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| **JOB DESCRIPTION** |  |
| **Job Title:** | **Trainee Biomedical Scientist (Blood Sciences)** |
| **Band:** | **AFC Band 5 Annexe 21** |
| **Responsible To:** | **Senior Biomedical Scientists** |
| **Accountable To:** | **Blood Sciences Laboratory Manager** |
| **Section/Department/Directorate:** | **Pathology, Clinical Support & Specialist Services** |

**Job Purpose:**

To contribute to the provision of a high quality, accurate and timely diagnostic service for the Blood Sciences departments (Biochemistry, Haematology and Blood Transfusion). Service is provided 24 hours per day, 7 days per week.

The post holder will be appointed at band 5 annexe 21.

*The post is a 12 month fixed term for the duration of the training to achieve HCPC registration. There will be regular review of training progress during the 12 month contract and if the post holder does not progress as required, completing and passing the necessary courses (BSc Biomedical Science modules through distance learning, IBMS registration portfolio to be on course to attain the required qualification and HCPC registration), the contract will be terminated.*

*It is anticipated but not guaranteed that there will be a band 5 HCPC registered post as a cross disciplinary trained BMS upon attainment of HCPC registration. Where a post is not available the post holder, subject to the agreement by the Pathology Service Manager, the fixed term may be extended with the post holder remaining at band 5 annexe 21 until such time as a post becomes available.*

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| **Context:**  As part of a team of you will be involved in checking, performing and reporting a range of routine and non-routine biochemical/haematological/transfusion 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. Demonstration of own duties to new or less experienced employees will be expected.  Duties will be performed under the supervision of senior biomedical scientists and overall guidance will be provided by the Blood Sciences’ training officers. The post holder must not work outside their defined field of competence. |
| |  | | --- | | **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 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:** |
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| **Key Result Areas/Principal Duties and Responsibilities** |
| **Academic Responsibilities and Training**  To work towards achieving best possible results in degree modules  To complete registration portfolio (including a work-based project) at the same time as degree modules  To undertake work-based training in all areas of Blood Sciences until assessed and signed as competent  **Communication and Relationship Skills**  Reports to and is managed by the laboratory manager  Works under the guidance of senior biomedical scientists and discipline-specific training officers  Uses all available methods of communication effectively, clearly and politely  An awareness of own limitations whilst undergoing training and where to seek help/advice  Deals with enquiries from clinical and non-clinical staff, patients and others, and gives results to laboratory users and other advice as appropriate  Answering the telephone and dealing with callers’ requests/questions appropriately  Consultation with senior staff / consultant haematologists/principal biochemist as required about action required for highly abnormal results/complex blood films  To take part in-house and external training as required  To work with senior staff to maintain an up to date, high quality service  The post holder will contribute towards the integrity and reputation of the department by effective and harmonious relationships with patients, colleagues and hospital personnel  **Analytical and Judgement Skills**  To analyse specimens of bodily fluids and solids for their chemical/biochemical composition and identification of microorganisms. To perform work of a technical nature  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 - some highly specialised - and entering results into computer system  Following suitable training and competency assessment, to judge whether the results fall within accepted reference ranges, needs to be referred to senior colleagues, 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  Final 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  Consultation with senior staff / consultant haematologists/ principal biochemist as required about action required for highly abnormal results  **Planning and Organisational Skills**  Assists in the day to day organisation of all aspects of routine work  Assists and performs MLA duties as required  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  Ensures safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of their responsibilities as listed in the Infection Control Operational Policy  Under supervision to provide day to day operation of analysers including clinical chemistry analysers, cell counters, coagulation analysers, and blood grouping analysers – including maintenance, calibration, checking, troubleshooting and repair  Monitoring and maintaining adequate stocks of blood, all blood products and reagents required for analyses.  **Physical Skills**  Highly developed physical skills, accuracy important; manipulation of fine tools, materials and complex machinery  Hand eye co-ordination and accuracy required when performing tests, scalpels and needles used to process certain specimens  Receipt, checking and barcode-labelling of incoming patient blood specimens’ quality and labelling accuracy and ensuring that urgent specimens are dealt with promptly  **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 ISO15189:2012  Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks  Rotation around routine and specialised sections within Blood Sciences as delegated by Senior BMS  **Responsibility for Financial and Physical Resources**  Safe use of equipment, other than equipment used personally; safe use of expensive or highly complex equipment  Sets up equipment for others to use, uses expensive equipment for analysis work  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 are 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**  Assists medical support workers and students in areas where trained and competent  Attendance at statutory fire/health and safety/manual handling training  Attendance of training as identified and agreed at yearly development and review interviews  Works to improve professional and technical skills by attending appropriate courses, meetings and conferences as agreed through the D&R process of continuous professional development  Takes part in and contributes to laboratory meetings and education sessions  Takes part in an annual joint review (appraisal) with designated senior member of staff  **Responsibility for Information Resources**  To use the laboratory computer in accordance with Trust policies in the provision of information to appropriate persons  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 for clinical trials; equipment testing/adaptation  Assisting with any data collection required for audits  Maintenance of fully traceable and auditable records for all blood and blood products kept and transfused  **Decision Making**  To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis  To ask for advice where necessary  Works autonomously within defined field of competence following 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 microscope for long periods, repetitive movements processing specimens, bending and lifting supplies, use of trolleys  Level of physical fitness to allow manual dexterity, low risk manual handling and good hand/eye co-ordination  Working rapidly at busy times  **Mental Effort**  Frequent prolonged concentration  Concentration required for tasks such as microscope work and electrophoresis  High level of concentration required for specimen checking, testing and performing a widely variable range of diagnostic tests and tasks, some highly complex and specialised, 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  Awareness of necessity for absolute confidentiality  Clear communication of detailed and sensitive information following training and competency assessment to users, patients and colleagues  **Working Conditions**  Frequent 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 high temperatures and 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: Trainee Biomedical Scientist (Blood Sciences)**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING :  Working towards Health professions Council Registration/ IBMS registration portfolio completion  Completed (or in close proximity of completion of an) IBMS accredited degree | E  E | Application form, interview and reference checks |  |  |
| KNOWLEDGE/SKILLS:  University level knowledge in the disciplines of Biochemistry and Haematology / Blood Transfusion.  Awareness of analytical instrumentation operation and trouble-shooting  IT usage, both PC and mainframe as currently used  Workload planning skills  Good interpersonal skills  Knowledge of Health and Safety and COSHH requirements  Knowledge of quality assurance procedures  Good communication skills verbal and electronic/paper, as well as using a range of tools/media  Ability to work both in a team and under own initiative  Ability to produce consistently high standards of work and to suggest improvements where needed  Ability to adapt to changes in methodologies technology, processes, any work variable  Awareness of need for Continuing Professional Development (CPD) | E  D  E  E  E  E  D  E  E  E  E  E | Application form, interview and reference checks |  |  |
| EXPERIENCE:  NHS laboratory experience | D | Application form |  |  |
| PERSONAL REQUIREMENTS:  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 | E  E  E  E | Reference/ Interview |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview |  |  |

\*Essential/Desirable

Complete the table below as appropriate

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