

**Job Description**

**JOB TITLE:** Biomedical Scientist  
(Haematology and Blood Transfusion)

**HOURS OF WORK:** 37.5

**ACCOUNTABLE TO:** Head of Department and Laboratory Manager

**MONITORED BY:** Senior Biomedical Science staff

**DETAILS OF SPECIAL CONDITIONS (E.G. FIXED TERM CONTRACTS):****MAIN PURPOSE OF THE POST:**

- The post holder will act as a Registered Biomedical Scientist (BMS) who provides a comprehensive range of scientific and diagnostic services throughout all sections of the Department, as an aid/basis for diagnosis.
- Services are provided to hospital clinicians and general practitioners and the post holder is required to liaise with these, other healthcare professionals, patients and their representatives.
- The post holder will be required to perform automated and manual laboratory procedures of varying complexity some of which require a high degree of skill and experience.
- The post holder will exercise autonomy within professional and managerial boundaries and will be required to verify and validate completed work.
- In addition, the BMS will be required to staff all laboratories within the Trust as and when required.
- The work may include some weekend and evening or night duties, which requires a flexible approach to the hours of employment, according to individual contract.

**RESPONSIBILITIES****Principal responsibilities****Scientific and Clinical Responsibilities**

- Analyses potentially infectious samples using a range of highly specialised laboratory procedures, by either manual or automated techniques, to produce results of a quality consistent with excellent patient care. Undertakes these duties in all areas of Haematology and Blood Transfusion.
- Ensures efficient use and maintenance of resources, is aware of stock levels and rotation, storage conditions, batch numbers and expiry dates, thus ensuring the viability of the reagents and/or blood products used.
- Exercises own initiative and works in co-operation with other staff members to ensure that the workload is processed in a timely and efficient manner.
- Is fully conversant with departmental policies and Standard Operating Procedures (SOP), ensuring that personal performance complies with ISO 15189, Clinical Pathology Accreditation (CPA) and other professional standards.
- Carries out troubleshooting and preventative maintenance on highly complex automated systems. Ensures appropriate records are kept and liaises with service engineers where appropriate.
- Matches samples with request forms and inputs patient and test information into the laboratory computer system, requiring complete accuracy.

**Analytical and Interpretative Responsibilities**

- Exercises individual skills through the observation and interpretation of clinical material or data, which may include therapeutic drug monitoring.
- Completes the work process by the verification and validation of results and report generation. This involves the interpretation of clinical data and requires in-depth theoretical knowledge.
- Recommends additional tests where appropriate to assist the requesting clinician in the diagnostic process.

**Role Responsibilities**

- Practices in accordance with the professional, ethical and legal codes of the Health and Care Professions Council (HCPC) and the Trust's protocols and guidelines. Is accountable for own practice and maintenance of State Registration status.
- Develops own skills, taking responsibility for Continuing Professional Development and performance.
- Complies with the requirements of internal and external/national quality assurance schemes.
- Demonstrates proficiency in the assessment, planning and prioritisation of tasks.
- Communicates effectively with other staff groups, both internal and external. To include healthcare professionals, patients and their representatives, external agencies, commercial suppliers, service engineers and visitors to the laboratory.
- Provides and receives complex scientific and clinical information to and from colleagues and service users. Is aware of barriers to understanding and is able to present information accordingly.
- Provides and receives sensitive information to and from patients and their representatives where empathic and re-assurance skills are required. May include notification of adverse events.
- Displays and maintains an appropriate level of IT skills.

**Teaching, Training and Research Responsibilities**

- Participates in the supervision, mentoring and training of Trainee BMSs, support staff and clinical staff where required.

**Other Responsibilities**

- Demonstrates specialist skill and professional knowledge acquired through post Registration academic and scientific development.
- Demonstrates continuing ability to work individually and unsupervised in the provision of the out of hours service.
- Works to ensure that performance targets and sample turnaround times are met by continually assessing quality and priority of work.
- Has awareness of the requirements of Clinical Governance, Control of Substances Hazardous to Health (COSHH) and local Health and Safety Policies, reporting problems, errors or breaches via the appropriate mechanisms.
- Assists in improving and developing departmental quality by challenging and questioning practice, contributing ideas as appropriate and participating in the change management process, in conjunction with senior staff.
- To maintain competence in all Statutory or Mandatory Training as required by OUH Trust policies.
- To participate in the Trust's appraisal scheme.

**GENERAL RESPONSIBILITIES**

To be aware of the inherent hazards of the work and to take appropriate precautions at all

times, reporting to the Head Biomedical Scientist or Safety Officer any accident or potential hazards.

Abide by current policies and procedures defined by the OUH NHS Trust and/or the Trust or Directorate Risk Management Team and to comply with the Health and Safety at Work Act.

Your attention is drawn to the confidential aspects of the post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action, which may result in dismissal. You should also be aware that, regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damages.

## CONDITIONS OF EMPLOYMENT

According to standard NHS “*Agenda for Change*” Terms and Conditions.

**All job descriptions must have the following statements:**

### RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the ‘local response’ plan and **their** role within that response.

### RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

### INFECTION CONTROL

Infection Control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts’ Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient’s surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.

- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

## **CHILDREN'S RIGHTS**

The post holder *will endeavour* at all times to uphold the rights of children and young people in accordance with the *UN Convention Rights of the Child*.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

## **INFORMATION GOVERNANCE**

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

**The trust operates a No Smoking Policy. Staff are not permitted to smoke on Trust Premises**

## PERSON SPECIFICATION

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Education and Qualifications</b>	HCPC Registration, Biomedical Science B.Sc. or equivalent knowledge as assessed by the HCPC IBMS postgraduate Diploma in Haematology and / or Transfusion or equivalent knowledge	Membership of IBMS or BBTS CPD scheme.
<b>Experience and Knowledge</b>	Knowledge of the all basic techniques within Haematology and Transfusion.  Successful competency assessment for lone worker as part of “Shift” and / or On call.  Proven experience in laboratory environment.	Previous experience with equipment in use at OUH
<b>Skills and Abilities</b>	Good communication and presentation skills Ability to mentor and impart knowledge to Junior colleagues. Ability to prioritise competing workload. Basic Keyboard Skills Knowledge of IT architecture in the running of complex analytical equipment and Laboratory Information Systems Practical analytical skills associated with diagnostic lab work. Timely accurate working. Methodical and well organised. Precise and Numerate	Previous experience in NHS Diagnostic laboratory  Computer literate  Good hand eye co-ordination
<b>Personal Qualities</b>	Reliable and trustworthy Quick to learn and comprehend. Able to work as team member. Self-motivation. Able to perform light physical work Capable of intense periods of concentration Ability to show flexibility by performing multiple tasks Ability to work under pressure.	Openness  Ability to learn from experience.
<b>Other Requirements</b>	Prepared to work with biological materials and a variety of sample types.	Flexible approach to hours of work including night shift.

## PERSON SPECIFICATION

## ORGANISATION CHART

