

# JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Specialist Biomedical Scientist in Histology
<b>Reports to</b>	Cellular Pathology Manager
<b>Band</b>	Band 6 (subject completion of formal matching process)
<b>Department/Directorate</b>	Histology / Clinical Specialist Services

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>To undergo training and maintain competencies in the histology department in accordance with the Institute of Biomedical Science (IBMS) guidelines and departmental policy</li> <li>To practice histological techniques to gain experience, skills and maintain competence</li> <li>To study histological methodologies and gain knowledge required for Health Care Professional Council (HCPC) registration</li> <li>The post holder will be actively involved in the monitoring of the quality of the preparation of histology specimens and ensure the smooth running of the service</li> <li>To be actively involved in the day to day running of the histology laboratory and to be responsible for the organisation of this area within Histopathology, keeping this area clean and well maintained to a high standard.</li> </ul>

<b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>To perform and be responsible for small biopsy transfer category A and dissection of category B (as defined by Exeter pathologists)</li> <li>To take part in the day to day operation of the laboratory and ancillary areas</li> <li>To assist in the operation of the Immunohistochemistry section</li> <li>To assist in the development of services in the Histology Pathology Department</li> <li>To assist the department in ensuring compliance with International Standard Organisation (ISO) 15189:2012 standards to maintain United Kingdom Accreditation Service (UKAS)</li> <li>To study theoretical and practical histopathology</li> <li>To have knowledge and skills of special techniques such as immunohistochemistry, Mohs, renal and urgent frozen sections</li> <li>To be conversant with control of substances hazardous to health (COSHH) and Health and Safety regulations</li> <li>To use and ensure the maintenance of all laboratory equipment</li> <li>To ensure stock levels of consumables are adequate for daily laboratory work.</li> </ul>

<b>KEY WORKING RELATIONSHIPS</b>
<p>The Cellular Pathology Department comprises three specialist sub-departments; Cytology, Histology and the Mortuary and processes over 38,000 specimens and performs 600 autopsies per year. The combined service budgets amount to approximately £4 million.</p> <p>The department employs 35 whole time equivalent scientific and technical and support staff grades. In addition, there are 17 medical staff and 6 trainee medical posts.</p> <p>The department provides diagnostic and technical services to Royal Devon University Healthcare NHS Foundation Trust, NHS Devon and Community Hospitals.</p> <p>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</p>

