

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Biomedical Scientist (Haematology & Blood Transfusion)** |
| **Reports to** | **Blood Sciences Manager** |
| **Band** | **AfC Band 5** |
| **Department/Directorate** | **Pathology, Clinical Support & 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.  As part of a team of 13, checking, testing and reporting on around 900 patient blood specimens daily in both the Haematology and Blood Transfusion Departments. These departments provide the full remit of investigations as required by the Hospital and primary care.  The post holder will be appointed at band 5 Agenda for Change (AfC). |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| As part of a team of you will be involved in testing and reporting on around 900 patient blood specimens daily in both the Haematology and Blood Transfusion Departments. You will be expected to work flexibly in reflection of service needs which may include an extended working day and/or participation in delivery of a 24 hour, 7 days per week service. Demonstration of own duties to new or less experienced employees will be expected.  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 cell counters, coagulation analysers, plasma viscometer, blood grouping analysers – including maintenance, calibration, checking, troubleshooting and repair  As directed by a senior Biomedical Scientist monitor and maintain adequate stocks of blood and all blood products including treatment for haemophiliacs.  Testing blood groups, antibody screening and identification, and provision of compatible and suitable blood and blood products as required for patients, to treat for instance anaemia and leukaemia, or to cover operations or as a result of trauma/accident. This is done by highly accurate manual testing techniques and requires a high level of concentration as patient survival can depend upon timely and correct blood product provision. At busy times this is particularly important as interruptions can be frequent  Responding to emergency requests for blood and blood products including liaison with National Blood Service for emergency (blue light) blood deliveries  Out of hours, the instigation of Trust/laboratory Major Incident Procedure for haematology/transfusion at any time as required  Duties will be performed under the supervision of a specialist or senior biomedical scientist. The post holder must not work outside their defined field of competence without supervision but with a specialist or senior Biomedical Scientist to refer to. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Medical Staff | * Suppliers | | * Nursing Staff | * Engineers | | * Consultant Staff | * Colleagues in other NHS and Social Care organisations | | * Hotel Services Staff * Clinical Service Managers |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| 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.  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.  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. |
| **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 senior Biomedical Scientist  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  Analysis of samples, tests, eg, Full Blood Counts, Blood films, Cross Matching  Performance of tests for the diagnosis of diseases such as leukaemia or tendency to form abnormal blood clots.  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, weighing balances and microscopes  Performing manual and automated diagnostic tests on patient’s specimens using a wide variety of manual and automated techniques and entering results into computer system.  Checking and validating quality control performance for all tests both automated and manual  Ensuring that all results produced are accurate and precise  Examination and reporting of blood film morphology by microscopy in order to check for abnormalities or diseases such as leukaemia, malaria, glandular fever  Validation and reporting, both paper and electronically, results for investigations to hospital Doctors, wards and units as well as General Practitioners and midwives  Discussing all types of results with doctors/nurses after competency completed.  Validate results and consult with senior 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 cell counters, coagulation analysers, plasma viscometer, blood grouping analysers – including maintenance, calibration, checking, troubleshooting and repair  As directed by a senior Biomedical Scientist monitor and maintain adequate stocks of blood and all blood products including treatment for haemophiliacs.  Testing blood groups, antibody screening and identification, and provision of compatible and suitable blood and blood products as required for patients, to treat for instance anaemia and leukaemia, or to cover operations or as a result of trauma/accident. This is done by highly accurate manual testing techniques and requires a high level of concentration as patient survival can depend upon timely and correct blood product provision. At busy times this is particularly important as interruptions can be frequent  Responding to emergency requests for blood and blood products including liaison with National Blood Service for emergency (blue light) blood deliveries  Out of hours, the instigation of Trust/laboratory Major Incident Procedure for haematology/transfusion at any time as required |
| **PATIENT/CLIENT CARE** |
| The quality and accuracy of your work impacts on results and therefore impacts directly on patient care. |
| **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 ISO15189:2012.  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 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 |
| **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. |
| **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  Contribute to the maintenance of fully traceable and auditable records for all blood and blood products kept and transfused, including issue of blood products to the community on a named-patient basis in accordance with NICE guidelines |
| **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** | Biomedical Scientist (Haematology/Blood Transfusion) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Health and Care Professions Council State Registration  Biomedical science degree or equivalent  The post holder requires a working knowledge to work in a range of different areas e.g. automated analysers, immunology, manual spectrophotometry etc. | E  E  E |  |
| **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. | E  D  D  E  D  E  E  E  E |  |
| **EXPERIENCE**  Experience in an NHS Haematology & Blood Transfusion laboratory | E |  |
| **PERSONAL ATTRIBUTES**  Is of smart and tidy appearance at all times  Able to work as a team member  Good interpersonal skills  Good communication skills using a range of media  Able to adapt to changes in methodologies and technology | E  E  E  E  E |  |
| **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. | 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 |  |  |  |  |  |
| 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) | Y | X |  |  |  |
| 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 |  |  |  |  |