# JOB DESCRIPTION

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion or sexual orientation. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## 1. JOB DETAILS

**Job Title:** **Principal Clinical Scientist (Training Officer)**

**Band:** **8A**

**Reports to:** **Head of Department**

**Department / Directorate:** **Genomics Laboratory/Specialist Services**

## 2. JOB PURPOSE

Responsible for developing, delivering, assessing and overseeing specialist teaching, training and development in genetics, bioinformatics and genomics for staff and students within the Genomic Laboratory, and will contribute to genomics training for healthcare professionals in other disciplines across the Trust.
Contribute to strategic development and delivery of the service, including redesign, innovation and translational research in collaboration with the Head of Department, scientific colleagues, clinicians, senior managers, national and international research teams and other users of the service.
Responsible for the accurate and timely provision of highly specialist genetic and genomic tests, as part of the clinical scientist team.

## 3. KEY WORKING RELATIONSHIPS

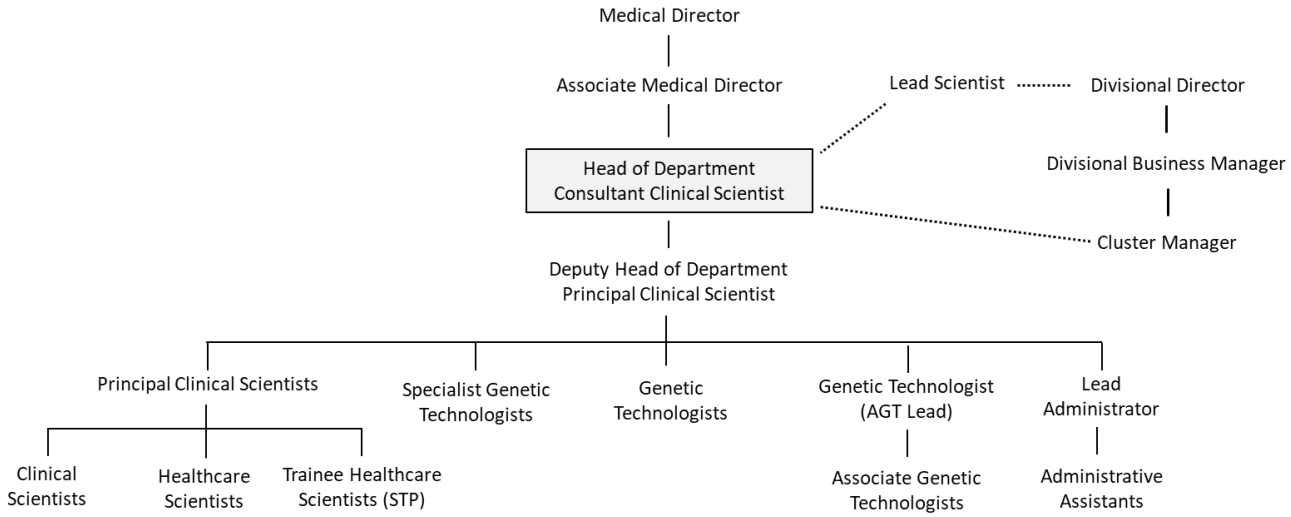
Post holder will liaise with colleagues within the Department and users of the service both within and outside of the Trust. Communications will be with the following grades of staff:

- Clinical Scientists
- Bioinformaticians
- Healthcare Scientists
- Genetic Technologists
- Associate Genetic Technologists
- Assistant Genetic Technologists
- Administrative staff
- Medical Staff
- Clinical research fellows
- Postdoctoral research fellows and PhD Students
- Academic staff
- Clinical Leads
- Senior Managers
- Other Healthcare professionals
- Undergraduate students
- Work experience students (of all ages)

## 4. DIMENSIONS

The Exeter Genomics Laboratory forms part of the South West Genomic Laboratory Hub (SWGLH), which is a partnership arrangement between the Royal Devon University Healthcare NHS Foundation Trust and the North Bristol NHS Trust. The Exeter Genomics Laboratory employs >50 members of staff and receives >10,000 samples per annum, providing a diagnostic service and housing a research team. The 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.

## 5. ORGANISATIONAL CHART



## 6. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

### LEADERSHIP AND MANAGEMENT

- Responsible for ensuring the accurate and timely provision of high quality, highly specialist genetic and genomic tests, as part of the clinical scientist team.
- Lead on the design, implementation and monitoring of innovative training and development activities within the Genomics Laboratory.
- Participate in and represent the Genomics Laboratory at appropriate Trust meetings and externally at professional, managerial and training meetings as required.
- Use of highly developed persuasive, motivational and empathetic skills to develop, maintain and support a culture of continual improvement and proactive change management.
- Assist with additional management roles when required (e.g. workforce planning).
- Liaise with training leads in other services and organisations to ensure best practice and consistency.
- Propose and implement changes that impact on own and wider specialist area by actively participating in cross-departmental, Trust-wide and national training to support development and continuous improvement of best practice in all clinical aspects of genetic and genomic testing.
- Responsible for regularly reviewing and updating departmental training documentation
- Create, maintain and effectively manage departmental training timetable to ensure timely delivery of training, competency assessments, research projects and learning activities.
- Lead on identifying, implementing and documenting Continuous Professional Development (CPD) activities for all staff.
- Identification, organisation and delivery of necessary training to meet requirements for Higher Specialist Scientific Training (HSST), Scientist Training Programme (STP), training for pre-registration Healthcare Scientists and Genetic Technologists, placement training year (PTY) and work experience students.

