

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Biomedical Scientist |
| **Reports to** | Blood Sciences Laboratory Manager |
| **Band** | Band 5 |
| **Department/Directorate** | Clinical Support, Blood Sciences.  Specialist Services |

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| **JOB PURPOSE** |
| The purpose of this post is to contribute to the provision of a high quality, accurate and timely diagnostic Haematology & Blood Transfusion Service. Service is provided 24 hours per day, 7 days per week.  To ensure departmental quality standards are maintained through adherence to standard operating procedures, implementation of quality control programmes and instrumentation maintenance and troubleshooting.  Participate in the Departmental Out-of-Hours shift and on-call services as an autonomous practitioner.  To contribute to the maintenance of quality standards by actively participating in all relevant quality activities.  The post holder will be appointed at Band 5 Agenda for Change (AFC) |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Take part in staff rotation, providing a high-quality analytical service in all sections, following standard operating procedures. * Preparation and analysis of pathological specimens. * Interpret analytical results taking appropriate action where necessary including the cascading of further analyses. * Use the laboratory computer to accurately record patient data and interpret the significance of test results. Where necessary telephone significantly abnormal result directly to clinicians. * Liaise and co-operate with other members of the analytical team to ensure a timely and efficient service delivery. * Operation of complex analytical instrumentation. Ensure safe and correct use, in compliance with operator manuals and departmental procedures. * Ensure periodic and as required maintenance procedures are executed on time and in the prescribed manner. * Troubleshooting, adjustments and repair of instrumentation following technical failures on site and in satellite locations. * Ensure standard operating procedures are updated and amended to reflect working experience. * Make instrumentation calibrations and adjustments as and when required. * Review daily Quality Control results. * Ensure quality of results through the implementation of internal QC systems and act upon the results, identifying and resolving non-compliances, as per departmental procedures. * Provide analytical advice and information to service users and laboratory support staff regarding results, test requirements, sampling protocols and appropriateness of clinical investigations, following laboratory policies and procedures. * To work in compliance with UKAS, MHRA (BSQR and GPG) and HTA standards and legal requirements. * Ensure stock levels of consumable items are adequate for daily needs within own work area. * Participate in the departmental Out-of-Hours shift and second-on services as an autonomous practitioner. * Self-manage time to maintain the 24 hours availability of a rapid emergency service. * Liaise with clinicians in order to appropriately prioritise workload. * Ensure the rapid transmission of clinically significant results to clinicians. * Process all non-urgent work as urgent workload permits. * Maintain competence to practice by in-house training activities and participation in competency assessment and CPD. * Ensure continuous registration with the HCPC is maintained. * Ensure strict adherence to the HCPC code of practice in all matters concerning conduct at work including patient confidentiality. * Assist in the maintenance of a robust and comprehensive H&S programme to include:   + - COSHH     - Risk Assessments     - DSE assessments     - Manual Handling * Participate in research and development programs as required. * Maintain a flexible working approach allowing management and prioritisation of the daily workload. * Contribute towards the continuing development of the Blood Sciences services * Supervise, train and co-ordinate trainee Biomedical Scientists and support staff as required (this may include specific training responsibilities). * Adhere to all Trust and laboratory employment and Health and Safety policies. * Adhere to Control of Substances Hazardous to Health (COSHH) Regulations. * Participate in all Trust mandatory training including manual handling and fire training. * Participate in annual Individual Performance Review (IPR). * Ensure safe practices are followed and a safe working environment maintained at all times within the department and externally, in compliance with Trust and departmental policies. |
| **KEY WORKING RELATIONSHIPS** |
| This post holder is required to deal effectively, clearly and politely 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.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Head of Dept * Laboratory Manager * Deputy Laboratory Manager * Transfusion Laboratory Manager * Clinical Scientists * Lead Technical and Scientific Staff * Biomedical Scientists * Medical / Nursing Staff | * External NHS agencies. * Members of the Public * Suppliers | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis.  Validate tests results in accordance with strict guidelines referring abnormal results to a senior colleague for review.  To ask for advice where necessary with work managed rather than supervised but able to refer to  specialist/senior BMS as required.  Works autonomously within defined field of competence following department standard operating  procedures and protocols. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive complex or sensitive information; provide advice, instruction, training to staff  Communicates with colleagues, clinicians about investigations required, explains results to staff, provides instruction to other health service staff  Reports to and is managed by the lead Biomedical Scientists (band 7)  Uses all available methods of communication effectively, clearly and politely  Deals with enquiries from clinical and non-clinical staff, patients and others, and gives results to laboratory users and other advice as appropriate  Contributes towards the integrity and reputation of the department by ensuring harmonious relationships between self and managers, colleagues, patients and other staff groups  Answering the telephone and dealing with callers’ requests/questions appropriately  Discussing all types of results with doctors/nurses and advising re. further tests as required  Consultation with senior staff/Consultant Haematologists as required about action required for highly abnormal results/complex blood films  To participate in departmental meetings  To be active in the departments’ change and improvement processes |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Range of facts and situations requiring analysis, comparison of a range of options.  Setting up, maintenance, calibration and quality control of analysers together with reception, preparation, analysis of specimens and authorisation of results.  Operation and maintenance of a wide range of non-analytical equipment.  Performing manual and automated diagnostic tests on patient’s specimens using a wide variety of manual and automated techniques.  Checking and validating quality control performance for all tests both automated and manual.  Ensuring that all results produced are accurate and precise.  Validate results and consult with lead BMS staff/ as required about action required for highly abnormal results.  Validate results and consult with lead BMS staff/consultant haematologists/principal biochemist as required about action required for highly abnormal results. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis  Plans own work/plans work of clinical support workers  Day to day operation of analysers including call counters, coagulation analysers, plasma viscometer, blood grouping analysers – including maintenance, calibration, checking, troubleshooting and repair  As directed by a lead Biomedical Scientists monitor and maintain adequate stocks of blood and all blood products including treatment for haemophiliacs |
