****

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Biomedical Scientist (Haematology/Blood transfusion)** **HCPC Registered** |
| **Band:** | **6 (AFC)** |
| **Responsible To:** | **Clinical Director – Diagnostic Services** |
| **Accountable To:** | **Laboratory Manager** |
| **Section/Department/Directorate:** | **Blood Sciences/ Haematology/ Transfusion** |

1. **Job Purpose:**

To ensure provision of the scientific service commitment of the laboratory in line with Trust objectives and commensurate with grade and responsibilities.

• To provide a high-quality analytical, advisory and interpretive service to clinicians for the processing of pathological specimens in the specialty of Haematology and Blood Transfusion.

• To ensure departmental quality standards are maintained through adherence to standard operating procedures, implementation of quality control programmes and instrumentation maintenance and troubleshooting.

• To assist the department in the continual training of staff.

• Participate in the Departmental Out-of-Hours shift and on-call services as an autonomous practitioner.

• To provide support, education and troubleshooting for all equipment in use in the department.

• To contribute to the maintenance of quality standards by actively participating in audit and quality management activities.

|  |
| --- |
| • To play an active role in the coordination of all trial and development work carried out by the laboratory. |
|

|  |
| --- |
| **2. Key Working Relationships:*** Clinical Head of Department
* Laboratory Manager (Haematology/Transfusion)
* Deputy Laboratory Manager (Haematology/Transfusion)
* Band 7 BMS Haematology
* Band 7 BMS Transfusion
* Other BMS
* Support staff
* Trust and PCT Clinical/Nursing Staff

**3**. **DIMENSIONS*** The laboratory provides a comprehensive service of routine and specialised analysis for Haematology and Transfusion investigations
* The laboratory has full UKAS accreditation and the MHRA for provision of blood products
* The department offers a clinical interpretive service in all areas
 |

 |
| **4. Departmental Chart:** |
|  |
| **5. Key Result Areas/Principal Duties and Responsibilities****Scientific and Technical*** To work unsupervised throughout the sections of Haematology, Coagulation, Blood Transfusion
* To be responsible for ensuring all work in the section is completed and undertaken to the quality standards agreed by the Quality Management Team.
* To operate/troubleshoot and quality control the departments’ automated equipment and other equipment.
* To undertake manual and semi-automated assays.
* To be responsible for validating all results produced when operating the analysers or undertaking manual techniques.
* To undertake all work in accordance with current SOPs and departmental policies.
* When necessary to undertake the work of more junior grades
* To undertake final approval of results from the laboratory computer system.
* To maintain, troubleshoot and repair faults on laboratory instruments and liaise with service engineers as required.

**Quality Systems, Organisation, Objectives and Planning*** To maintain competency and knowledge levels required to perform duties commensurate to grade
* To maintain IT skills and knowledge sufficient to operate the departments’ current IT system
* To use the departments’ computerised Quality Management system and other supportive IT software (Dialog for ordering/service request, NPEX for send away so on)
* To undertake departmental audits
* To report any non-conformances and undertake remedial action using the current laboratory reporting system.
* To undertake all work in a manner consistent with Trust policies
* To maintain Health and Care Professions Council registration
* To work in compliance with UKAS, MHRA, JACIE and HTA standards and legal requirements.
* Review daily Quality Control results for analyser systems.
* Participate in research and development programs as required.
* Work closely with other staff groups to ensure that all samples are processed in an efficient manner.

• Play an active role in the development, verification, validation and implementation of new assays. **Training, Education, CPD, Development and Human Resources*** To supervise trainee BMS, trainee BMSs and MLA staff.
* To assist in the training of BMS, trainees and MLA staff
* To undertake CPD to maintain Health and Care Professions Council registration
* To participate in the departments’ Annual Performance Review and Development Interviews
* To participate in the departments’ annual competency assessment scheme
* To undertake training required in order to maintain competency, including mandatory training i.e. Fire, Manual Handling

**Communication*** To give appropriate scientific advice on Haematology and Transfusion tests and blood/blood products to clinical staff within the Trust and Community
* To use electronic and verbal communication within the department and the Trust
* To participate in departmental meetings
* To be active in the departments’ change and improvement processes.

**Out of Hours Working*** To participate in Haematology/Transfusion out of hours working. During these periods, to be the sole HCPC registered BMS in the department.
* To be able to prioritise workload and provide accurate, timely and relevant reports to users.
 |
| . |

**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.

**SAFEGUARDING**

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.

**HEALTH AND SAFETY AT WORK**

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.

**INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

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.

**JOB DESCRIPTION AGREEMENT**

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

**POST: Biomedical Scientist (Haematology)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/D\* | HOW TESTED?Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE(1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :Health and Care Professions Council State RegistrationBiomedical science degree or equivalent IBMS Specialist Portfolio or equivalent | E EE | Application form, interview and reference checks |  |  |
| KNOWLEDGE/SKILLS:Working 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. | EDDED EEEE | Application form, interview and reference checks |  |  |
| EXPERIENCE:Experience of Haematology and CoagulationExperience of Blood MorphologyExperience of Hospital Blood TransfusionUse of laboratory computer system | EEEE |  Application form/Interview |  |  |
| PERSONAL REQUIREMENTS:Initiative and EnthusiasmAble to work as a team memberGood interpersonal skillsGood communication skills using a range of mediaAble to adapt to changes in methodologies and technologyAbility to meet deadlines | EEEE  E E | Reference/ interview |  |  |
| OTHER REQUIREMENTS:Daily exposure to bodily fluids and chemicals of varying hazard, e.g. hepatitis, HIV, acids, poisons.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.Ability to participate in 24 hour / 7 day work patternEvidence of CPDFlexible work patterns | EEE E E E D | Interview |  |  |

\*Essential/Desirable

|  |
| --- |
| **HAZARDS :** |
| Laboratory SpecimensProteinacious Dusts | X | Clinical contact with patients |  | Performing ExposureProne Invasive Procedures |  |
| Blood/Body Fluids | X | Dusty Environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents | X | Driving |  | Noise | X |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working | X |  |  |