University Hospitals Plymouth NHS Trust

Job Description

Job Group (Delete as applicable):	Healthcare Scientists
Job Title:	Biomedical Scientist
Existing Grade:	**Band 5**
Care Group:	Clinical Support Services
Service Line:	Pathology Summary
Department:	Combined Labs
Location:	Pathology
Appraiser:	Section Leader
Accountable to:	Section Leader
Position Number:	912642
Date:	09/12/19

Job Purpose:

1. To undertake scientific duties in any section, comprising of specialities in Haematology, Clinical Chemistry, Coagulation, Blood Transfusion, Molecular Biology, H&I and Immunology Departments to facilitate a smooth running and quality service.

2. To provide a clinical technical service by performing routine and specialist analytical testing on a range of biological samples.

3. To maintain and run specialist equipment up to a value of £1 million.

4. To supervise, mentor and support Trainee Biomedical Scientists and support staff.

Key Dimensions:

1. The post holder will work together with senior staff and support staff in all sections of the Combined Laboratory to produce a timely, high quality, accurate and cost effective service.

2. The post holder will ensure the timely processing of patient samples, typically 7500 a day, serving all those patients attending PHNT, PCTs representing 100 General Practices and specialist assays referred to us from other Trusts within the Peninsula. The department performs 4.7 million tests annually and employs 123 wte.

Organisational Chart

For current organisation charts, please see documents QADOC#3 and DCLHR#3.

PRIMARY DUTIES & AREAS OF RESPONSIBILITY

1. To process biological samples including blood, urine, faeces cerebral spinal fluid and other tissues, taking personal responsibility for the quality and authorisation of the results, which are used in the diagnosis, treatment and management of disease.
2. The post holder will demonstrate the high level of skill to perform complex manual, semi automated and automated analytical techniques as applicable, meeting turnaround times with prompt reporting of results used in the diagnosis and treatment of disease.
3. The post holder will be required to provide complex information relating to test results, which may be sensitive in nature.
4. As a state registered Scientist with the Health Professions Council understand the pathology of disease in relationship to the results produced whilst being aware of their significance in the authorisation of patients results with reference to the normal ranges.
5. Will be aware of the clinical significance of results produced and using this knowledge to perform appropriate supplementary tests/investigations relevant to providing a complete report to requesting clinicians.
6. To prioritise work and perform urgent analyses, reporting results to requesting clinicians as appropriate.
7. Identify abnormal or unexpected results and ensure prompt reporting, follow up and referral to medical staff as required.
8. Following protocols, request additional tests or samples to aid in the diagnosis or treatment of disease.
9. To understand the principles underlying the analytical processes used in your area of work so as to maintain their operation and quality of results.
10. To receive requests forms and accompanying samples, to book those into the Path Computer system, to prepare the samples (including centrifugation) for analysis, to load and unload samples from analysers, to sort into racks and transfer for storage on completion.
11. Answer telephone enquiries regarding results and other general laboratory issues e.g. giving advice on the correct conditions and sample type for a particular test request.
12. To operate analytical equipment within your section, within your discipline and within the department, some of which will be highly complex and require specialist training.
13. To perform front line troubleshooting and repairs of analysers of highly complex, expensive automated equipment e.g. multichannel analysers, used in the day-to-day function of the laboratory.
14. To participate in and understand the quality assurance programs of the department, both internal and external i.e. NEQAS (National External Quality Assurance Schemes).
15. To observe all departmental, Trust, national and European Health & Safety regulations relevant to the service, ensuring attendance at the annual departmental H&S update. In addition all staff must sign the departmental H&S policy to acknowledge understanding and compliance.
16. To continually update their knowledge and skills whilst documenting this in their Continual Professional Development folder.
17. To ensure contemporaneous completion of your induction and training records.
18. To communicate with other health care professionals in transmission and in response to telephone enquiries relating to results and the service.
19. To assist in the preparation of specimens for analysis.
20. To assist senior colleagues in the maintenance of adequate stocks of reagents and consumables to ensure continuous service provision.
21. To follow Standard Operating Procedures at all times and as directed by senior staff and contribute to their formulation. Propose any changes to these SOPs in order to maintain the quality of the service and maximise efficiency.
22. To attend meetings and training courses as necessary.
23. To attend Statutory and Essential Update Training annually.
24. To attend departmental briefings and/or acquaint yourself with the team brief posted on the departmental notice boards.
25. To assist in the maintenance and compilation of workload statistics.
26. To assist in the process of continual quality improvement. This will include audit, corrective action, preventative action and improvement processes.
27. To participate in an annual IPR and achieve any targets set at this time.
28. To participate in the training of Trainee Biomedical Scientists and new staff.
29. To assist senior staff in the supervision of Trainee Biomedical Scientists and Assistant Technical Officers.
30. To assist in audit carried out by internal and external agencies.
31. To rotate through sections of the Combined Laboratory as required.

