**JOB DESCRIPTION**

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|---|---|
| **Job Title:** | **Specialist Biomedical Scientist (Biochemistry)**<br>**HCPC Registered** |
| **Band:** | **6 (AFC)** |
| **Responsible To:** | **Senior Biomedical Scientists** |
| **Accountable To:** | **Pathology Service Manager** |
| **Section/Department/Directorate:** | **Pathology, Planned Care, Diagnostics** |

**Job Purpose:**

The post holder will act as an experienced HCPC registered biomedical scientist to contribute to the provision of a high quality, accurate and timely diagnostic Biochemistry Service. Service is provided 24 hours per day, 7 days per week.

The post holder will be appointed at band 6 Agenda for Change (AFC). Out of hours working is an additional sessional payment as determined by local agreement with TOIL accrued for working weekend shifts.

**Context:**

As part of a team of you will be involved in checking, performing and reporting a range of routine and non-routine biochemical and immunoassay tests on blood and other bodily fluids. Use of hazardous chemicals is required. You will be expected to work flexibly in reflection of service needs which will include an extended working day and/or participation in delivery of a 24 hour, 7 days per week service.

Duties will include technical and specialist investigations, routine maintenance, problem solving on analysers and to assist in the supervision and training of new staff. You will be expected to take charge of a section, responsibility for result authorisation and supervise unqualified staff. You will be required to work autonomously.

**Key Working Relationships:**

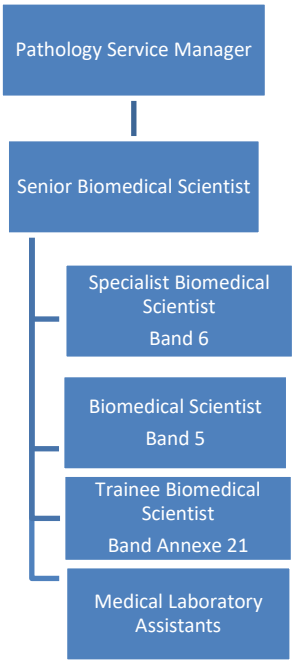
The post holder will provide, prepare and receive information verbally, in writing and electronically which is required by work colleagues, users of the service e.g.

- Medical staff
- Nursing staff
- Consultant staff
- Hotel Services staff
- Clinical Service Managers and the general public.

The 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.

**Organisational Chart:**




**Key Result Areas/Principal Duties and Responsibilities**

Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks, HCPC registered Biomedical Scientists are expected to fulfil the following duties without constant supervision and frequently alone.

**Academic Responsibilities and Training**

To attend all statutory and mandatory training and ensure awareness of the Trust Health and Safety Policy and individual responsibility required by such policies. To attend training, in house and external as identified and agreed at yearly development and review interviews.

To maintain an up to date knowledge and best practice with a commitment to Continuing Professional Development (CPD). This is to be achieved by attendance of symposia, meetings, courses etc. or by use of library and internet resources.

**Communication and Relationship Skills**

To contribute towards the integrity and reputation of the department by ensuring harmonious relationships between self and managers, colleagues, patients and other staff groups.

Reports to and is managed by the Senior Biomedical Scientists and Laboratory Manager.

In-house trained and supervised by Senior Biomedical Scientists, or externally as required, e.g. for new analysers.

To work with senior staff and Principal Clinical Biochemist to maintain an up to date, high quality service.

To take part in and contribute to laboratory meetings and education sessions.

When trained and appropriately competency assessed, will take part in contractual out of hours working.

**Analytical and Judgement Skills**

Performing manual and automated biochemistry and immunoassay diagnostic tests on patients' specimens using a wide variety of routine manual and automated techniques and entering results into computer system.

Setting up, maintenance, calibration and quality control of analysers together with reception, preparation, analysis of specimens and authorisation of results.

Preparation of a wide range of stains, buffers and other laboratory chemicals from raw ingredients using precision weighing and measuring techniques to ensure optimal performance of tests performed with them

Operation and maintenance of a wide range of non-analytical equipment, including centrifuges and weighing balances.

Following suitable training and competency assessment, to judge whether the results fall within accepted reference ranges, need to be referred to a senior Biomedical Scientist, need to be referred urgently to requesting clinicians and whether further testing needs to be initiated.

