

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | **Senior BMS Blood Transfusion, Haematology and Antenatal** |
| **Reports to** | **Transfusion Laboratory Manager, Blood Sciences** |
| **Band** | **AfC Band 7** |
| **Department/Directorate** | **Blood Transfusion, Blood Sciences, Pathology, CSS NDDH** |

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| **JOB PURPOSE** |
| The Purpose of this post is to lead 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. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To provide for the Trust, a specialist scientific service for the Blood Transfusion, Haematology and Antenatal Haemoglobinopathy Screening services * To assist on the management and co-ordination of daily activities within the Transfusion and Haematology departments * To provide training for associated BMS and support staff * To carry out all HR duties, including annual appraisals with line managed staff * To assist with budgetary control by ensuring optimum procurement * To oversee daily/weekly and monthly BMS and Support staff tasks carried out in the laboratories * To assist in maintaining the blood component storage units at NDHT and at Community sites * To provide out of hours telephone support to laboratory staff * To be able to trouble shoot the analysers to an advanced levels * To be able to troubleshoot the Blood tracking system and Haemobanks to an advanced level * To be able to assist on or carry out the implementation of new tests, methods and analysers including verification and validation * To investigate local incidents undertaking root cause analysis procedures * To be involved in the audit process and to be able to carry out scheduled audits within the departments * To advise on/instigate additional testing required for complex patient cases. * To be able to explain to colleagues, health professionals and service users complex and scientific terminology, requirements and reasons for specialised investigations and how these impact upon treatment strategies * To assist with compliance with ISO 15189 standards as assessed by UKAS and MHRA requirements for BSQR/GPG by working with the Blood Transfusion Manager * To act as lead BMS for the Sickle Cell & Thalassaemia Screening Programme and attend all associated meetings * To supervise the running, daily maintenance and stock control of the Manual and the Referral (“send away”) Sections of the Haematology/Blood Transfusion laboratory * To monitor and to help maintain the Haematology module of the Laboratory Computer (currently Epic/Beaker) and transfusion (SafeTrace Tx) * Participate in the Hospital Transfusion Team activities   This post will be based in the acute hospital (NDDH)  The post holder will be required to fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder will report to and is managed by the Transfusion Laboratory Manager and works alongside laboratory staff, the Transfusion Laboratory Manager and the Blood Sciences Manager.  The post holder will provide, prepare and receive complex and sensitive 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 * Trade representatives * Staff within other NHS Trusts * Members of the general public |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
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| Reports to and is managed by the Transfusion Laboratory Manager.  To supervise and ensure processes are in place to train BMS and MLA staff to achieve best utilisation of resources to maintain an effective service.  To communicate with all staff members in the laboratory effectively at all times.  To explain results and instigate appropriate further investigations to laboratory and clinical staff.  To liaise with staff in all areas about provision of service.  To educate laboratory staff and service users through formal and informal teaching methods. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| **Communication and Relationship Skills**  Uses all available methods of communication effectively, clearly and politely.  Contributes to laboratory meetings and education sessions.  Reports to and is managed by the Blood Transfusion Manager.  Deals with enquiries from clinical and non-clinical staff, patients and others, and gives results to laboratory users and other advice as appropriate.  Works with lab Transfusion Laboratory Manager and Consultants to maintain and up to date, high quality service.  To Liaise with commercial representatives.  The postholder will represent the haematology/transfusion department on one (or more) of the following:   * Pathology Health and Safety Committee and implements/manages it recommendations. * Pathology Training Committee and implements/manages its recommendations. * Pathology Quality Committee and implements/manages its recommendations. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| **Analytical and Judgement Skills**  Daily prioritisation and delegation of work-related tasks.  To take day to day responsibility for the manual analysis of pathological specimens received by the laboratory and the referred analysis of samples at the other sites. Checking and validating quality control performance for all the tests both automated and manual and taking appropriate corrective action if needed.  To monitor validity of both internal and external quality control (QC) and patient results. To identify and resolve performance issues with analytical machinery to ensure the accuracy and precision of results.  Judgements will be required for a range of transfusion/haematology related facts including analysis and comparison of results; this will also include being able to debate and/or challenge senior medical staff over certain transfusion decisions.  Assessment on how proceed to proceed during periods of technical failures, maintenance episodes, complaints, quality control assessments, technical and transfusion guideline-based decisions on the suitability of samples submitted.  Consultation with Consultant Haematologists as required about action required for abnormal results/complex serological situation. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| **Planning and Organisational Skills**  Will decide how expected job outputs will be achieved.  Maintain up to date knowledge and best practice in Blood Transfusion and Haematology. |
