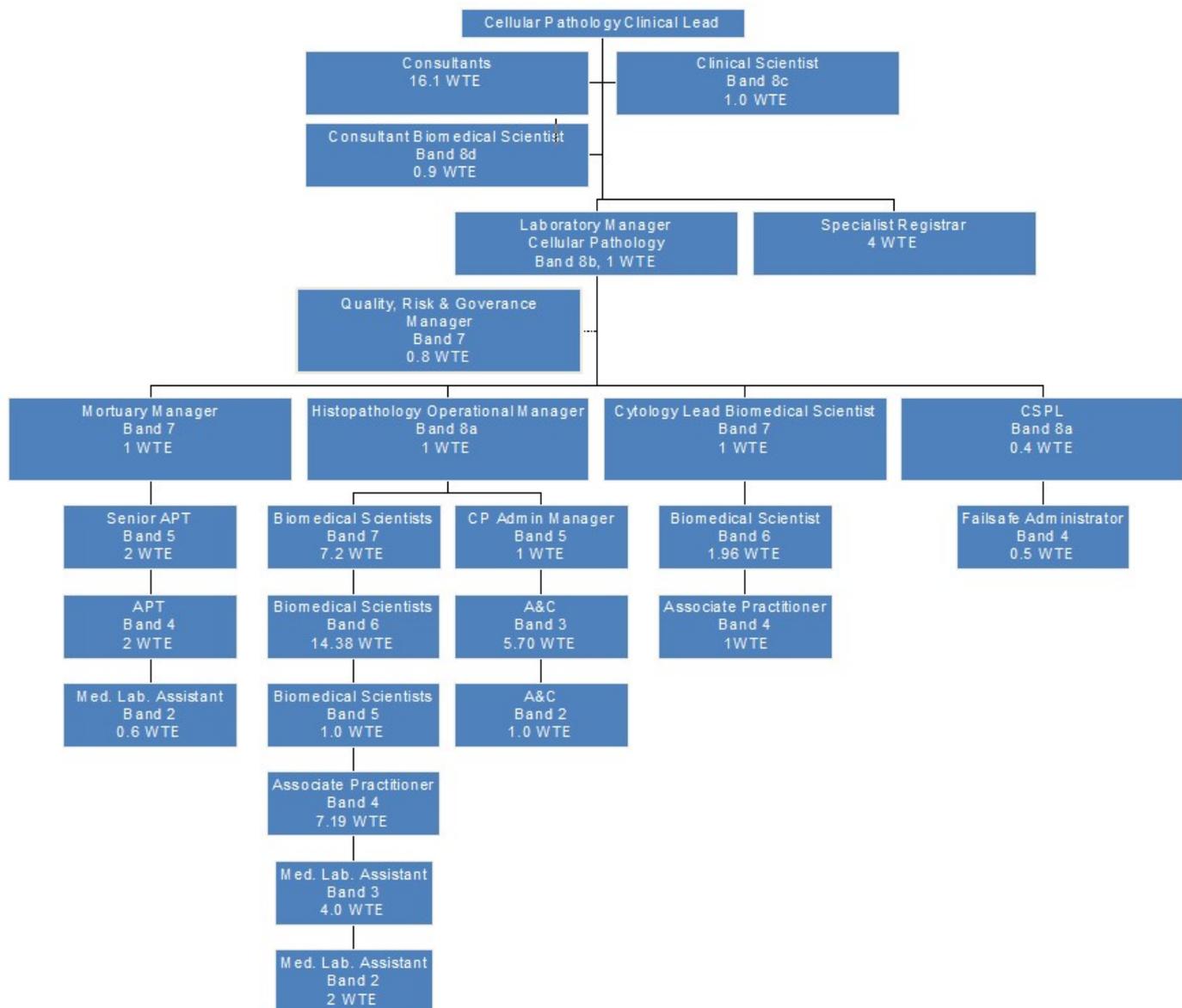
Working Conditions:

Office-based role with regular computer uses

Frequent handling of sensitive and confidential patient data

Occasional lifting and handling of archived files and slide boxes

Organisational Chart



Trust Organisational Expectations

The post holder will:

- Proactively and positively contribute to the successful overall performance of the Trust.
- Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
- Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.

- Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
- Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
- Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
- Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Working Together for Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

Job holders are required to always act in such a way that the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: