

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Clinical Scientist
Pay Band:	Band 7
Department:	All Wales Medical Genomics Service (Laboratory)
Directorate:	All Wales Medical Genomics Service
Clinical Board:	All Wales Medical Genomics Service
Base:	UHW

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Head of Laboratory
Reports to:	Section Lead
Professionally Responsible to:	Section Lead

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder will be responsible for the provision of genetic services for a range of inherited and acquired disorders guided by clearly defined policies and procedures. The post holder will have managerial responsibility for an additional component of the Genetics service (e.g. Quality, Training, the supervision / training of designated technical staff). The post holder will undertake service developments in conjunction with the head of the section.

DUTIES AND RESPONSIBILITIES

1. To be responsible for the timely delivery and reporting of genetic analyses. In addition, to be personally responsible for the time management of multiple tasks as described in the job description and to respond to the changing requirements of the laboratory by accommodating additional tasks and responsibilities as required.
2. To determine and provide appropriate highly specialist clinical technical analyses selected from a complex repertoire of analyses for designated genetic disorders (including non-core and non-routine (complex) analyses).
3. As a member of the Duty Scientist team, to routinely triage samples to determine their initial processing and analysis.
4. To determine and provide appropriate genetic analysis for other core, non-core and non-routine (complex) disorders as required.
5. Working with clinical teams, to have responsibility for the development of existing and new technologies and strategies to ensure the continuing progress of the Laboratory Genetics service.
6. To assume an increasingly autonomous role in the assessment, validation and implementation of new technologies and tests to develop the service. (With the Section Head) to develop business strategies for the delivery of new services.
7. To demonstrate and apply a thorough understanding of the technical, scientific and clinical principles involved in the delivery of the genetics service

for which the job-holder has responsibility. This will include trouble-shooting of assays and techniques both existing and in development.

8. To advise clinicians on appropriate investigations and interpretation of genetic data (including normal and abnormal results) for diseases for which the post holder has responsibility. To attend MDTs where appropriate, and respond to enquiries.
9. To interpret and check results of various core, non-core and non-routine genetic and specialist analyses and to issue reports often incorporating family specific complex calculations, or additional specialist analyses appropriate to the clinical question, authorised by senior scientific staff.
10. To authorise specified reports within their area of expertise where deemed competent by the Head of Laboratory under the direction of the Head of Section.
11. To abide by confidentiality policy taking into account the sensitive and emotional nature of clinical referrals.
12. To have managerial responsibility for an additional component of the Genetics service (e.g. the supervision / training of designated staff, authorisation of competencies, organisation of journal club, responsibility for EQA, delivery of routine audits or incident investigation...)
13. *[For designated individuals] To have managerial responsibility for Quality within the individual's Clinical Section, requiring attendance at the Laboratory's Quality Group, completion of audits and incident reports, and maintenance of quality records for the section.*
14. *[For designated individuals] To have managerial responsibility for Training within the individual's Clinical Section, requiring the coordination of training by the section to external visitors, the delivery of external seminars and talks, and the maintenance of CPD for staff within the section.*
15. To perform out of hours duties as and when required e.g. For prenatal or predictive diagnosis, for the maintenance of the efficiency and quality of the diagnostic service with appropriate time off in lieu as agreed with the head of the laboratory
16. To supervise training and competency assessment for appropriate staff.
17. To deliver MSC work based programme training for assigned trainees. To ensure that trainees gather appropriate evidence to complete the competency log, and to complete assessments.

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18. To provide appropriate assistance and training to junior staff, students and to occasional visitors to the laboratory.
19. To follow correct laboratory procedures as defined in the laboratory protocols and to maintain an accurate record of work undertaken.
20. To contribute towards the writing and revision of laboratory procedures.
21. To maintain and update laboratory databases of clinical referrals, results and reports. There may be an occasional requirement to develop databases or spreadsheets.
22. To participate in regular laboratory policy review, incident review and laboratory audit and to implement changes/revisions as a result.
23. To participate in external quality assurance schemes as appropriate to the work of the laboratory
24. To assist in general duties relating to "housekeeping", supplies and equipment maintenance as required to maintain the quality and efficiency of the laboratory.
25. To attend and contribute to the departmental seminars, journal clubs and other laboratory training sessions and to carry out any appropriate resulting tasks.
26. To undertake periodic literature reviews to keep up to date with current developments in medical genetics / relevant specialties including regular participation in the laboratory Journal Club, local seminars and external meetings.
27. Will work with colleagues and quality team to continuously improve our services.
28. To abide by the codes of practice, Health and Safety and COSHH regulations, protocols and policies of the laboratory.

General

To comply with all Trust policies and procedures.

This job description represents an outline only of the post and is not a precise catalogue of duties and responsibilities of the post. The core elements are as

indicated, but may be developed or adapted to meet changing needs in line with the overall role and grading of the post.

Performance Reviews/Performance Obligation: The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.

- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual

orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

CAJE Reference:

PERSON SPECIFICATION
CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Clinical Scientist	Department:	All Wales Medical Genomics Service
Band:	Band 7	Clinical Board:	All Wales Medical Genomics Service
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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QUALIFICATIONS	<p>Good BSc Hons in Biological / Medical Science (or equivalent)</p> <p>Clinical Scientist Registration</p> <p>Demonstration of commitment to sitting FRCPATH part 1</p>	<p>BSc Hons in Biological / Medical Science at 2:1 or 1st</p> <p>CMGS/ACC certificate of training (or equivalent e.g. PhD in related subject)</p> <p>(Relevant) PhD</p>	<p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p>
EXPERIENCE	<p>Sufficient experience of clinical genetic / specialist genetic services.</p> <p>Evidence of scientific innovation / achievement in clinical diagnostics</p> <p>Evidence of research and development capability</p>	<p>Experience of managing people or tasks in a laboratory environment</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SKILLS	<p>Experience of development of new techniques and troubleshooting existing assays</p> <p>Highly developed laboratory skills for precise micro-manipulation of clinical samples</p> <p>Data analysis skills e.g. use of mutation surveyor, NGS software, in silico analysis packages, FISH and</p>	<p>Ability to speak Welsh</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>karyotyping (as appropriate)</p> <p>Good communication skills</p> <p>Good organisational skills</p> <p>Evidence of communication with clinical referrers</p> <p>Evidence of Continuous Professional development</p> <p>Standard keyboard skills</p>		
SPECIAL KNOWLEDGE	<p>Knowledge of genetics of common disorders served by the laboratory and the UK Genetic testing Network (UKGTN), and/or specialist genetic services.</p> <p>Knowledge of the bioinformatic tools necessary for the analysis of genetic data (e.g. microarrays, DNA sequence data, MLPA data...)</p> <p>Knowledge of the application and significance of Quality Assurance and Clinical Governance</p>	<p>Knowledge of the important development areas within genetic diagnostics</p> <p>Knowledge of the technology developments in genetic diagnostics</p> <p>Familiarity with word processing, spreadsheet and database software</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

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	measures in Lab Genetics		
PERSONAL QUALITIES <i>(Demonstrable)</i>	<p>Ability to work well with colleagues at all levels</p> <p>Ability to supervise staff</p> <p>Ability to work efficiently and accurately in an independent manner</p> <p>Enthusiastic, reliable and self-motivated</p> <p>Committed to providing a quality service</p>	Proven ability to work reliably to tight deadlines under pressure of work	<p>Application Form</p> <p>Interview</p> <p>References</p>
OTHER <i>(Please Specify)</i>			<p>Interview</p> <p>Document Check*</p>

Date Prepared:		Prepared By:
Date Reviewed:		Reviewed By: