

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Biomedical Scientist – Histopathology |
| **Reports to** | Cellular Pathology Manager |
| **Band** | B7 |
| **Department/Directorate** | Clinical Support & Specialist Services |

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| **JOB PURPOSE** |
| To assist the Cellular Pathology Manager in the smooth running of the routine Cellular Pathology Laboratory and the production of high-quality work.To oversee, coordinate and manage the daily workload within the Cellular Pathology department.Develop and implement departmental policies and procedures with particular reference to quality improvement and international standard ISO15189:2022 in conjunction with the Cellular Pathology Manager.To attend the Quality Committee on behalf of the cellular pathology department.To line manage, supervise and co-ordinate the day to day activities of scientific and support staff.To act as training mentor for histopathology and co-ordinate the training of staff.To be responsible for stock control and authorised to approve the requisition of consumables and reagents in the absence of Cellular Pathology Manager. **Context:**  Cellular Pathology processes approximately 11000 surgical Histology requests and 1300 non-gynae Cytology requests per annum.  This is a full-time post as a member of the Cellular Pathology team that consists of a Cellular Pathology laboratory manager, 3 senior biomedical scientists (this post - 1wte), 2 band 6 biomedical scientists (2wte), 2 band 5 biomedical scientists (2wte), one Biomedical Support Worker (1wte), 1 medical laboratory assistant (1wte), 3 medical secretary posts (1.8wte) and 4 Consultant Histopathologists.  The Senior Biomedical Scientist will be based at North Devon District Hospital.  The post holder will, in collaboration with other senior BMS, fulfil all tasks and work as part of a team.To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the Cellular Pathology Manager. |
| **KEY WORKING RELATIONSHIPS** |
| Work as part of a team under the direction of the Pathology Service Manager, Cellular Pathology Manager and Consultant Histopathologists. Work closely on a daily basis with the following staff in Cellular Pathology with good team work and communication: Pathology Service ManagerConsultant HistopathologistsCellular Pathology Laboratory ManagerBiomedical Scientists of all gradesBiomedical Support WorkersMedical Laboratory AssistantsCellular Pathology Secretarial Team Outside of Cellular Pathology, work frequently with the following people: Pathology I.T. and Quality ManagersRecruitment & HR staffTrust Procurement staffMortuary and Bereavement Staff.Other Consultant, technical and clerical staff within PathologyMedical, nursing, hotel services and other staff across the Hospital The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Participate in all areas of Cellular Pathology as required to ensure continuation of service, e.g. during periods of staff leave or when there is an especially higher than average daily workload. Occasional but regular participation on the section rota is essential to maintain technical ability in all areas of the department.  Line manage, supervise and train BMS and MLA staff to achieve the best utilisation of resources maintaining an effective service.  In collaboration with the Cellular Pathology Manager, take day to day responsibility for reagent and consumable stock control and authorise the requisition of consumables and reagents.  Active involvement in the process of continuous quality improvement through audit, preventative and corrective action throughout the laboratory.  With other senior Biomedical Scientists deputise for the Cellular Pathology Manager in their absence and ensure the smooth running of the Department. Attend any meetings on behalf of the Cellular Pathology Manager when necessary.  In conjunction with the Laboratory Manager, support the develop of the department training policy for all staff which considers the needs of individuals, the requirements of the department and the professional standards of the IBMS and HCPC.  Attend Quality Committee Meetings, conduct internal audits and maintain the quality management system to a high standard.  The post holder will be expected to make decisions required for the smooth, day to day running of the department, which will include prioritising workload to ensure urgent requests are processed rapidly and work flows throughout the laboratory in an efficient manner. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Assist the consultant Histopathologists with data extractions from the Pathology LIMS as required.  Liaise with external support companies in relation to equipment failures repairs and repairs.  Contribute towards the integrity and reputation of the Department by adopting a professional and harmonious attitude towards colleagues, other hospital personnel and visitors to the Department.  Other such duties as may be required to assist with the smooth running and effectiveness of the Department that is appropriate for a Senior Biomedical Scientist.  On a day to day basis communicate and work with consultant Histopathologists, Biomedical scientists, secretarial staff and a variety of staff (doctors, nurses, other health care professionals and admin staff) outside of the laboratory in regard to the service provided by a Histopathology laboratory.    To act as a quality representative on the Pathology Department Quality Committee for Cellular Pathology. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Deliver an effective and efficient Cellular Pathology service by providing specialist technical expertise in all areas of Cellular Pathology. This includes maintaining complicated automated equipment, maintaining reagent stocks, reviewing and amending procedures and protocols and training qualified BMS members of staff in its routine use.  Maintain highly developed technical skills and experience in dissection and examination of a wide range of surgical specimens, (categories 1-3), under the direction of the Consultant Histopathologist. (See footnote)  Work to the highest professional standards at all times in Cellular Pathology and within accepted guidelines and procedures as described in SOP’s within the Department.  Trouble shoot and be first point of contact for queries, errors, incidents and equipment failures in all sections of the cellular pathology department.  ***Footnote***  *The Royal College of Pathologists has issued guidelines, which categorise specimens for dissection by BMS staff. Category 1 refers to small samples, which require no dissection. Categories 2 and 3 refer to larger more complex cases, which require more skill and experience.* |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Participate in External Quality Control schemes as agreed with the Consultant Histopathologists and Cellular Pathology Manager and communicate feedback to all department staff. |
| **PHYSICAL SKILLS** |
| Duties require fine, accurate working with small biopsies and tissue sections for long periods of time.  Unpacking deliveries of consumables, reagents and equipment which may be bulky in nature.  Transportation of reagents, chemicals, consumables from store locations to the laboratory. Transportation of items to and from the archive store as required. |
| **PATIENT/CLIENT CARE** |
| The quality and accuracy of the work carried out in the department impacts on the results produced by the department and therefore impacts directly on patient care. Therefore, it is essential that all work is completed to a standard that makes patient safety a priority.  The post holder will contribute towards the integrity and reputation of the Pathology Department by maintaining effective and harmonious attitudes to patients, colleagues and other hospital personnel.  Patient confidentiality must be maintained at all times. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will be involved with the Cellular Pathology Manager in implementation of departmental policies and procedures for the continued improvement of the service as agreed with the Consultant Histopathologists, with particular reference to quality improvement. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will ensure that stocks of reagents, consumables and other equipment items are managed to allow continuity of the cellular pathology service.  Where the physical environment is seen to be defective this must be reported to the appropriate Trust department to log a repair/replacement call. |
| **HUMAN RESOURCES** |
| Cover the duties of other BMS and MLA staff when absent due to sickness or annual leave.  Line manage, supervise and train BMS and MLA staff to achieve the best utilisation of resources maintaining an effective service.  To participate in annual appraisal, development and review meetings with the Cellular Pathology Manager.  To undertake appraisal, development and review meetings with Cellular Pathology staff as directed by the Cellular Pathology Manager.  The post holder will be involved with the Cellular Pathology Manager in the recruitment of new BMS, MLA and other staff.  Work to maintain and improve own professional and technical skills by attending appropriate courses, meetings and conferences as agreed through the appraisal process and as part of the process of continuous professional development and ensuring that other BMS and MLA staff are being given opportunities to do the same. |
| **INFORMATION RESOURCES** |
| Ensure that patient confidentiality is maintained at all times.  Provide data extractions, as required for Consultant Histopathologists and BMSs relating to cellular pathology requests.  Trouble shoot patient ID discrepancies using EPIC and Summary Care Record applications. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will be involved in the development of new techniques, technical improvements and processes as part of the quality improvement processes in place throughout the department. Such tasks may involve a degree of research to ensure that cost effective best practice is implemented. |
| **PHYSICAL EFFORT** |
| 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. |
| **MENTAL EFFORT** |
| The post holder is expected to concentrate for prolonged periods, up to 2 hours on a daily basis, on tasks such as immunocytochemistry, microtomy 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** |
| On a daily basis the job involves the processing of tissue samples for the diagnosis and treatment of cancer.  The post holder will be involved in the management of foetal remains ensuring that they are handled sensitively and taken to the mortuary for sensitive disposal via cremation once they have been examined in the laboratory. The post holder will ensure that the right paperwork for permission to cremate the remains completed by the patient and that the appropriate application form for the crematorium is completed by a clinician. The post holder will ensure that all foetal remains are disposed of in accordance with wishes and permission from the patient.  The post holder will investigate and manage any complaints or concerns and any issues arising from the Consultant Histopathologists and external users of the service. |
| **WORKING CONDITIONS** |
| The post holder must be aware of the infection risks posed by unfixed specimens and body fluids and takes the appropriate precautions to minimise the risk to themselves and others.  Work within the responsibilities given by the Health and Safety at Work act (1974) including COSHH, fire safety and manual handling to ensure that agreed safety procedures are carried out to maintain a safe environment for self, colleagues and visitors.  Comply with department Health and Safety, Fire, and Security regulations, attending statutory Health and Safety, manual handling and fire safety training when necessary.  Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy. |
| **OTHER RESPONSIBILITIES** |
| The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.  You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.  To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.  To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.  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. |
| **GENERAL** |
| This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.  We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.  All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.  If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010. |

PERSON SPECIFICATION

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| **Job Title** | Senior Biomedical Scientist – Cellular Pathology |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BMS degree or equivalent  State registration with HCPC  MSc in Biological Sciences or equivalent  Chartered Scientist or equivalent CPD evidence (from qualification)  Management or leadership qualification.  Diploma of Expert Practice in Cellular Pathology (eg dissection or IHC)  A willingness to undertake study leading to qualifications required for further career advancement | E  E  E  E  E | D  D |
| **KNOWLEDGE/SKILLS**  Good level of technical competence in all areas of Histopathology.  Good skills in specimen cut up and dissection  Knowledge and skills in Immunocytochemistry.  Good theoretical knowledge of Histology  Good IT skills, including use of a laboratory-based computer system  Ability to work on own initiative  Evidence of good management and leadership skills  Good communication and team building skills  Ability to work accurately under pressure  Good workload planning skills.  Experience in delivering training to trainee BMS’s to the standards of the HCPC and IBMS.  All aspects of health and safety associated with a Histopathology laboratory. | E  E  E  E  E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**  A minimum of five years’ experience in a Pathology department with ISO15189 accreditation.  Knowledge and experience of maintaining and developing a high-quality service to meet the ISO15189 standards. | E  E |  |
| **PERSONAL ATTRIBUTES**  Ability to work in an environment which requires a high degree of concentration for sustained periods with the ability to cope with interruptions whilst continuing to maintain high quality standards  Decisive  Admit errors/show integrity  Flexible  Reliable  Able to work as a team member. | E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required  Dealing with sensitive confidential information and communicating clearly with users of the service and colleagues. | 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 |  |  |  | Y |
| Contact with patients | N |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  |  | Y |
| Laboratory specimens | Y |  |  |  | Y |
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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 |  |  |  | Y |
| Respiratory sensitisers (e.g isocyanates) | Y |  |  |  | Y |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  | Y |  |
| 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) | Y | Y |  |  |  |
| 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 |  |  |  | Y |
| Heavy manual handling (>10kg) | Y | Y |  |  |  |
| Driving | Y | Y |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  | Y |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y |  |  | Y |  |
| Working in isolation | Y | Y |  |  |  |
| Challenging behaviour | Y |  | Y |  |  |