### SCIENTIFIC AND TECHNICAL

- Provide advice to clinicians and other healthcare professionals regarding availability and appropriate use of genetic testing to ensure suitable testing and efficient use of resources.
- To supervise various aspects of the work of the laboratory as required, including receipt of samples, laboratory testing and administration.
- Determine appropriateness and urgency of patient samples for testing based on specimen and information provided. This may require communication with the referring clinician, contact with specialist service providers and/or referral to guidelines for clinical criteria for testing.
- Contribute to daily running of the laboratory by supporting staff, trouble-shooting assays and working closely to ensure tests are performed in a timely and accurate manner. 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).
- Responsible for reporting of highly complex specialist molecular genetic tests for patients and their families with core rare diseases, including predictive and prenatal tests, using a high level of knowledge to analyse and interpret results in the context of the clinical referral.
- To take responsibility for checking, interpreting and authorising patient reports for a designated set of tests, ensuring that the reports are appropriate, accurate and timely for the clinical referrals, and meet national professional guidelines.
- Advanced specialist scientific, theoretical, practical knowledge and research skills.
- Extensive proven expertise and knowledge of all aspects of a clinical molecular genetic testing service across a number of subject areas (clinical, scientific, technical, managerial, problem solving, people skills and training).
- Abide by relevant codes of professional conduct.

### RESEARCH AND DEVELOPMENT

- Undertake and design research and development activities to improve the efficiency of existing diagnostic tests. Checking and validation of new diagnostic services.
- Participate in diagnostic and research projects and present the findings at scientific meetings and conferences, through talks, posters and publication in journals.
- Supervise trainees' research and development projects.

**TRAINING, EDUCATION, CPD, DEVELOPMENT AND HUMAN RESOURCES**

- Presenting highly complex and sensitive information at the appropriate level of understanding for audiences with varying levels of genetic and genomic bioinformatics, clinical, scientific and technical knowledge including healthcare professionals, under- and postgraduate students, patients, visitors and the public.
- Participation at a high level in internal and external meetings and other learning activities (e.g. lab meetings, Genomic Laboratory weekly seminar series, departmental training sessions, interdepartmental meetings and conferences).
- Propose and implement changes that impact on own and wider specialist area by actively participating in cross-departmental, Trust-wide and national training to support development and continuous improvement of best practice in all clinical aspects of genetic and genomic testing.
- Assessment and feedback for STP trainees by marking competencies and performing case-based discussions (CBDs), direct observation of procedures (DOPs) and multi-source feedback (MSF).
- Keep up to date with current knowledge in clinical molecular genetics/genomics.
- To take part in Continued Professional Development (CPD) in accordance with HCPC and RCPath guidelines.
- Participate in regular performance development review (PDR), both as a reviewee and reviewer.
- To contribute to and work within a safe working environment to comply with departmental, COSSH and health and safety requirements.
- To lead the departmental strategy and delivery of training. This is a key role due to the rapid advances in technology and science in the field of genomic medicine.
- Responsible for ensuring that all staff are provided with appropriate Continued Professional Development (CPD) training.
- Lead for internal and external meetings, and other learning activities (e.g. weekly lab meetings, Molecular Genetics weekly seminar series, departmental training sessions, interdepartmental meetings and conferences).
- Responsible for liaison with training providers, allocation of students and trainees to staff for training purposes and ensuring that student/trainee records or assessment are completed.
- Mark and provide constructive feedback on workplace-based and competency assessments for staff and students at all levels.
- Provision of training records for all members of staff.

**QUALITY SYSTEMS, ORGANISATIONS, MANAGEMENT, OBJECTIVES, PLANNING**

- Participation in both internal and external Quality Assurance testing schemes to ensure the highest standards of molecular genetic testing.
- Participation in internal audit and clinical audit programme to ensure continuous Quality Improvement.
- Design and carry out appropriate user satisfaction surveys to ensure continuous quality improvement of services
- Take a proactive role in establishing and maintaining high quality standards.
- Adherence to professional best practice guidelines (including ACGS and EMQN).
- Write, review, update and approve quality management documentation, including policies, departmental training documentation and SOPs (where appropriate).
- To lead on quality management of training activities and associated documentation in order to ensure that the department provides a safe, high quality service that meets the requirements of ISO15189 accreditation by the UK Accreditation Service (UKAS).
- Contribute to the development of the annual departmental examination audit programme, in consultation with the Quality Manager, to ensure continuous quality assessment for staff working in all aspects of the service.
- Planning, co-ordination and organisation of a range of training activities for staff, students, visitors, other healthcare professionals, patients and public as required.
- Perform annual training records audits to ensure compliance with Molecular Genetics Education and Training Policy.
- Knowledge of Trust and laboratory policies, national codes of practice and professional guidelines including health and safety.

