



**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**

# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The North Midlands and Cheshire Pathology Services (NMCPs) formed in December 2020, a partnership between The University Hospital of North Midlands (UHNM), Mid Cheshire Hospitals NHS Foundation Trust (MCHT) and East Cheshire NHS Trust (ECT). UHNM is

the lead provider Trust for the NMCPs and is the employing organisation for Pathology employees based at Royal Stoke University Hospital, County Hospital, Macclesfield District General Hospital and Leighton Hospital.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# 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

**Division:** Children's, Women's and Diagnostics Division

**Job Title:** Biomedical Scientist (BMS)

**Band:** 5

**Location:** Royal Stoke University Hospital

**Hours:** 37.5

**Managerially accountable to:** Lead Biomedical Scientist Clinical Biochemistry

**Professionally accountable to:** Pathology Departmental Manager

### **Role Summary**

To be an efficient and flexible member of the Clinical Biochemistry laboratory team providing a high quality diagnostic service through scientific and technical activities commensurate with the training and education of a Biomedical Scientist registered with the Health Care Professions Council (HCPC).

To work within the written Policies and Procedures of the Department especially in relation to Health and Safety and Quality.

### **Key Areas/Tasks**

#### **Scientific, Technical & Analytical Duties**

- Use knowledge of the disease process and the clinical relevance and appropriateness of diagnostic tests requested. Therefore understands why certain tests (including the abbreviations and medical terminology) are requested in certain pathological situations.
- To undertake analyses of Biological samples according to the departmental Standard Operating Procedures (including the requesting of tests and reporting of results) using highly complex equipment. Undertakes/oversees planned preventative maintenance on highly complex and specialised equipment to ensure correct functioning. Records problems and troubleshoots or refers to senior members of staff.
- To participate in and advise on the routine workload, including complex and highly specialised techniques, using specialist knowledge and experience of practices underpinned by theoretical knowledge and practical expertise.
- To prioritise workload according to the clinical urgency of requests and the impact on patient care (i.e. the 4hr wait in A&E and appropriate cancer pathways).
- Perform and verify quality control samples (including checking quality control charts) to ensure accuracy and precision. Carry out corrective action to ensure all analyses are performing within defined parameters. Understands the use of statistical parameters for IQC review.
- Performs external quality assurance analysis for all techniques in use.
- Checks all patient samples during processing for status & suitability with reference to sample indices or visual inspection.



- Validates and interprets results according to the SOP. Requests further work according to SOP refers to senior/ medical staff as appropriate.
- Communicates information (this may include test results where departmental policies allow) to clinicians and other colleagues ensuring that this is understood and transcribed correctly and record appropriately.
- Acts on or refers phone calls received to appropriate area of the laboratory.
- Inform senior staff of any proposed changes to SOPs.
- Participates in out-of-hours arrangements, shift rotas when deemed competent to do so.

## **Resource Duties and Responsibilities**

- Financial and Physical Resources
- Uses Trust resources efficiently and cost effectively
- Reports low level of supplies appropriately to ensure continuing supply.
- Uses equipment safely, taking into account its complexity, limitations and value
- Assists with the efficient use of reagents and consumables, performs preventative maintenance daily and completes reagent logs.

## **Human Resources**

- May be required to supervise lower banded laboratory staff.
- Provides practical induction and training to individuals or small groups of staff e.g. Medical Laboratory Assistants (MLA).
- Participates in annual appraisal (PDR) to support departmental objectives aligned to personal development.
- Liaises with peers providing guidance and feedback for decision making.
- Supports induction and competency training for junior staff. May be required to act as mentor for new member of staff.
- Reports sickness and absence of team members to a senior member of staff in accordance with Trust and departmental policies.
- Responsibility for booking own leave in accordance with departmental policy, reports own sickness absence to a senior member of staff in accordance with Trust policy, is aware of and understands the relevant Trust policies e.g. Grievance, Discipline and Capability.

## **Information Resources**

- Uses complex IT programs, this requires a range of IT skills including the ability to transfer data onto computers, using relevant computer programs for example Word, Excel and Power point.
- Works within SOPs and policies to ensure high quality data, thus maintaining the integrity and accuracy of laboratory databases. Recognises data quality problems and brings to the attention of senior staff.
- Attends training on the use of display screen equipment and ensures that working practices comply.
- Reports any non-functional hardware and software to senior staff.
- Uses the laboratory information and quality management systems according to authorised protocols and information governance guidelines.

