

## Job Description



North Midlands and Cheshire Pathology Service

<b>Employing Organisation for NMCPs:</b>	UHNM NHS Trust
<b>Division:</b>	Children's, Women's and Diagnostics Division
<b>Job Title:</b>	Acting Cut-Up and Dissection Senior Biomedical Scientist
<b>Band:</b>	Band 7
<b>Work Location:</b>	Pathology Directorate UHNM, Histology Royal Stoke
<b>Managerially accountable to:</b>	Cellular Pathology Manager via the Cellular Pathology Lead BMS
<b>Professionally accountable to:</b>	Directorate Manager/Professional Head of Pathology
<b>Key Relationships:</b>	Pathology Service Manager and Professional Head, Cellular Pathology Manager, Histopathology Technical Biomedical Scientists, Histopathology Consultant Head of Department, HTA DI, Mortuary Services Manager, Senior Biomedical Scientists, Biomedical Scientists, Associate Practitioners, Medical Laboratory Assistants, HealthCare Science Support Workers, all staff in Pathology, other staff within Member Trusts as appropriate, Service Stakeholders, Laboratory Users internal and external.

This job Description describes the core functions of the post and the level at which you are intended to perform. Details of the specific post are given in the appropriate appendix.

### Role Summary

To supervise and coordinate the day-to-day technical activities of a laboratory team. To supervise and train more junior scientific and support staff. To supervise and coordinate the Electron Microscopy section of the laboratory. To perform laboratory investigations, analyse interpret and report results ensuring that standards of quality and service delivery are maintained. To provide input into the development of the above aspects of the service.

### Scope

This post is based in the Histology speciality of the Pathology Directorate. The post-holder will take charge of a team providing the laboratory service of one or more sections of the pathology specialty on a day-to-day basis.

## Key Tasks

- The post holder will ensure that there is effective communication throughout the team.
- The post holder will encourage and motivate members of the team.
- The post holder will train staff individually or in groups.
- The post holder will communicate effectively with colleagues and clinicians about laboratory investigations and the selection of appropriate investigations as required.
- The post holder will be a HCPC registered Biomedical Scientist having gained a BSc or equivalent, and demonstrating on-going CPD.
- In addition the post holder will have a minimum of 5 years post Specialist Biomedical Scientist position experience within the speciality and RCPATH Category A & B dissection experience.
- The post holder will have some experience of management through limited management training.
- The post holder is expected to gain increasing managerial competence in a range of relevant operational areas, to include Human Resources and Finance, this will be evidenced by experience and appropriate management training, possibly leading to a recognised management qualification.
- The post holder will be required to perform laboratory investigations, analyse and interpret results, ensuring that standards of quality and service delivery are maintained.
- The post holder will be expected to analyse and interpret anomalous results identifying and resolving quality assurance or technical failures.
- The post holder will be required to plan the operational workload of the laboratory team including organisation and allocation of staffing and making adjustments based on demand and available staffing resource.
- The post holder will be required to cooperate with colleagues in other sections in order to plan and prioritise workload and distribution of staffing resource.
- The post holder will be required to forward plan for the introduction of new and upgraded equipment and analytical systems and to ensure that adequate stock/supplies are maintained within the section.
- The post holder will engage in a range of scientific and technical duties requiring hand eye co-ordination and fine adjustment of equipment.
- The post holder will perform a range of diagnostic investigations and interpret results of these complex procedures.
- The post holder will be responsible for day to day maintenance calibration and quality control of a range of highly specialist and complex equipment and analysers.
- In conjunction with the departmental management team the post holder will be required to develop Standard Operating Procedures (SOPs) for the specialist area and equipment including developing SOPs for how these impact on other areas
- The post holder will make use of a range of expensive and highly specialist equipment and resources in the day to day performance of their duties.
- The post holder will requisition on-going supplies (reagents consumables and equipment) for use in the specialist area.

