



University Hospitals of Morecambe Bay

NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Advanced Biomedical Scientist
Department/Ward:	Haematology/Blood Transfusion
Band:	7
Care Group:	Core Clinical Services
Responsible to:	Technical Services Manager, Haematology
Accountable to:	Pathology Services Manager
JOB SUMMARY:	<p>Under the direction of the Consultant Head of Department and Technical Services Manager you will be responsible for ensuring that a high quality Haematology and Blood Transfusion service is delivered to the University Hospitals of Morecambe Bay NHS Trust.</p> <p>All duties will be performed to a professional standard directed by the Health and Care Professions Council and Trust and departmental policies and procedures.</p> <p>The post holder will be an experienced registered Biomedical Scientist with a relevant postgraduate qualification who will be responsible for the day to day management of the site specified Haematology service under the direction of the Technical Services Manager, the Pathology Services Manager and the Consultant Head of Department. The post holder will be capable of working independently and will be responsible for their own work and supervising the work of Medical Laboratory Assistants, Healthcare Science Assistants, Trainee Biomedical Scientists, newly registered Biomedical Scientists, Experienced Biomedical Scientists and Trainee Clinical Scientists</p>

KEY WORKING RELATIONSHIPS:

MAIN DUTIES

Main Duties of post

Communication

The post holder will

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Provide complex scientific and analytical information, advice and explanation in an understandable form (electronic, written and verbal) to clinicians, scientific and non-scientific persons, to aid the diagnosis and effective clinical management of patients.

Respond to requests for advice from clinical staff on the suitability and availability of specific tests as required

Identify and ensure significant results, which directly affect patient care, are reported to medical staff/general practitioners/ nursing staff, immediately.

Communicate with patients, handling their enquiries in a diplomatic and sensitive manner.

Attend departmental, inter-departmental and other meetings as required.

Take minutes of meetings and ensure their distribution as required.

Contribute to laboratory/departmental/clinical discussions, changing work policies and procedures as required. Draft and construct Standard Operating Procedures and Risk Assessments for materials and processes used within the department ensuring that all updated documents are circulated to all relevant staff.

Be responsible for ensuring that Departmental and Service Standard operating procedures and health and safety policies are understood and followed by all staff.

Communicate with product and engineering specialists from suppliers to ensure that system and equipment failures are dealt with promptly, minimizing detriment to the service.

Be responsible for promptly communicating any difficulties or problems affecting service provision to colleagues, senior staff, other laboratories within the service and service users.

Communicate with External Quality Assurance Scheme providers to arrange provision of schemes and the resolution of problems identified.

Assist colleagues, and laboratory users, by giving advice and support.

Assist in the generation and update of the blood sciences handbook.

Communicate, by telephone, electronically and face to face with instrument, reagent and consumables suppliers with regard to instrument maintenance, costings, deliveries and stock control.

Communicate with the Trust Supply and finance departments to resolve problems relating to delivery of stock and the payment of invoices.

Authorise payments for goods received.

Scientific

Contribute to providing a high quality scientific and technical clinical laboratory service, working effectively as a team member within the Pathology Directorate and Trust.

Perform all scientific analysis and interpretative work appropriate to the training and qualification of a Advanced Biomedical Scientist in haematology/transfusion.

Develop and improve personal professional expertise, undertaking Continual Professional Development as required by the HealthCare Profession Council to ensure continued registration.

Be proficient in all sections within Haematology/transfusion, enabling a comprehensive and appropriate testing and diagnostic service to patients and clinical users of the service.

Assess the suitability of specimens received for processing and to make judgments relating to the work selection and methodology based on clinical details and experience.

Be responsible for validating the accuracy of analytical results prior to reporting, using technical, scientific, statistical and clinical expertise and experience.

Ensure the correct preparation of specimens and storage prior to analysis.

Be responsible for authorising the release of clinical reports ensuring that urgent/critical results are communicated to wards and clinicians for immediate action.

To work as part of a team to ensure that all the standards required by United Kingdom accreditation service (UKAS) ISO 15189 and MHRA are met.

Organise variable daily workload to fulfill specific turnaround times and maximise patient care.

Act as a lone worker, prioritising investigations appropriate to clinical need, arranging workflow to accommodate instrument capability/capacity and to optimise turnaround time for urgent requests.