- Inputs test requests and subsequent comments on to the laboratory computer system in an understandable fashion (for example when phoning urgent blood results).
- Enters individually generated results into Laboratory Information Management System (LIMS) checks results previously entered onto LIMS, appropriate to discipline.
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.
- Highlights any errors in patient records on the computer system and corrects them appropriately or refers to senior member of staff, this can include contacting the requesting physician if the result has been issued in error, in accordance with departmental policies and practices.
- To participate in the maintenance and updating of Standard Operating Procedures in order to fulfil requirements for continued Laboratory Accreditation ( UKAS )

### **Other Duties and responsibilities**

Strategy, Planning, Freedom to Act and Decision-making:

- Plans and prioritises own workload.
- Co-ordinates junior staff in order to plan and prioritise the workload of the team.
- Assists with implementing action plans arising from risk reports and complaints.
- Involvement in Laboratory service development and equipment or procedural evaluation
- Follows broad occupational policies, protocols and regulations. Asks advice as necessary but can work independently when deemed competent to do so.

Communication and Relationships:

- To communicate effectively orally, in writing and using electronic systems and databases.
- Communicates with the requesting physician/pathologist to discuss the suitability of tests requested and discuss the availability of further tests which might contribute to diagnosis/patient management. Also discuss with senior member of staff or clinician/pathologist if appropriate/available.
- Communicates complex diagnostic information to clinicians ensuring that it is understood and transcribed correctly. Acts on or refers phone calls received to appropriate area of the laboratory.
- Receives enquiries and decides on suitable person to refer phone calls to. Ensures that results are not given to persons who are not entitled to receive them, e.g. to patients, explaining why when necessary.
- Maintains personal involvement in the department by being aware of changes and developments, through reading literature provided. Feeds comments up through the management system.
- Communicate effectively with senior and clinical colleagues within the department ensuring that appropriate abnormal results are brought to their attention where further specialist interpretation is required.
- Promptly report any incidents / accidents and near miss occurrences in accordance with departmental and Trust policies and procedures.
- Demonstrate appropriate and effective communication with other team members.
- Attend meetings as and when required and feedback to staff through departmental meetings and other forums

## **Clinical Audit & Quality Management**

- Assist with data collection for laboratory and clinical audits as directed.
- Understands the importance of the quality management system and works within the philosophy of continual service improvement. Can access information via the software tools
- Is aware of all types of documentation within the laboratory organisation.
- Maintain high professional standards, working within professional code of conduct.
- Suggests possible ideas for audit purpose.
- Ensures SOPs are valid and current. Suggest changes where relevant.
- Have an awareness of appropriate National Guidelines and the need to work towards these.
- Is aware of, complies with and understands the Pathology Quality Policy

## **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.

## **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 \_\_\_\_\_



## North Midlands and Cheshire Pathology Service

### Biomedical Scientist (BMS)

#### Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree approved by the IBMS</li> <li>• Institute of Biomedical Science (IBMS) Registration portfolio</li> <li>• State registered Biomedical Scientist with the Health Care Professions Council (HCPC).</li> <li>• Evidence of continued professional development (CPD)</li> <li>• Knowledge of relevant laboratory data management systems</li> <li>• Knowledge of relevant quality procedures</li> <li>• Health and Safety knowledge</li> <li>• Have a detailed understanding of the normal physiology and pathology of Human disease in order to apply the knowledge to support an NHS pathology laboratory.</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓	         ✓	Application Form/ Certificates
<b>Knowledge, Skills, Training and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within an NHS Pathology Laboratory environment</li> <li>• Experience of supervising / managing support grade staff.</li> <li>• Experience of working in a busy laboratory</li> <li>• Experience of maintenance on a variety of Automated Laboratory equipment</li> </ul>	✓	  ✓  ✓  ✓	Application Form/ Interview

	<ul style="list-style-type: none"> <li>• Intermediate information technology skills</li> <li>• Have good manual dexterity skills</li> <li>• Ability to Effectively apply skills and knowledge</li> <li>• Work with Standard Operating Procedures (SOPs) and contribute to their review and implementation</li> <li>• Work within safe systems of work and report any deficiencies in those systems</li> <li>• Perform the wide range of duties as set out in the Job Description</li> <li>• Work as an individual and as part of a team communicates effectively and accurately with colleagues and service users both orally and in writing.</li> <li>• Work to required professional standards</li> </ul>	✓  ✓ ✓ ✓  ✓  ✓  ✓		
Personal Qualities	<ul style="list-style-type: none"> <li>• Professional manner</li> <li>• Positive attitude understands the importance of data integrity and confidentiality</li> <li>• Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary)</li> <li>• Ability to carry out light to moderate to physical effort throughout the working day</li> <li>• Must participate in required rota pattern (and out of routine hours service)</li> <li>• Ability and willingness to fulfil the travel requirements of the post</li> <li>• Flexible in terms of working at different sites</li> </ul>	✓ ✓  ✓  ✓  ✓  ✓		Application Form/ Interview

**Working in partnership**

