# cid:image001.jpg@01D83865.B32B95A0

J

O

B

D

E

S

C

R

I

P

T

I

O

N

***“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”***

.

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Specialist Biomedical Scientist |
| **Reports to** | Consultant BMS |
| **Band** | 6 |
| **Department/Directorate** | Cytology/Cellular Pathology |

|  |  |  |
| --- | --- | --- |
| **JOB PURPOSE** | | |
| * To primary screen non-complex diagnostic cytopathology reports providing a diagnosis of benign or abnormal pathology. * To support the day-to-day running of the diagnostic cytology service. * To prepare specimens using a range of methodologies and carry out a range of laboratory tests including IHC and molecular tests. * To be responsible for the supervision of junior staff and support the training of university students and other laboratory staff. * As a single operator in a clinical area or FNA clinics - process specimens and provide an adequacy report directly to the clinicians. * To enhance the technical and scientific aspects of the service. * To have knowledge of IT systems that support pathology services | | |
| **KEY WORKING RELATIONSHIPS** | |  |
| The Cellular Pathology Department comprises three specialist sub-departments; Cytology, Histology and the Mortuary and processes over 60,000 specimens and performs 600 autopsies per year.  The combined service budgets amount to approximately £4 million.  The department employs in 35 WTE scientific and technical and support staff grades. In addition there are 17 medical staff and 6 trainee medical posts.  The department provides diagnostic and technical services to RDE NHS Foundation Trust, North Devon District Hospital, South Devon NHS Hospital Trust, NHS Devon and Community Hospitals.  Cellular Pathology laboratory is accredited in accordance with the recognised International Standard ISO 15189:2012. This accreditation demonstrates technical competence for a defined scope and the operation of a medical laboratory quality management system (UKAS 8123) and is approved by Institute of Biomedical Science (IBMS) for biomedical scientist training and specialist training.  Communications with a wide range of professionals and service users within and outside the RDE will include the following:  Medical staff/ Clinical staff/ Consultant Pathologists  Biomedical Scientists and laboratory support staff  Divisional managers / cluster manager  Nursing staff  Other hospital and primary care staff  Personnel from accreditation/ outside bodies  Personnel from Education Providers  Personnel for supplier companies | | |
| **ORGANISATIONAL CHART** | | |
| CONSULTANT PATHOLOGIST  Head of Department  Diagnostics  Cluster Manager  Consultant Pathologists  Cellular Pathology Laboratory Manager    Cytology Consultant BMS & Quality Manager  Histology Lead BMS & Quality Manager  Dissection Practitioners  Senior BMS  Senior BMS Section Leaders  Specialist BMS  **Specialist BMS**  BMS  BMS  Trainee BMS  Trainee BMS  MLA/MTO | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
|  | | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * To discuss the diagnostic results of cytology specimen with the Consultant BMS to develop reporting skills. * To provide professional interpretation of adequacy of specimen to clinicians taking fine needle aspiration (FNA) samples. * To present scientific and technical data at professional conferences or meetings. * To maintain the highest level of patient confidentiality and work with the Trusts confidentiality policy * To clearly communicate specialist scientific and technical advice to service users in clinical areas. * To ensure that health and safety risks are directly reported to senior managers. * To report directly to the Consultant BMS and Cellular Pathology Manager as required. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * To maintain competence in technical skills and methodologies used in the preparation of non-gynaecological diagnostic specimens. * To undertake and maintain on-going competence in specialist techniques such as immunohistochemistry and molecular testing. * To use interpretative skills to primary diagnose diagnostic specimens to identify benign or abnormal pathology. * To attend FNA clinics to prepare slides and comment on quality of specimens in order to assist with the management of patient care pathways. * To screen non-complex diagnostic cytology samples regularly to develop competence in diagnostic reporting. * To participate in the maintenance of equipment and record any corrective measures taken. * To participate in the technical and scientific work and be conversant with all SOPs and Health and Safety procedures. * To handle and prepare high-risk specimens according to department policies and procedures. * To implement new techniques and procedures where appropriate and agreed by the laboratory manager. * Maintain a high level of technical expertise to be able to trouble shoot problems and offer scientific advice as required. * To have knowledge of pathology computer systems in order to research and test new developments | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * To take part in the planning of the day-to-day routine cytology service ensuring there are adequate resources available to provide a high quality service. * To use organisational skills to develop a personal portfolio to support evidence of competency required for higher qualifications in cytopathology. * Contribute to the implementation of new professional guidelines and service development of the department. * To organise workload to ensure a high quality service is provided to pathologists and consultant BMS in a timely manner. | | |
| **PHYSICAL SKILLS** | | |
| * To attend clinics during lengthy, often invasive clinical procedures to support the pathological diagnosis. * To maintain diagnostic skills that require long hours of study at a microscope to ensure safe accurate primary pathological diagnosis | | |
| **PATIENT/CLIENT CARE** | | |
| * To attend fine needle aspirate (FNA) clinics and one stop clinics to provide microscopic analysis on the presence of material for diagnosis to ensure optimum care pathways. * To maintain specialist expertise to support the primary diagnosis of diagnostic specimens to identify benign or abnormal pathology * To be flexible to provide out of hours service as required for clinical need or patient care. * In the interest of patient safety clearly communicate technical and scientific advice to the clinician during investigative diagnostic procedures. | | |
| **POLICY/SERVICE DEVELOPMENT** | | |
| * To adhere to all policies and procedures as described in the department’s SOPs, with particular attention to quality procedures and health and safety. * To participate in appropriate national mandatory audit activities and others as arranged by the laboratory manager. * To take part in continuous improvement processes and record any incidents or non-conformities.   • To implement new techniques and procedures where appropriate and agreed by the cellular pathology laboratory manager.  • To take part in quality management and the maintenance of the quality management system.  • Record service complaints and incidents and ensure that effective immediate and follow up actions are taken as agreed with laboratory managers.  • To take part in internal audits against defined quality performance measures and feedback non compliances and actions to the Quality Managers.  • To assist the department in ensuring compliance with ISO 15189:2012 standards to maintain UKAS accreditation. | | |
| **FINANCIAL/PHYSICAL RESOURCES** | | |
| * To oversee levels of consumables and other stock and ensure adequate resources are available to maintain the daily service. * To use and maintain laboratory equipment and ensure the recording of any corrective measures taken. * To take part in acceptance testing and verification of new technology, providing the evidence that equipment is suitable to the laboratory managers. | | |
| **HUMAN RESOURCES** | | |
| * To supervise the laboratory support staff. * To participate in the training and development and competencies of biomedical scientists and support staff. * To undertake internal and external professional updates and training to maintain a high level of competence at a professional level expected of a specialist biomedical scientist. * To take part and facilitate external quality assurance schemes and inter-laboratory comparisons to assure the quality of diagnostic cytology. * To be responsible for own personal development, including CPD that meets the requirements of the HCPC. | | |
| **INFORMATION RESOURCES** | | |
| * To be actively involved in clinical audit as directed by Consultant pathologists and Consultant BMS. * Collate data and statistics to support own diagnostic and scientific development. | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * To undertake work to support the Trusts approved clinical trials and research activities as directed by the Consultant Pathologists and Consultant BMS * To participate in the analysis and acceptance testing of new technology and equipment and assess appropriateness for patient care | | |
| **FREEDOM TO ACT** | | |
| * To use own judgement in the methodology used in the processing of pathological specimens to ensure an optimum diagnostic preparation. * To provide professional advice and diagnosis to clinicians. * To represent the department in appropriate local meetings. * To operate autonomously whilst recognising the limits of own qualification and competence as a specialist biomedical scientist and seeking advice from other colleagues when needed. * To work independently adhering to the IBMS (HCPC) professional code of conduct at all times. | | |
| **OTHER RESPONSIBILITIES** | | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  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. | | |
| **APPLICABLE TO MANAGERS ONLY** | | |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  Proportion of line managers whose job descriptions include supporting employee health and wellbeing. | | |
| **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:  Compassion, Integrity, Inclusion, Empowerment  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** | Specialist Biomedical Scientist | |
| **BAND** | Band 6 | |