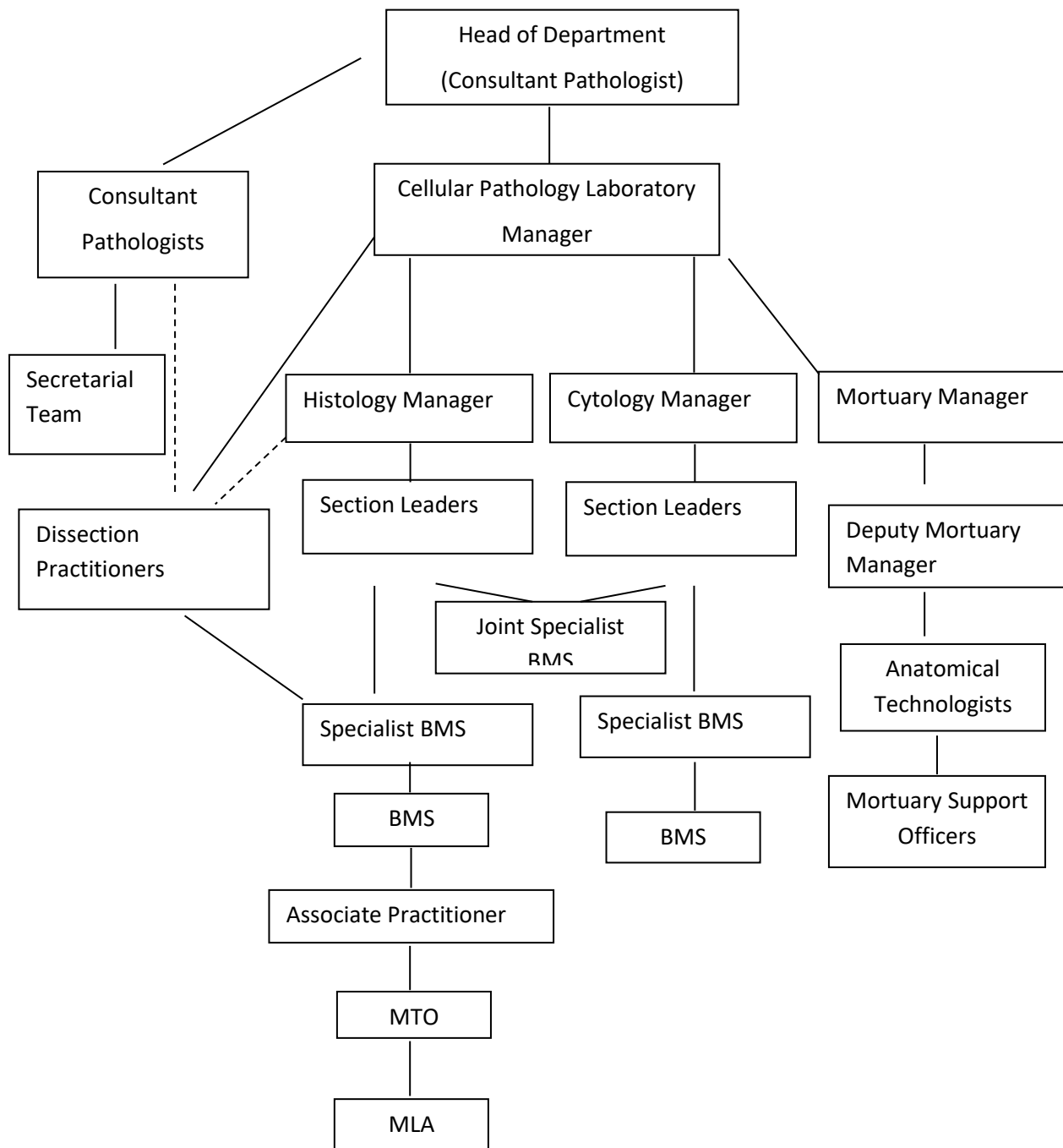
operation of a medical laboratory quality management system (UKAS 8123) and is approved by Institute of Biomedical Science (IBMS) for biomedical scientist training and specialist training.

Communications with a wide range of professionals and service users within and outside the RDE will include the following:

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"><li>• Head of Department (Consultant Pathologist)</li><li>• Other Consultant Pathologists and Registrars</li><li>• Dissection Practitioners</li><li>• Cellular Pathology Laboratory Manager</li><li>• Biomedical Scientists (histology)</li><li>• Medical Technical Officers</li><li>• Medical Laboratory Assistants</li><li>• Secretaries and other Clerical Staff</li><li>• Users of the service</li></ul>	<ul style="list-style-type: none"><li>• GP's</li><li>• External Quality Assurance Schemes</li><li>• Private Practices</li><li>• Pathology Suppliers</li><li>• Colleagues in other NHS and Social Care organisations</li></ul>

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- The post holder will be expected to make decisions, based on their experience, training and judgement in relation to the duties described within this job description, required for the smooth, day to day running of the department. This will include prioritising workload to ensure urgent requests are processed rapidly and work flows throughout the laboratory in an efficient manner. In some instances, this may involve guiding or organising other members of staff when necessary.
- At band 6 the post holder has autonomy to make decisions relating to the duties contained within this job description, the limits of which are set by the training they have received and the scope they have as set out in department procedures.

- The post holder will also be expected to know when to ask for help, and when to refer queries, problems etc to a more senior member of staff.
- The post holder will be expected to follow departmental procedures and policies and make decisions.
- The post holder will work independently, seeking advice and referring to senior Biomedical Scientists as required.

