

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Biomedical Scientist |
| **Reports to** | Histology Manager |
| **Band** | 5 |
| **Department/Directorate** | Histology / Cellular Pathology / Specialist Services |

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| **JOB PURPOSE** |
| * To undergo training in the histology department in accordance with IBMS guidelines and departmental policy * To practice histological techniques to gain experience, skills and competence * To study histological methodologies and gain knowledge required for HCPC registration * To complete a training portfolio to a level required by the HCPC registration   **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Undergo training and become in competent in relevant histological techniques and methodologies. * To study theoretical and practical histopathology * To have a basic knowledge of special techniques such as IHC and urgent frozen sections * To support MTO and MLA duties associated with reception, cut up and the main laboratory, ensuring that all are performed at the highest standard and are in compliance with departmental SOPs * To be conversant with COSHH and Health and Safety regulations * To label, check and sort stained slides into individual cases for reporting by Consultant Pathologists. * To use and ensure the maintenance of all laboratory equipment * To ensure stock levels of consumables are adequate for daily laboratory work. |
| **KEY WORKING RELATIONSHIPS** |
| The Cellular Pathology Department comprises three specialist sub-departments; Cytology, Histology and the Mortuary and processes over 13,000 specimens and performs over 300 autopsies per year.  The combined service budgets amount to approximately £4 million.  The department employs in 35 WTE scientific and technical and support staff grades. In addition there are 17 medical staff and 6 trainee medical posts.  The department provides diagnostic and technical services to Royal Devon University Healthcare NHS Foundation Trust, NHS Devon and Community Hospitals.  Cellular Pathology laboratory is accredited in accordance with the recognised International Standard ISO 15189:2012. This accreditation demonstrates technical competence for a defined scope and the operation of a medical laboratory quality management system and is approved by Institute of Biomedical Science (IBMS) for biomedical scientist training and specialist training.  Communications with a wide range of professionals and service users within and outside the NDDH will include the following:  Post holder will liaise with colleagues within the department  Communications will be with the following grades of staff.  Head of Department (Consultant Histopathologist)  Other Consultant pathologists and registrars  Cellular Pathology Laboratory Manager  Histology Manager  Biomedical Scientists (Histopathology/Cytology)  Medical Technical Officers, Medical Laboratory Assistants  Secretaries and clerical staff  Users of the service |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * To work independently adhering to the IBMS (HCPC) professional code of conduct at all times. * To provide the technical services for the laboratory diagnostic service as described in departmental SOPs to ensure high quality patient care outcomes. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * To maintain the highest level of patient confidentiality. * Liaise with senior technical staff on the day to day operation of the department. * To report any anomalies within the department to a senior member of staff. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Undergo training and become in competent in relevant histological techniques and methodologies. * To study theoretical and practical histopathology * To have a basic knowledge of special techniques such as IHC and urgent frozen sections * To support MTO and MLA duties associated with reception, cut up and the main laboratory, ensuring that all are performed at the highest standard and are in compliance with departmental SOPs * To be conversant with COSHH and Health and Safety regulations * To label, check and sort stained slides into individual cases for reporting by Consultant Pathologists. * To use and ensure the maintenance of all laboratory equipment * To ensure stock levels of consumables are adequate for daily laboratory work. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To attend a further education course acceptable to the Health professional Council (HCPC) and Institute of Biomedical Science (IBMS) if required. * To take part in continuous assessment monitored by the training officer * To complete the Laboratory Training Manual * To produce an IBMS portfolio or equivalent to gain HCPC registration within 3 years of appointment * To participate in annual appraisals via Learn+, as required by the Trust * To participate in mandatory training, e.g. Fire, Manual Handling, Health and Safety, Infection Control, Diversity and Confidentiality updates |
| **PATIENT/CLIENT CARE** |
| * To use and maintain specialist expertise to prepare optimum specimens for diagnostic purposes. * To provide timely specimen preparation and testing services to ensure department adheres to referral to treatment targets. * In the interest of patient safety to ensure clear communication regrading technical and scientific issues at all times. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To adhere to all policies and procedures as described in the department’s SOPs, with particular attention to quality procedures and health and safety. * To participate in appropriate national mandatory audit activities and others as arranged by the quality manager and laboratory manager. * To take part in the quality management system and record any incidents, errors or non-conformities.   + - To assist in the implementation of new techniques and procedures where appropriate and agreed by the cellular pathology laboratory manager.     - To take part quality management and the maintenance of the quality management system.     - Record service complaints and incidents and ensure that effective immediate and follow up actions are carried out as agreed with laboratory managers.     - To take part in internal audits against defined quality performance measures and feedback non-compliances and actions to the Quality Managers. * To assist the department in ensuring compliance with ISO 15189:2022 standards to maintain UKAS accreditation. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To monitor and maintain use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service. * To use and maintain laboratory equipment and record downtime and corrective measures taken. * To assist in acceptance testing and verification of new technology as directed by senior BMS. |
| **HUMAN RESOURCES** |
| * To supervise trainee staff. * To take part in the mentoring and training of junior staff * To undertake internal and external professional updates and training to maintain a high level of competence at a professional level expected of a registered biomedical scientist. * To be responsible for own personal development, including CPD that meets the requirements of the HCPC. |
| **INFORMATION RESOURCES** |
| * To be a competent user of the laboratory IT system and ensure compliance with system update. * To be involved in audit and data collection as directed by senior staff. * Collate data and statistics to support own technical and scientific development. |
| **RESEARCH AND DEVELOPMENT** |
| * To undertake laboratory technical work to support approved Trust clinical trials and research activities as directed by the Consultant Pathologists and Consultant BMS. * To participate in the technical work required to acceptance test new technology and equipment. |
| **PHYSICAL SKILLS** |
| * To carry out laboratory tests and specialist methodologies that require care and precision eg IHC, dissection, microtomy, embedding, special stains and molecular work. * To maintain diagnostic skills that require some hours of study at a microscope particularly for tissue recognition and Quality control of slides. |
| **PHYSICAL EFFORT** |
| * To carry out laboratory tests and specialist methodologies that require care and precision eg IHC, dissection, microtomy, embedding, special stains and molecular work – will require periods of standing and or sitting for up to 3 hour sessions. * To maintain diagnostic skills that require some hours of study at a microscope particularly for tissue recognition and Quality control of slides - will require periods of standing and or sitting for up to 3 hour sessions. * Walking between floors (lift present) and delivering of slides to consultants trays or offices for several hours at a time. |
| **MENTAL EFFORT** |
| Frequent – attentional to detail in all aspects of the role all of the time |
| **EMOTIONAL EFFORT** |
| Occasional emotional discomfort in regards to specimens for dissection, handling of post mortem tissue, products of conception, limb amputations, high grade cancer, breast specimens. |
| **WORKING CONDITIONS** |