| **PATIENT/CLIENT CARE** |
| **Responsibility for Patient and Client Care**  Occasional discussions with clinical teams on patient blood results. |
| **POLICY/SERVICE DEVELOPMENT** |
| To contribute to departmental policies for maintenance and improvements in the service.  To implement new techniques in agreement with the Blood Transfusion Laboratory Manager/Blood sciences manager/deputy.  To assess current techniques.  To be guided by precedent, protocols and codes of conduct.  To determine, write and update laboratory Standard Operating Procedures (SOP) documents. This requires a knowledge and practice of documentation control and maintenance to UKAS and GPG standards.  Assisting the Blood transfusion lab manager/blood sciences manager/deputy with the evaluation and implementation of new or replacement analytical equipment. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| **Responsibility for Financial and Physical Resources**  To assist with budgetary control.  To be an authorised co-signatory for purchase of physical assets and supplies.  To be responsible for the electronic stock control, ordering and receipt of the main analysers of the Blood Transfusion laboratory and to assist in stock control and ordering of other supplies. |
| **HUMAN RESOURCES** |
| **Responsibility for Human Resources**  Will be the nominated departmental officer for the following:-   * Training officer, responsibilities including the preparation, implementation and maintenance of laboratory training policy * Health and Safety officer, responsibilities including the preparation, implementation and maintenance of laboratory health and safety policy * Quality officer, responsibilities including the preparation, implementation and maintenance of the laboratory quality management system   Training of all staff including medical laboratory assistants, trainee BMSs and BMS band 5 and 6  To maintain competence of all staff by training and communication of procedural changes. |
| **INFORMATION RESOURCES** |
| **Responsibility for Information Resources**  To use the laboratory computer in accordance with Trust policies in the provision of information to appropriate persons.  To enter requests for specimen testing. Requires keyboard skills.  To enter data for storage and printing of results.  To create databases and spreadsheets using computerised systems for analysis of data and work trends.  To observe the strictest confidence regarding all information to which there is access within the Northern Devon District Hospital.  To help and advise the Pathology IT Manager in matters concerning the configuration of the laboratory computer systems. To inform colleagues of developments and potential problems. |
| **RESEARCH AND DEVELOPMENT** |
| **Responsibility for Research and Development**  To prepare and store samples for occasional clinical trials.  To participate in and to suggest items for audit. |
| **PHYSICAL SKILLS** |
| **Physical Skills**  To develop a high degree of hand-eye co-ordination with speed and accuracy when performing tests and maintaining apparatus. Manipulation of small tools, tubes, pipettes and complicated apparatus is required.  To use and maintain on a day-to-day basis expensive and highly complicated laboratory equipment for analytical work, safely as guided by SOPs.  To be responsible for the troubleshooting and repair (in consultation with company engineers) of highly complex analytical equipment (purchase price one hundred thousand pounds). To call out engineers when major fault is diagnosed. This requires electrical and mechanical skills. |
| **PHYSICAL EFFORT** |
| **Physical Effort**  To use and maintain on a day-to-day basis expensive and highly complicated laboratory equipment for analytical work, safely as guided by SOPs.  To be responsible for the troubleshooting and repair (in consultation with company engineers) of highly complex analytical equipment (purchase price one hundred thousand pounds). To call out engineers when major fault is diagnosed. This requires electrical and mechanical skills.  To undertake equipment testing and evaluation.  To help if needed with laboratory housekeeping, waste control, receiving and despatching supplies. This may involve bending, lifting and pushing trolleys.  The preparing of specimens for analysis and the associated paperwork will often involve long periods (greater than an hour) of sitting at a bench.  Frequent episodes of light physical effort for several short periods may be required.  Repetitive movements for processing specimens are required. |
| **MENTAL EFFORT** |
| **Mental Effort**  Frequently to concentrate for prolonged periods (greater than an hour) whilst analysing specimens and considering the significance of results. |
| **EMOTIONAL EFFORT** |
| **Emotional Effort**  To respond to unpredictable events which require work patterns to be changed at short notice e.g. urgent testing and responding to and emergency “bleep”.  Rarely, to answer the telephone to distressed patients and angry clients and to prepare specimens from family and friends whilst maintaining patient confidentiality.  Specimens from many categories of Patient (from post mortem specimens to infant specimens) with access to clinical data are routinely prepared.  Supervision of subordinate staff. |
| **WORKING CONDITIONS** |
| **Working Conditions**  To work in potentially hazardous conditions (infection, chemical, equipment).  To respond to unpredictable events which require work patterns to be changed at short notice e.g. urgent testing and responding to and emergency “bleep”.  Rarely, to answer the telephone to distressed patients and angry clients and to prepare specimens from family and friends whilst maintaining patient confidentiality.  Specimens from many categories of Patient (from post mortem specimens to infant specimens) with access to clinical data are routinely prepared.  Daily use of Display Screen (VDU), occasionally for prolonged periods.  Use of Personal Protective Equipment as required. |
| **OTHER RESPONSIBILITIES** |
| May be required to participate in the laboratory out of hours service. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| **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. |