- The post holder will supervise and train students, more junior scientific and support staff
- The post holder will be responsible for the day-to-day supervision of a laboratory team including performance appraisal.
- The post holder will be responsible to ensure effective record keeping for all laboratory activities within the specialist area, this will include the maintenance of process records, maintenance records such as temperature charts, paper audit trails and safe and appropriate storage of paper records.
- The post holder will be responsible for personally generated data and results in addition to those generated by staff within the specialist area.
- The post holder will ensure that computerised records for the section are maintained according to SOPs
- The post holder will generate occasional simple reports to demonstrate a range of issues (such as workload, quality control, method comparisons calibration information) relevant to their area of responsibility.
- The post holder will be expected to participate in data collection exercises applicable to the job role.
- The post holder will be required to test new equipment or analytical methods from time to time.
- Occasionally generate results for clinical trials
- The post holder will be expected to work within broad occupational policies and procedures.
- Be the Lead specialist in own area
- The post holder will be expected to problem solve and take remedial steps to address.
- The post holder will be expected to work independently and to manage their own workload to meet agreed schedules and deadlines.
- The post holder will use a range of laboratory equipment as part of the investigatory role this may require sitting or standing for long periods and repetitive tasks and movements.
- The post holder will be use a computer for some of the working day
- The post holder will attend occasional departmental meetings
- Concentration is required for long periods when dissecting samples and performing specialist laboratory investigations
- There is limited direct contact with patients.
- The post holder will generate test results which contribute directly to the diagnosis of serious and life threatening diseases.
- Regular exposure to contained biological material including tissue and body fluids.
- Regular exposure to open specimen handling in appropriately designed laboratory environments using personal protective equipment.
- Managers who have responsibility for supervising/managing people must comply with the guidelines that can be found in the "Code of Conduct for NHS Managers"
- The principles of "Improving Working Lives" must be upheld at all times
- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work

- To co-operate with University Hospital of North Staffordshire Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected
- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

## Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

## Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.

### Together



- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

### Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

### Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

### Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear

- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

## Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

## Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

### Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

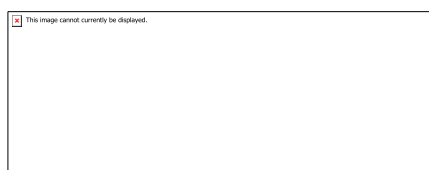
### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a

member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

### **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Working in Partnership**



## Person Specification



### North Midlands and Cheshire Pathology Service

#### Acting Cut-Up and Dissection Senior Biomedical Scientist

Requirements	Essential	Method of Testing Application form Certificates Test Presentation Interview Assessment Centre	Desirable	Method of Testing Application form Certificates Test Presentation Interview Assessment Centre
<b>Education and qualifications</b>	BSc (Hons) in Biomedical Science or equivalent  State Registration with HCPC  Ongoing CPD	Application form Certificates	MSc or equivalent qualification to FIBMS Standard  Further specialist training and qualifications appropriate to the speciality	Application form Certificates
<b>Experience</b>	A minimum of 5 years post Specialist Biomedical Scientist position within the speciality  RCPath Category A & B dissection experience	Application form	RCPath Category C dissection experience  Understanding of the professional training/education agenda  Experience of active participation in UKAS/HTA quality assessments & accreditation visits	Application form



<b>Skills, Ability &amp; Knowledge</b>	<p>Competent in a range of operational areas including Technical, Quality, Safety and Human resources</p> <p>Ability to work as part of a cross disciplinary team</p> <p>Experience of using a range of IT applications, including Microsoft Office and Pathology computer systems</p> <p>Ability to organise laboratory workload and personnel in line with agreed schedules and deadlines</p> <p>Excellent verbal and written communication skills</p>	Application form Interview		
<b>Personal Qualities</b>	<p>Occupational Health cleared to perform the duties of the role</p> <p>Able to work across all Pathology service sites as required</p>	Application form Interview		

Working in Partnership