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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | **Registered Clinical Scientist - Genomics** |
| **Reports to** | **Principal Clinical Scientist Team Lead** |
| **Band** | **7** |
| **Department/Directorate** | **Genomic Laboratory/Specialist Services** |

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| **JOB PURPOSE** | |
| Through the reconfiguration of Genomic Laboratory service provision in England, the NHS will provide Genomic testing through a single national testing network, consolidating and enhancing the existing laboratory provision. This will create a world-class resource for the NHS, underpin the future Genomic Medicine Service and support delivery of the Government’s Life Sciences Strategy and broader research and innovation agenda. The South West Genomic Laboratory Hub (SWGLH) is a partnership arrangement between the Royal Devon University Healthcare NHS Foundation Trust and the North Bristol NHS Trust.  The post-holder will be expected to employ all the competencies required of a Health and Care Professions Council (HCPC) registered Clinical Scientist to diagnose genetic disease, continuously developing their clinical, scientific and technical practice to provide clinical liaison with a high level of scientific knowledge, skill and expertise. The responsibilities of the post will be discharged by working closely with other members of a team to ensure the provision of accurate, timely and high quality molecular genetic services for a range of inherited genetic disorders. Clinical Scientists of this grade are personally responsible for their own work, working with a high degree of autonomy, subject to the supervision and direction of the Principal Clinical Scientist Team Lead | |
| **KEY WORKING RELATIONSHIPS** |  |
| Post holder will liaise with colleagues within the Department and users of the service both within and outside of the Trust. Communications will be with the following grades of staff:   * Clinical Scientists * Healthcare Scientists * Bioinformaticians * Trainee Healthcare Scientists * Genetic Technologists * Associate Genetic Technologists * Administrative Assistants * Medical Staff * Other Healthcare professionals * Clinical research team members, Fellows and nurses * Postdoctoral research fellows, PhD students and other trainees or students * Academic staff | |
| **ORGANISATIONAL CHART / DIMENSIONS** | |
| The Exeter Genomics Laboratory employs >50 members of staff and receives >10,000 samples per annum. The laboratory is part of the South West Genomic Laboratory Hub which is a partnership between RDUH and North Bristol NHS Trust.  The Exeter laboratory is the national provider of the Rapid Genome sequencing service and one of three NHS England designated specialist providers for endocrine tests. The team works closely with an internationally acclaimed research team with expertise in the genetics of diabetes and hyperinsulinism, providing a range of specialist tests to users throughout the world. | |

