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| **POSITION DESCRIPTION** | logo300 |

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## This document is subject to review from time to time.

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| **POSITION TITLE:** | CORONIAL/FORENSIC PATHOLOGIST | |
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| **INCUMBENT:** | Vacant | |
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| **REPORTS TO (Title):** | CLINICAL DIRECTOR, FORENSIC AND CORONIAL PATHOLOGY | |
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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. | | |
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| **PRIMARY FUNCTION:** | | |
| To provide a comprehensive and high quality coronial/forensic post mortem services, in an ethical, cost-effective and efficient manner.  To adhere to Canterbury Health Laboratories policies and procedures. | | |

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| **LOCATION:** |
| CANTERBURY HEALTH LABORATORIES  CHRISTCHURCH  NEW ZEALAND |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| **Task** | **The Coronial/Forensic Pathologist is responsible for providing an efficient and quality post mortem service.** |
| Expected Result | * To undertake, or supervise, primary post mortems, examination and report writing for coronial, forensic cases assigned by the coroner. * All procedures are performed accurately, efficiently and according to relevant mortuary protocols and IANZ accreditation requirements. * To provide an expert advice to other medical staff, coroners and families. |
| **Task** | **The Coronial/Forensic Pathologist is responsible for providing a quality diagnostic consultative service in coronial/forensic medicine.** |
| Expected Result | * To undertake, or supervise, primary dissection, microscopic examination and report writing for coronial/forensic and hospital post mortems. * All procedures are performed accurately, efficiently and according to relevant protocols and IANZ requirements. * To provide and expert advice service and supervision (as required) to other medical staff. * To provide expert advice to the coroners. |
| **Task** | **The Coronial/Forensic Pathologist is responsible for ensuring ongoing liaison with clinical and medical staff.** |
| Expected Result | * Attendance at, and active participation in, coroner meetings, inquests, clinical pathological meetings. * Presentation of cases and reporting as required. |
| **Task** | **The Coronial/Forensic Pathologist is responsible for the supervision and training of Coronial/Forensic Registrar.**  **They may assist, at the discretion of the Clinical Director, undertake teaching of undergraduate medical students, post graduate medical personnel, and laboratory staff and other health professionals.** |
| Expected Result | * Teaching is performed in an appropriate and high quality manner. |
| **Task** | **The Coronial/Forensic Pathologist is responsible for developing and maintaining their professional skills.** |
| Expected Result | * Maintain an up to date knowledge of developments and trends by regular reading of relevant literature, including journals and text books. * Attendance at relevant educational, professional and academic meetings. * Attendance at conferences and courses approved by the Clinical Director. * May initiate or participate in research activities relevant to the activities of the service. |
| **Task** | **The Coronial/Forensic Pathologist is responsible for carrying out administrative duties relating to clinical work such as letter writing, reports, etc.** |
| Expected Result | * Ensure prompt and accurate relaying of clinical and diagnostic data to coroners, clinicians, technical staff and families. |
| **Task** | **The Coronial/Forensic Pathologist will undertake any other duties as reasonably directed by the Clinical Director.** |
| Expected Result | * All duties are performed in the best interests of the Canterbury District Health Board in a competent and efficient manner. * Participate in quality assurance and/or peer review activities, as required and in order to meet IANZ requirements. * Ensure ongoing communication with the Clinical Director regarding professional issues. * Assist the Clinical Director in matters pertaining to the management of the service as required. |
| **Task** | **The Coronial/Forensic Pathologist will work in a safe and healthy manner to prevent harm to themselves or others** |
| Expected Results | * Be aware of, and comply with, Canterbury DHB health and safety policies and procedures * Be pro-active in identifying and controlling hazards through staff meetings, Health and Safety Accidents, near misses are reported directly to their reporting clinical leader, manager or supervisor. |
| Task | **The Coronial/Forensic Pathologist will strive for quality within all the tasks undertaken to promote an environ of continuous quality improvement** |
| Expected Result | * Be conversant, and comply with, Canterbury DHB quality systems and policies * Be proactive in identifying areas and methods for improvement with regard to quality |

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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | |
| **INTERNALLY:** | |
| 1 | Clinical Director, Forensic and Coronial Pathology |
| 2 | Other pathologists and mortuary staff |
| 3 | Service Managers, Canterbury Health Laboratories |
| 4 | General Manager, Canterbury Health Laboratories |
| 5 | Quality Manager, Canterbury Health Laboratories |
| 6 | Section Heads and staff of Canterbury Health Laboratories |
| 7 | Clinicians and other clients within Canterbury District Health Board |

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| **QUALIFICATIONS & EXPERIENCE:** |
| Essential   * Be a registered Medical Practitioner * Hold an approved qualification in pathology, enabling specialist registration by the New Zealand Medical Council. |

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| **PERSONAL ATTRIBUTES:** |
| * Possess effective interpersonal skills and be capable of working alongside other health professionals within a team * Have demonstrated teaching/training and presentation skills * Have excellent written and oral communication skills * Have a high degree of initiative and motivation * Be able to work under pressure and accommodate change * Be in a state of health to enable the key tasks of the position to be performed |

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job related tasks other than those specified.

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| **INCUMBENT’S**  **SIGNATURE:** |  | **DATE:** |  |
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| **MANAGER’S**  **SIGNATURE:** |  | **DATE:** |  |