To check and validate quality control performance for all tests both automated and manual.

To ensure that all results produced are accurate and precise.

Discussing all types of results with doctors/nurses after competency completed.

Validate results and consult with senior staff/principal biochemist as required about action required for highly abnormal results.

**Planning and Organisational Skills**

Day to day operation of general chemistry analysers and immunoassay analysers – including maintenance, calibration, checking, troubleshooting and repair.

To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis.

To respond to unpredictable events which require work patterns to be changed at short notice e.g. urgent testing and responding to an emergency "bleep".

Receipt, checking and barcode-labelling of incoming patient blood specimens' quality and labelling accuracy and ensuring that urgent specimens are dealt with promptly.

Assists and performs MLA duties as required.

Instigation of Trust/Laboratory Incident procedure at any time as required.

**Physical Skills**

Frequent episodes of light physical effort for several short periods may be required.

Repetitive movements for processing specimens are required.

**Responsibility for Patient and Client Care**

The quality and accuracy of your work impacts on results and therefore impacts directly on patient care.

**Responsibility for Policy and 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 ISO15189.

Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks.

**Responsibility for Financial and 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.

**Responsibility for Human Resources**

Supervise, direct and provide practical training to the trainee Biomedical Scientists and Medical Laboratory Assistants 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 and as part of the process of continuous professional development.

**Responsibility for 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.

**Responsibility for Research and Development**

Occasionally participate in R&D; to prepare samples and collect data for clinical trials.

**Decision Making**

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 as requried.

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.

To respond to unpredictable events which require work patterns to be changed a short notice e.g. urgent testing and responding to an emergency bleep.

**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**

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.

**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: Specialist Biomedical Scientist (Biochemistry)**

| REQUIREMENTS | E/ D* | HOW TESTED? Application Form/Interview/ Reference/Test | INTERVIEW COMMENTS | SCORE (1 Low – 10 High) |
|---|---|---|---|---|
| <u>QUALIFICATIONS/SPECIAL TRAINING :</u><br>Health and Care Professions Council State Registration<br>Biomedical science degree or equivalent<br>IBMS Specialist Portfolio or Equivalent<br>The post holder requires a working knowledge to work in a range of different areas e.g. automated analysers, immunology, manual spectrophotometry etc. | E<br>E<br>D<br>E | Application form, interview and reference checks | | |
| <u>KNOWLEDGE/SKILLS:</u><br>Working knowledge and practical skills in the discipline of Biochemistry.<br>An ability to use, troubleshoot and repair analytical machinery.<br>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)<br>An ability to judge the relevance of assay results and to act upon them as necessary.<br>An ability to apply Control Of Substances Hazardous to Health (COSHH) regulations.<br>A knowledge and ability to apply Quality Assurance methodology.<br>An awareness of and commitment to Continuous Professional Development (CPD). | E<br>E<br>E<br>E<br>E<br>E<br>E | Application form, interview and reference checks | | |

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| Good communication skills using a range of media.<br>Ability to produce consistently high standards of work. | E<br>E | | | |
| <u>EXPERIENCE:</u><br>Experience in a NHS Diagnostic Biochemistry laboratory | <br>E | Application form | | |
| <u>PERSONAL REQUIREMENTS:</u><br>Is of smart and tidy appearance at all times<br>Able to work as a team member<br>Good interpersonal skills<br>Good communication skills using a range of media<br>Able to adapt to changes in methodologies and technology | <br>E<br>E<br>E<br>E<br>E | Reference | | |
| <u>OTHER REQUIREMENTS:</u><br>Daily exposure to bodily fluids and chemicals of varying hazard, e.g. hepatitis, HIV, acids, poisons.<br>An ability to work with Visual Display Units (VDU).<br>Use of Personal Protective Equipment as required.<br>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | <br>E<br>E<br>E<br>E | Interview | | |

*Essential/Desirable

Complete the table below as appropriate

| **HAZARDS :** | | | | | |
|---|---|---|---|---|---|
| Laboratory Specimens<br>Proteinaceous Dusts | X | Clinical contact with patients | | Performing Exposure<br>Prone 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 | | |