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| **HAZARDS IDENTIFIED (*tick as appropriate)*:** | | | | | |
| Laboratory specimens  Proteinacious Dusts | x | Clinical contact with  patients |  | Performing Exposure  Prone Invasive Procedures |  |
| Blood / Body Fluids | x | Dusty environment |  | VDU use | x |
| Radiation | x | Challenging Behaviour |  | Manual handling | x |
| Solvents | x | Driving |  | Noise | x |
| Respiratory Sensitisers | x | Food handling |  | Working in isolation |  |

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| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Biomedical Scientist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATIONS / TRAINING**  Approved IBMS - BMS degree or equivalent (Grade 2:1)  State registration with Health professions Council | E  E | E  E |
| **KNOWLEDGE / SKILLS**  Good level of technical competence in relevant sections of Histopathology  Good theoretical knowledge of Histology  Ability to use IT systems required for laboratory work  Ability to work on own initiative and plan day to day activities with minimum requirement for supervision  Good communication skills  Ability to work accurately under pressure  Good dexterity | D  D  E  E  E  E  E | E  E  E  E  E  E  E |
| **EXPERIENCE**  Experience as MTO or Trainee BMS in histology department | E | E |
| **PERSONAL REQUIREMENTS**  Enthusiastic highly motivated and committed to completing registration portfolio.  A flexible approach to work  Ability to initiate and coordinate change to working practices  Able to prioritise own work load and meet deadlines  Able to work independently with minimal supervision  Good communication and telephone skills  Remain calm and professional in a busy environment | E  E  E  E  E  E  E | E  E  E  E  E  E  E |
| **OTHER REQUIREMENTS**  Enthusiasm for further studies  Flexible to work Saturday | E  E | E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | X |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | Y |  | X |  |  |
| Blood/body fluids | Y |  |  | X |  |
| Laboratory specimens | Y |  |  |  | X |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y |  |  |  | X |
| Respiratory sensitisers (e.g isocyanates) | Y | X |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  | X |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  | X |  |
| Heavy manual handling (>10kg) | Y | X |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y | X |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  | X |  |  |
| Working in isolation | Y | X |  |  |  |
| Challenging behaviour | N |  |  |  |  |