**COMMUNICATION**

- Provide an accurate, timely and unambiguous response to queries regarding patient referrals and training, and ensure effective communication, both within the laboratory and with associated healthcare professionals.
- Present highly specialist clinical, diagnostic and research findings and represent department at appropriate national conferences, meetings and seminars (both internal and external) and through publication in high quality journals.
- Present highly complex scientific and clinical data at weekly research and MDT meetings, including challenging or interesting diagnostic cases.
- Manage the information relating to the diagnostic laboratory services for single gene and gene panels for core rare diseases on the departmental website to ensure it is accurate, up to date and easy to find.
- Maintain the highest level of patient confidentiality 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.

**Other responsibilities**

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

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 post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

**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.

**6. JOB DESCRIPTION AGREEMENT:**

**Jobholder's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

**PERSON SPECIFICATION**
**POST: Principal Clinical Scientist**
**BAND: 8A**

| REQUIREMENTS | At Recruitment | At Gateway |
|---|---|---|
| **QUALIFICATIONS/TRAINING:** | | |
| BSc (Hons) in Genetics or a Biological Discipline with a significant genetics component (first or second class) | **E** | **E** |
| Higher degree (MSc, MPhil, PhD or equivalent) | **E** | **E** |
| Registration with HCPC as Clinical Scientist in Molecular Genetics | **E** | **E** |
| FRCPath Part 1 in Molecular Genetics | **D** | **D** |
| Fellowship of the Royal College of Pathologists | **D** | **D** |
| **KNOWLEDGE/SKILLS:** | | |
| Extensive specialist knowledge of the clinical and scientific basis of a broad range of inherited genetic disorders | **E** | **E** |
| Comprehensive understanding of the practice and principles of molecular biology and its application to diagnostic testing. | **E** | **E** |
| Ability to critically analyse and interpret complex scientific data. | **E** | **E** |
| Ability to supervise laboratory workload by allocating tasks to team members, multitasking of complex procedures and ensuring prioritisation of urgent samples | **E** | **E** |
| Highly developed interpersonal and communication skills, both verbal and written. | **E** | **E** |
| Ability to facilitate effective team working | **E** | **E** |
| Excellent organizational and planning skills. | **E** | **E** |
| Good computer literacy. | **E** | **E** |
| Evidence of Continuing Professional Development (CPD) with RCPath scheme or recognized equivalent. | **E** | **E** |
| Recognised management qualification or completion of relevant management courses (recruitment and selection, appraisal etc). | **D** | **D** |
| Completion of relevant courses involved with delivering training (eg Train the Trainers etc). | **E** | **E** |
| Up to date knowledge of new developments, technologies, national services in genetics and their impact on service provision. | **E** | **E** |
| Up to date awareness of national policies affecting the NHS and genetic testing. | **E** | **E** |
| **EXPERIENCE:** | | |
| Substantial experience as a clinical scientist in a genetics laboratory. | **E** | **E** |
| Experience of writing and checking laboratory genetic reports of a complex nature. | **E** | **E** |
| Experience of supervisory work | **E** | **E** |
| Experience of training scientific and technical staff | **E** | **E** |
| Experience of ISO15189 lab accreditation assessment process | **E** | **E** |
| A record of research and development experience as appropriate to the service including experience of presentation of scientific data at national meetings and in peer-reviewed journals | **E** | **E** |
| **PERSONAL ATTRIBUTES:** | | |
| **Friendly, trustworthy and ability to work as a team member.** | **E** | **E** |
| **Excellent communication skills.** | **E** | **E** |
| **Meticulous attention to detail.** | **E** | **E** |
| **Ability to concentrate and work under pressure.** | **E** | **E** |
| **Enthusiastic, able to work on own initiative and to lead and motivate others** | **E** | **E** |

*** E**ssential/**D**esirable

| **HAZARDS:** | | | | | |
|---|---|---|---|---|---|
| Laboratory Specimens Proteinacious Dusts | | Clinical contact with patients | | Performing Exposure Prone Invasive Procedures | |
| Blood / Body Fluids | | Dusty environment | | VDU Use | ✓ |
| Radiation | | Challenging Behaviour | | Manual Handling | ✓ |
| Solvents | | Driving | | Noise | |
| Respiratory Sensitisers | | Food Handling | | Working in isolation | |
| Handling Cytotoxic Drugs | | | | | |