#### **COMMUNICATION/RELATIONSHIP SKILLS**

- Maintain the highest level of patient confidentiality.
- Liaise with senior technical staff on the day to day operation of the department.
- Report any anomalies within the department to a senior member of staff.
- Communicating with colleagues and Consultant Pathologists about tests performed on a specimen
- Explaining complex subject matter to people unfamiliar with histological techniques and the terminology used

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

- Assist in the maintenance and resolution of sectional equipment and instigate measures to correct breakdowns
- Assist the departmental Manager in trouble shooting technical issues
- Undertake all necessary quality checks on histological procedures and be able to act on day to day problems encountered.
- Analysing slides microscopically to ensure quality of section for diagnostic purposes in specialist areas including immunohistochemistry and special stains.
- Judgement of specimens at dissection including decisions on histological diagnostic pathway based upon the clinical information
- Provide expert advice and guidance on histological techniques to requesting clinicians to ensure the appropriate histological diagnostic pathway has been selected
- Resolution of complex equipment or process problems

#### **PLANNING/ORGANISATIONAL SKILLS**

- Manage laboratory processes in allocated sections of the department
- Plan activity or workload for self and others
- Make effective contributions to service development

#### **PATIENT/CLIENT CARE**

- Give advice to service users and other staff on the protocols, standards and guidelines within the provision of the service.
- Perform small biopsy transfer (IBMS category A and B) as required
- Perform microtomy (30 blocks x 3 levels/hour minimum)
- Prepare specimens using a range of methodologies and carry out a range of laboratory tests including immunohistochemistry/immunofluorescence and molecular tests.
- Assist in monitoring and assessing developments in modern methodology where they prove to be economical and clinically effective within section.
- Be competent in all relevant methodologies used in histological investigations:-
  - Dissection (Cat A+B+)
  - Embedding (100 blocks/hour- basic and 60 block/hour complex)
  - Frozen sections – urgent, renal and immunofluorescence
  - Special stains – manual techniques
  - Independent working in the Mohs clinic.
  - Immunofluorescence (renal and skin biopsies)
  - Immunohistochemistry – Dako OMNIS and Roche Ultra
- Provide a specialist clinical technical service including the analysis of stained slides.

#### **POLICY/SERVICE DEVELOPMENT**

- Assist in the quality assurance within each section, both internal and external, and to act in accordance with Standard Operating Procedures
- Take part in the quality management systems and record any incidents or non-conformities.
- Active involvement in the writing, reviewing, updating and implementation of Standard Operating Procedures

#### **FINANCIAL/PHYSICAL RESOURCES**

- The post holder does not have budgetary responsibility.
- The post holder is expected to help maintain adequate stocks and rotation of all cellular pathology stains, reagents and consumables, ensuring that the stock control Standard Operating Procedure is followed at all times and that senior staff are alerted to the need to order consumables and reagents when required.
- Where the physical environment is seen to be defective this must be reported to facilities

#### **HUMAN RESOURCES**

- Ensure professional development meets Health and Care Professions Council requirements and to maintain a high level of competence in the field of Cellular Pathology.
- Responsible for taking part as a participant and teaching in histological dissection training
- Ensure adequate staffing levels are available in each section in order to complete all procedures and inform the laboratory managers of any areas of difficulty.
- Supervise trainee BMS within the section.
- Actively contribute to the in-house continued professional develop (CPD) program.

#### **INFORMATION RESOURCES**

- Enter patient, specimen and work details in the Laboratory Information Management System.
- Be involved in the maintenance of the Quality Management System that includes department procedures, forms, process records, equipment logs and other documents.
- Answer telephone enquiries regarding patient samples, results etc and give advice where required.
- Be responsible for the continuous audit of own laboratory practice
- Assist in the maintenance of information technology systems
- Maintain department statistics and data collection in accordance with departmental requirements.
- Assist in the archiving system within the department

#### **RESEARCH AND DEVELOPMENT**

- The post holder may be involved in the development of new techniques, technical improvements and processes as part of the quality improvement processes in place throughout the department, as directed by a senior BMS.
- The post holder will undertake equipment testing prior to use as required.
- The post holder may participate in clinical trials and research activity as and when they arise.