| **PATIENT/CLIENT CARE** |
| The quality and accuracy of your work impacts on results and therefore impacts directly on patient care  Provides specialist clinical technical service through screening and analysing test results / provides specialised advice.  Provision of suitable and timely blood component and product support. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder has no direct responsibility for policy and service development  Follows laboratory policies, may comment on proposals for change/proposes changes to SOPs  Works with senior staff and consultants to maintain an up to date, high quality service  There is a requirement to be involved in the scheduled audit of the service for the duties contained within this job description  Under the direction of senior staff works to ensure department complies with the requirements of ISO1589:2012  Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Safe use of equipment, other than equipment used personally; safe use of expensive or highly complex equipment following agreed standard operating procedures after appropriate training  Helps maintain adequate stocks of consumables and testing kits including gloves, glassware, testing kits, reagents and chemicals and ensuring that stock is requisitioned when needed. Ensures senior staff is alerted to order items as required.  Keeping accurate logs of all materials received and used – what, when, where and by whom  Keeping associated maintenance and reagent logs and records |
| **HUMAN RESOURCES** |
| Supervise, direct and provide practical training to the trainee Biomedical Scientists and other support staff in relation to the service the laboratory provides.  Work to maintain and improve own professional and technical skills by attending appropriate courses, meetings and conferences as agreed through the D&R process as part of the process of continuous professional development |
| **INFORMATION RESOURCES** |
| To observe the strictest confidence regarding all information to which there is access within the Northern Devon Healthcare Trust by working in accordance with the data protection act and Trust policy on information governance.  To enter requests for specimen testing.  To enter patient identification data and results into the laboratory computer for storage and printing of results.  Contribute to the maintenance of fully traceable and auditable records for all blood components and products kept and transfused, in accordance with the Blood Safety and Quality regulations. |
| **RESEARCH AND DEVELOPMENT** |
| Occasionally participate in R&D; to prepare samples and collect data for clinical trials  Assisting with any data collection required for audits. |
| **PHYSICAL SKILLS** |
| Manual dexterity and hand-eye co-ordination with speed and accuracy when performing tests.  Manipulation of small tools, tubes, pipettes and complicated apparatus is required. Working rapidly at busy times. |
| **PHYSICAL EFFORT** |
| Sitting, standing in restricted position; frequent light effort for several short periods per shift; occasional moderate effort for several short periods per shift.  Sitting at analyser for long periods, repetitive movements processing specimens, bending and lifting supplies, use of trolleys  Manual dexterity and hand-eye co-ordination with speed and accuracy when performing tests.  Manipulation of small tools, tubes, pipettes and complicated apparatus is required.  Working rapidly at busy times. |
| **MENTAL EFFORT** |
| Frequent high level of concentration required for specimen checking, testing and performing a widely variable range of diagnostic tests and tasks, some complex, and computer data input for prolonged periods.  Working accurately at all times, especially under pressure at busy times.  Coping with frequent interruption. |
| **EMOTIONAL EFFORT** |
| Exposure to distressing or emotional circumstances is rare.  Limited contact with patients and clients. |
| **WORKING CONDITIONS** |
| Works within the responsibilities given by the Health and Safety at Work Act (1974) to ensure that agreed safety procedures are carried out to maintain a safe environment for self, colleagues and visitors.  Occasional unpleasant conditions.  Exposure to contained or controlled infectious materials, body fluids and chemicals of varying hazard.  Risk of exposure to uncontained hazards e.g. spillage of harmful chemicals.  Coping with a busy environment with some noise.  Use of Display Screens (VDU)  Use of PPE as required |
| **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. |
| **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** | Band 5 BMS – Haematology and Blood Transfusion |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Health and Care Professions Council Registration  Biomedical science degree or equivalent | E  E |  |
| **KNOWLEDGE/SKILLS**  Knowledge and practical skills in the discipline of Haematology & Blood Transfusion.  An ability to use, troubleshoot and repair analytical machinery.  An ability to use information technology – capable of utilising complex proprietary information systems (e.g. computer software on analysers; pathology computer system) and generic software (e.g. e-mail, word, excel)  An ability to judge the relevance of assay results and to act upon them as necessary.  An ability to apply Control Of Substances Hazardous to Health (COSHH) regulations  A knowledge and ability to apply Quality Assurance methodology.  An awareness of and commitment to Continuous Professional Development (CPD).  Good communication skills using a range of media.  Ability to produce consistently high standards of work. | E  E  E  E  E  E | D  D  D |
| **EXPERIENCE**  Experience in an NHS Haematology & Blood Transfusion laboratory | E |  |
| **PERSONAL ATTRIBUTES**  Able to work as a team member  Good interpersonal skills  Good communication skills using a range of media  Flexibility  Reliability | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  An ability to work with Visual Display Units (VDU).  Use of Personal Protective Equipment as required.  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust | 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 | N |  |  |  |  |
| 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) | N |  |  |  |  |
| 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) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  |  |  | X |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y | X |  |  |  |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | N |  |  |  |  |