P

E

R

S

O

N

S

P

E

C

I

F

I

C

A

T

I

O

N

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  BMS Degree or equivalent  State Registration with HCPC  IBMS Specialist Portfolio in Cellular Pathology/Cytopathology  MSc in Cellular pathology or related science  Management qualification | E  E  D  D  D | E  E  E  E  E |
| **KNOWLEDGE/SKILLS**  Up to date knowledge in all aspects of diagnostic cytology.  In depth technical ability and knowledge of sample preparation  Experience in simple diagnostic cytology screening  High level of technical and diagnostic competence in all areas of cytopathology  Good knowledge of IT systems for laboratory work.  Good knowledge of Quality management systems.  Experience of working in a clinic environment.  Ability to work on own initiative and supervise support staff  Ability to work accurately under pressure  High level prolonged concentration skills  Good knowledge of laboratory Health and Safety, COSHH and Risk assessments.  Demonstrable time management skills | E  E  E  E  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E  E  E  E |
| **EXPERIENCE**  Minimum 5 years cytology experience post HCPC registration.  Evidence of CPD (Chartered)  Primary reporting for basic diagnostic cytology specimens  Attendance in clinics to support adequacy of FNA specimens | D  E  D  D | E  E  E  E |
| **PERSONAL ATTRIBUTES**  Ability to make decisions to support patient care  Good communication skills in a professional setting  Reliable  Team leader attributes  Ability to work individually and as part of a team | E  E  E  E E | E  E  E  E  E |
| **OTHER REQUIRMENTS**  To be available to work as required to support clinical teams and to attend FNA clinics  Flexible to provide laboratory service out of hours  Prepared to take part in ongoing scientific and diagnostic studies | E  E  E | E  E  E |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | * F |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  | * O |  |  |
| Blood/body fluids | Y |  |  |  | * F |
| Laboratory specimens | Y |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y |  |  |  | * F |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  | * F |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y | * R |  |  |  |
| 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 |  |  |  | * F |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | N |  |  |  |  |
| Mental Effort | Y |  |  |  | * F |
| Emotional Effort | Y |  |  | * M |  |
| Working in isolation | Y | * R |  |  |  |
| Challenging behaviour | Y |  | * O |  |  |

**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)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | 🞏 |  |  |