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| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
|  |
| **COMMUNICATION / RELATIONSHIP SKILLS** |
| * Receive complex and sensitive information in order to provide specialist advice to clinicians and other healthcare professionals regarding availability and appropriate use of genetic testing. * To collate patient and clinical information to assist and support future patient and family management within the context of the referral. * Maintain the highest level of patient confidentiality, taking into account the sensitive and emotional nature of clinical referrals and comply with section 60 of the Health and Social Care Act. * To recognise the importance of harmonious relationships and maintain an atmosphere conducive to this. * To encourage and motivate other team members to obtain optimal results. * Demonstrate a professional and responsible manner at all times. * To undertake other appropriate duties as delegated by the Head of Department. * Take an active role in maintaining high quality standards to ensure patient care and safety. * To work within the team and in close liaison with the Quality Manager to participate in preparation of the department for regular UKAS inspections, and ensure achievement of and adherence to the nationally-accepted ISO15189 standards to ensure maintenance of the laboratory accreditation status. |
| **KNOWLEDGE AND TRAINING AND EXPERIENCE** |
| * To assist with training and supervision of scientific, technical and administrative staff, trainees, students and visitors, in molecular genetic testing methodologies for genomic disorders, human molecular genetics and any other relevant subject area. * Present diagnostic and research findings at appropriate meetings and seminars (both internal and external) and through publication in high quality journals. * Participation in internal and external meetings and other learning activities (e.g. weekly lab meetings, departmental training sessions, inter-departmental meetings and conferences) and keep up to date with current knowledge in clinical molecular genetics. * To take part in Continued Professional Development (CPD) in accordance with HCPC guidelines. * To take part in regular performance appraisal as appraisee and as appraiser (if appropriate). * Participate and contribute to research and development activities to improve existing diagnostic tests and develop new diagnostic services. * To undertake any training required in order to maintain competency including mandatory training, e.g. Fire, Manual Handling. * Responsible for the preparation, implementation, approval, review and updating of Standard Operating Procedures (SOPs). * To ensure accurate, thorough and effective incident reporting and investigation, and lead on the implementation of improvement measures. * To contribute to and work within a safe working environment by adhering to statutory requirements, codes of practice, Health and Safety and COSHH regulations, protocols and policies of the laboratory. |
| **ANALYTICAL / JUDGEMENTAL SKILLS** |
| * Liaise with and provide advice to technical staff to ensure testing is performed in an accurate manner and maintain the smooth running of the service overall. The highest level of accuracy is required to minimise clinical risk (e.g. an erroneous result that results in an incorrect diagnosis or prediction of carrier status). * Provide advice to clinicians and other healthcare professionals regarding availability and appropriate use of testing to ensure suitable and efficient use of resources. * To advise on and participate in all aspects of the delivery of the clinical laboratory service, including sample receipt and processing, data analysis, interpretation and reporting of test results, with appropriate administrative and technical support. * Ensure appropriateness and prioritisation of patient test referrals, based on specimen and information provided to ensure timely reporting of clinically urgent tests (such as prenatal tests). * To take responsibility for the checking and interpretation of results, and preparation and authorisation of reports, in order to provide an efficient and accurate service to users. * Organise referral of samples to appropriate specialist service providers. This may require consultation with referring clinicians and liaison with other laboratories over investigations relating to a particular person or family. * To apply a high level of scientific skill and expertise and assist with troubleshooting of any problems relating to the provision of the service. * To access relevant sources of information to aid interpretation of patient test results, including collection and critical appraisal of scientific literature and use of genetic information resources. * To interpret and explain results, including calculation of risk, within relevant professional guidelines to clinical colleagues and healthcare professionals. * Use and development of STARLIMS and departmental computer systems as well as sequence analysis, fragment analysis and interpretation software. * Abide by relevant codes of professional conduct. * To lead on the design and implementation of innovative research and development activities to improve the efficiency of existing diagnostic tests and set up new diagnostic services. * Active participation in both internal and external quality control procedures, including clinical and internal audits, and to identify, design and carry out appropriate user satisfaction surveys to ensure continuous quality improvement of services. * Responsible for checking results, writing, authorising and submitting external quality assurance (EQA) reports (for appropriate GenQA, NEQAS and EMQN schemes) to ensure the highest standards of molecular genetic testing according to best practice. |
| **PLANNING AND ORGANISATIONAL SKILLS** |
| * To be responsible for time management of multiple tasks by planning, managing and organising own workload, to meet priorities and ensure timely delivery of molecular genetic reports. * Monitor own performance, undertake an appropriate proportion of the workload, and provide cover for Clinical Scientist colleagues in their absence (as necessary). |
| **MENTAL EFFORT** |
| * Required to concentrate for long periods at technically demanding procedures. * Frequent interruptions to work patterns, with requirement to shift focus quickly in response to frequent urgent incoming requests from internal and external colleagues. * Frequent need to complete work to tight timescales. |
| **OTHER RESPONSIBILITIES** |
| * To take part in regular performance appraisal. * The post holder is 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. |
| **THE TRUST- VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  We recruit competent staff that 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.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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.  The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. |

**POST: Registered Clinical Scientist - Genomics**

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**BAND: 7**

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** | | |
| BSc Hons Genetics, Biology or other relevant scientific subject (first or second class). | ✓ |  |
| Certificate of training competence as a healthcare scientist  or equivalent experience as assessed by the Health and Care Professions council (HCPC). | ✓ |  |
| HCPC registration as a Clinical Scientist. | ✓ |  |
| Higher degree (MSc, MPhil or PhD) in Human Molecular Genetics or Genomics. |  | ✓ |
| Fellow of the Royal College of Pathologists (FRCPath) Part 1 examination. |  | ✓ |
| **KNOWLEDGE/SKILLS** | | |
| Detailed knowledge of theoretical and practical aspects of clinical molecular genetics. | ✓ |  |
| In-depth knowledge of molecular diagnostic tests for inherited disorders and/or acquired genetic disease. | ✓ |  |
| Experience of writing clinical diagnostic reports requiring interpretation of results in the context of clinical and scientific knowledge. | ✓ |  |
| Good technical knowledge for troubleshooting molecular genetic techniques (including PCR, real-time PCR, droplet digital PCR, Sanger and next generation sequencing) and development of new techniques. | ✓ |  |
| Ability to interpret complex scientific data and design laboratory experiments. | ✓ |  |
| Knowledge of Health and Safety, quality management and ISO15189 requirements in a laboratory environment. | ✓ |  |
| Experience of dealing with telephone enquiries in a courteous and informed manner. | ✓ |  |
| Excellent verbal and written communication skills | ✓ |  |
| Excellent organisational skills. | ✓ |  |
| Computer literacy and experience of use of bioinformatic tools | ✓ |  |
| Proven experience of working in a diagnostic genetics/genomics laboratory. | ✓ |  |
| **PERSONAL ATTRIBUTES** | | |
| Friendly, trustworthy and ability to work as a team member. | ✓ |  |
| Meticulous attention to detail. | ✓ |  |
| A flexible approach to work. |  |  |
| Able to remain calm, professional, able to concentrate at all times and work under pressure. | ✓ |  |
| Excellent planning, time management and organisational skills. | ✓ |  |
| Enthusiastic, motivated and committed to developing a service. | ✓ |  |
| Ability to work independently with minimum supervision. | ✓ |  |
| Ability to promote and good communication and working liaisons with staff at all levels. | ✓ |  |
| Adhere to confidentiality and data protection requirements | ✓ |  |
| A proactive approach to change. | ✓ |  |
| **OTHER REQUIRMENTS** | | |
| Positive commitment to uphold diversity and equality policies approved by the Trust. | ✓ |  |
| Flexibility in approach towards working hours. | ✓ |  |
| Ability to travel to other locations as required. | ✓ |  |