Work unsupervised to authorised Standard Operating Procedures within each section of the laboratory, organizing their own work tasks and activities and the work of others.

Ensure that all work is completed efficiently and to high standards, seeking advice and support from colleagues where necessary.

Be responsible for the reorganization of work in the event of equipment failure and/or unexpected staffing problems.

Safely use complex and expensive analytical equipment, undertaking routine maintenance tasks to ensure the continuous operation of all essential equipment and ensuring that they are operating to optimal operational standards.

Troubleshoot and repair instruments, making fine adjustments as necessary to ensure correct calibration and accuracy of results, liaising with senior staff and instrument engineers as necessary.

Perform internal quality control, statistically analysing results and ensuring that problems and actions are documented and brought to the attention of colleagues as required.

Be responsible for maintaining appropriate external quality assurance, ensuring that appropriate specimens are requested, analyzed and reported within the required timescale, that results are statistically analysed and any problems are documented, investigated and resolved.

Validate and authorise reports using technical, scientific, clinical expertise and experience, taking in to consideration other current and previous results plus clinical information, requesting further investigations where appropriate.

To be proficient in specific areas of complex diagnostic work within the department. E.g. blood grouping/antibody identification and examination and reporting of blood films.

Undertake objective product evaluation, including statistical analysis.

Maintain detailed records of all work performed including any telephone calls, work in progress, reports and investigations performed, either handwritten or in a computerised form.

Prepare specimens for dispatch to other laboratories in accordance with postal regulations.

Be responsible for maintaining optimum levels of consumable stock and reagents, ensuring storage of reagents is at optimal temperature and conditions.

Be responsible for a stock management system that minimises wastage, with particular regard to analyser reagents and Internal Quality Control materials.

Be responsible for ordering of consumable stock and reagents from NHS supplies and using non stock requisitions up to the limits determined in the departmental and finance policies. The limit defined in the Trust standing financial instructions for the postholder is £2499.

Be responsible for the evaluation, development and implementation of new and existing equipment, techniques and methods.

Exercise a 'duty of care' to patients in accordance with the Trust Clinical Governance Policy.

Human Resources

The post holder will manage the work of Healthcare Science Assistants, Trainee Biomedical Scientists, Registered Biomedical Scientists and Specialist Biomedical Scientists.

The post holder will provide cover for colleagues during sickness or other absences.

The post holder will attend an annual appraisal and agree a personal development plan with the Technical Services Manager. T

he post holder will perform annual appraisals for medical laboratory assistants, Trainee Biomedical Scientists, newly registered Biomedical Scientists and Specialist Biomedical Scientists.

The post holder is delegated to undertake the production of staff rotas and authorise annual leave

Information Technology

The post holder will utilise information technology on a daily basis to input test requests and issue laboratory reports.

The post holder will perform clerical duties, such as word processing and will draft / construct standard operating procedures when requested to do so by the Technical Services Manager.

The post holder will utilise the UHMBT email to deliver and receive information from colleagues and utilise UHMBT intranet to access job related information.

Training and Education

The post holder will maintain personal registration with the Health and Care Professions Council.

The post holder will be committed to develop and update specialist theoretical, practical and IT knowledge as part of their Continual Professional Development utilising training courses and other means.

The post holder will maintain a personal development portfolio of relevant training and developments achieved.

The post holder may be required to trace journal articles and ensure the distribution of articles for use by colleagues who undertake monthly journal based learning exercises.

The post holder will cascade information from any internal / external training courses to other members of the Haematology/Blood Transfusion team using verbal or written presentation.

The post holder will maintain a full knowledge of all standard operating procedures.

The post holder will undertake the training of medical laboratory assistants, Trainee Biomedical Scientists, Biomedical Scientists and students on placement from local universities and other visitors.

Health and Safety

The post holder will comply with departmental, Pathology Services and Trust health and safety policies and procedures.

The post holder will ensure the safe and appropriate use of expensive and complex equipment. This will involve performing daily maintenance, decontamination, monitoring, programming and repair where appropriate.

The post holder will occasionally contact outside contractors in the event of equipment failure. This will also include completion of the associated permit to work.

The post holder will report any deficiency in health and safety systems or documentation.

The post holder will undertake the production of risk assessments and COSHH assessments.

The post holder will co-operate with and attend training for health and safety purposes.

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL IMPACT

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.