PERSON SPECIFICATION

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| **Job Title** | **Senior BMS Blood Transfusion** |

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATIONS/SPECIAL TRAINING :  Health and Care Professions  Council State Registration  Biomedical science MSc or Institute of Biomedical Science fellowship or equivalent  Significant haematology and transfusion laboratory experience post HCPC registration | E  E  E |  |
| KNOWLEDGE/SKILLS:  Highly specialist knowledge of all Haematology disciplines and blood transfusion  Highly specialist knowledge of analytical instrumentation operation, troubleshooting and repair  Specialist knowledge of blood coagulation  Computer literacy – capability of utilising complex proprietary information systems (e.g. computer software on analysers; pathology computer system) and generic software (e.g. e-mail, word, excel)  Ability to plan workload for self and whole department  Good interpersonal and supervision skills  Specialist knowledge of Health and Safety and COSHH requirements and their application in the workplace  Highly specialist knowledge of quality assurance procedures and their application  Good communication skills using a range of media  Ability to work both in a team and under own initiative  Ability to produce consistently high standards of work  Ability to adapt to changes in methodologies and technology  Awareness of need for Continuing Professional Development (CPD) | E  E  E    E    E  E  E  E  E  E  E  E  E | D |
| EXPERIENCE:  Significant Experience as a specialist Biomedical Scientist or Biomedical Scientist team leader and Haematology and/or Transfusion.  Knowledge and experience of maintaining and developing a high-quality service to meet ISO15189 and the requirements of the MHRA.  Experience in staff supervision and training.  Experience in staff and physical resource leadership and management respectively. | E  E  E | D |
| PERSONAL REQUIREMENTS:  Ability to work in an environment which requires a high degree of concentration for sustained periods with the ability to cope with interruptions whilst continuing to maintain high quality standards  Must have a good team work ethic, good interpersonal skills, good communication skills and good organisational skills | E  E |  |
| 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 |  |

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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 | N |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| 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 |  |  |  |  |
| 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 |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | N |  |  |  |  |