**POST: Clinical Scientist - Genomics**

PERSON

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**BAND: 7 on Annexe 21**

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** | | |
| BSc Hons Genetics, Biology or other relevant scientific subject (first or second class). | ✓ |  |
| Certificate of training competence as a healthcare scientist  or equivalent experience as assessed by the Health and Care Professions council (HCPC). |  | ✓ |
| HCPC registration as a Clinical Scientist. |  | ✓ |
| Higher degree (MSc, MPhil or PhD) in Human Molecular Genetics or Genomics. |  | ✓ |
| Fellow of the Royal College of Pathologists (FRCPath) Part 1 examination. |  | ✓ |
| **KNOWLEDGE/SKILLS** | | |
| Detailed knowledge of theoretical and practical aspects of clinical molecular genetics. | ✓ |  |
| In-depth knowledge of molecular diagnostic tests for inherited disorders and/or acquired genetic disease. | ✓ |  |
| Experience of writing clinical diagnostic reports requiring interpretation of results in the context of clinical and scientific knowledge. |  | ✓ |
| Good technical knowledge for troubleshooting molecular genetic techniques (including PCR, real-time PCR, droplet digital PCR, Sanger and next generation sequencing) and development of new techniques. | ✓ |  |
| Ability to interpret complex scientific data and design laboratory experiments. | ✓ |  |
| Knowledge of Health and Safety, quality management and ISO15189 requirements in a laboratory environment. | ✓ |  |
| Experience of dealing with telephone enquiries in a courteous and informed manner. | ✓ |  |
| Excellent verbal and written communication skills | ✓ |  |
| Excellent organisational skills. | ✓ |  |
| Computer literacy and experience of use of bioinformatic tools | ✓ |  |
| Proven experience of working in a diagnostic genetics/genomics laboratory. |  | ✓ |
| **PERSONAL ATTRIBUTES** | | |
| Friendly, trustworthy and ability to work as a team member. | ✓ |  |
| Meticulous attention to detail. | ✓ |  |
| A flexible approach to work. |  |  |
| Able to remain calm, professional, able to concentrate at all times and work under pressure. | ✓ |  |
| Excellent planning, time management and organisational skills. | ✓ |  |
| Enthusiastic, motivated and committed to developing a service. | ✓ |  |
| Ability to work independently with minimum supervision. | ✓ |  |
| Ability to promote and good communication and working liaisons with staff at all levels. | ✓ |  |
| Adhere to confidentiality and data protection requirements | ✓ |  |
| A proactive approach to change. | ✓ |  |
| **OTHER REQUIRMENTS** | | |
| Positive commitment to uphold diversity and equality policies approved by the Trust. | ✓ |  |
| Flexibility in approach towards working hours. | ✓ |  |
| Ability to travel to other locations as required. | ✓ |  |

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

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🞏 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | 🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🞏 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🞏 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🞏 | Mental Capacity/DOL’s | 🞏 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 |  |  |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 |  |  |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🗹 | Conflict Resolution – 3 yearly | | | 🗹 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🞏 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🗹 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🞏 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |

**Job description agreement:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name (Print) | Signature | Date |
| Jobholder |  |  |  |
| Manager |  |  |  |