32. Subject to the principle statement of employment, or within the local agreements pertaining to 24/7 provision, participate in this service.
33. Participate in clinical trials or any research & development undertaken by the department, including sample preparation, analysis and collating data as necessary.
34. At the direction of senior departmental staff undertake work from any source commensurate with the knowledge and skills of a state registered Biomedical Scientist.
35. Ensure issues and problems are resolved satisfactorily and referred through your line management structure as appropriate.
36. Cover for senior staff and be prepared to work on your own when necessary.
37. To carry out other duties commensurate with the post.
38. To work in other specialties within Pathology, where appropriate and as directed.

COMMUNICATIONS & WORKING RELATIONSHIPS

1. Accountable to the Laboratory Manager through the Head Biomedical Scientist and Section Leaders.
2. The post holder may be asked to be a mentor during the induction of new staff.
3. Will attend or read the minutes of departmental briefings.
4. Key working relationships will exist between the post holder, Senior Biomedical Scientists and Section Leaders.
5. Work closely with other Biomedical Scientists and support staff.
6. NHS colleagues both in the hospital and primary care.
7. Occasionally with Pathology equipment suppliers.

OTHER

1. The post holder will be required to participate in the 24/7 rotas if line 32, in Primary Duties and Responsibilities applies.
2. Dress and act in a professional manner at all times

COMMUNICATIONS & WORKING RELATIONSHIPS

All Job Holders are required to…

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)" or "Data Protection legislation.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.

- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.

- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.

- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.

- Ensure they attend Child Protection training at the appropriate level within the specified time frame.

- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.

- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.

- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

All Managers are responsible for…

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.

- Managing attendance in accordance with the Trusts Attendance Management Policy.

All Heads of Departments are responsible for…

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

Note

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE & EXPERIENCE	• Ability to demonstrate and apply knowledge of the Pathology of disease in one or more disciplines within DCL • Ability to perform all assays relevant to the section in which you work irrespective of their complexity • An understanding of the meaning of results to enable authorisation and appropriate action in dealing with abnormal or unusual results • A working knowledge and practical application of the departments IT systems • Participation in Continual Professional Development (CPD) • Knowledge of all H&S issues, relating to the laboratory activity including national and European directives. • A minimum of one year's experience in a Haematology, Clinical Chemistry or Immunology Laboratory within a Department which handles a total workload of 200000 patient requests per annum.	▪ Post qualification experience • Experience with specialist techniques within the discipline the post holder is expected to work • Participation in the Institute of Biomedical Sciences CPD scheme • ECDL or equivalent
QUALIFICATIONS	Educated to BSc (Hons) in Biomedical Sciences or a degree acceptable to the Institute of Biomedical Sciences and the Health Professions Council. The latter will require a Post Graduate Certificate, a Post Graduate Diploma or an MSc in Biomedical Sciences. Or recognised equivalent qualification • State registration with Health Professions Council as a Biomedical Scientist or working towards.	• Associate of the Institute of Biomedical Sciences (AIBMS) • A willingness to undertake study leading to qualifications required for career advancement • Trust recognised trained risk assessor • BSHI diploma (H&I only)

APTITUDE & ABILITIES	▪ Excellent communication skills, being able to deal with patients and staff at all levels of the organisation with tact and diplomacy • Communicate with company representatives and staff from external organisations including other NHS Trusts. ▪ Excellent time management ▪ Attention to detail ▪ Accuracy/precision, whilst under pressure ▪ Manual dexterity ▪ Keyboard skills with a working knowledge of laboratory computer systems ▪ Extended periods of time sat at a computer terminal ▪ Self motivated ▪ Conscientious ▪ Good hand to eye co-ordination ▪ Multitasking skills ▪ Mentoring skills	
DISPOSITION / ATTITUDE / MOTIVATION	• Team worker • Able to cope under pressure • Proactive, takes own initiative • Ability to concentrate for long periods • Able to effectively prioritise urgent work in order of clinical importance	
OTHER FACTORS	• Continual support for ongoing clinical trials	