#### **PHYSICAL SKILLS**

- Good hand/eye co-ordination skills to perform complicated techniques in busy working, sometimes noisy environment.
- High degree of precision is required in all aspects of histological working suitable to the grade.

#### **PHYSICAL EFFORT**

- Carry out laboratory tests and specialist methodologies that require care and precision eg immunohistochemistry, dissection, microtomy, embedding, special stains and molecular work – will require periods of standing and or sitting for up to 3-hour sessions.
- 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 consultant's trays or offices for several hours at a time.

- Some tasks will involve sitting or standing for a prolonged period and operating machinery using repetitive movements.
- There is some requirement for handling large specimens in buckets, reagent and consumable containers up to 5 litres in capacity.
- Unpacking deliveries of consumables, reagents and equipment which may be bulky in nature.
- Transportation of items to and from the archive store as required. Moving and handling items in the archive store that may be heavy and awkward.
- Restricted positions at laboratory benches for short periods of time when carrying out the tissue embedding, block microtomy dissection, Mohs cryotomy and quality control.

### **MENTAL EFFORT**

- The post holder is expected to concentrate for prolonged periods, up to 3 hours on a daily basis, on tasks such as immunocytochemistry, microtomy, dissection and tissue embedding where attention to detail and accuracy is vital.
- The laboratory is a noisy environment and there are frequent interruptions whilst carrying out the duties described in this job description.
- Multiple, complex tasks may be required to be undertaken at the same time whilst maintaining accuracy and efficiency.

### **EMOTIONAL EFFORT**

- Dealing with sensitive confidential information regarding patients and communicating clearly with users of the service and colleagues.
- On a daily basis the job involves the processing of tissue samples for the diagnosis and treatment of cancer.
- On a daily basis the post holder could be involved in the dissection of foetal remains, post mortem tissue, limb amputations, high grade cancer and breast specimens which could cause emotional discomfort.

### **WORKING CONDITIONS**

- Frequent exposure to unfixed specimens and body fluids where the post holder will need to take the appropriate precautions to minimise the risk to themselves and others.
- On a daily basis the post holder could be involved in the dissection of foetal remains, post mortem tissue, limb amputations, high grade cancer and breast specimens
- Visual Display Unit use.

### **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.

## **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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

<b>Job Title</b>	<b>Specialist Biomedical Scientist in Histology</b>
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
• BMS degree (min 2:1) or equivalent	E	
• MSc or equivalent in Histology/Cellular Pathology		D
• Post Graduate – IBMS Specialist Diploma in Cellular Pathology	E	
• State registration with HCPC	E	
• Management or leadership qualification.		D
• Diploma of Expert Practice in Histology Dissection		D
<b>KNOWLEDGE/SKILLS</b>		
• High level of technical competence in all sections of Histopathology	E	
• Demonstrable experience in specimen transfer and dissection (cat A&B)	E	
• Good theoretical knowledge of Cellular Pathology	E	
• Ability to use IT systems required for laboratory work	E	
• Ability to work on own initiative and lead a laboratory section	E	
• Good communication / teaching skills	E	
• Ability to work accurately under pressure	E	
• Good dexterity	E	
• Be IT literate and familiar with LIMS systems, tracking software and Microsoft Office	E	
<b>EXPERIENCE</b>		
• Post graduate experience in a Cellular Pathology laboratory or following HCPC registration	E	
<b>PERSONAL ATTRIBUTES</b>		
• Decisive	E	
• Dexterity for detailed work	E	
• Flexible	E	
• Reliable	E	
• Team-worker	E	
• Ability to initiate and coordinate change to working practices	E	
• Able to work independently with minimal supervision	E	
• Good communication and telephone skills	E	
• Remain calm and professional in a busy environment	E	
<b>OTHER REQUIREMENTS</b>		
• Take part Saturday service support		D
• Participate in CPD	E	
• Enthusiasm for further studies	E	



WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y				Y
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				Y
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y				Y
Respiratory sensitisers (e.g isocyanates)	Y			Y	
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			Y	
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y			Y	
Heavy manual handling (>10kg)	Y		Y		
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y			Y	
Working in isolation	N				
Challenging behaviour	N				