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***“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”***

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| .**JOB DETAILS** | |
| **Job Title** | Biomedical Scientist (Trainee) |
| **Reports to** | Consultant BMS |
| **Band** | 5 (annex 21) |
| **Department/Directorate** | Cytology/Cellular Pathology |

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| **JOB PURPOSE** | | |
| * To prepare diagnostic cytology specimens using the appropriate methodology. * To train to assist in specialist techniques such as immunohistochemistry and molecular testing. * To train to assist in head and neck fine needle aspiration clinics to prepare specimens and provide adequacy assessments for clinicians. | | |
| **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 Royal Devon University Healthcare NHS Foundation 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  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/Trainee Consultant BMS  Senior BMS Section Leaders  Specialist BMS  Specialist BMS  **BMS**  BMS  **Trainee BMS**  Trainee BMS  MLA/MTO  MLA/MTO | | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | | |
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| **COMMUNICATION/RELATIONSHIP SKILLS** | | |
| * To discuss the results of diagnostic cytology specimens with the Consultant BMS to develop technical and reporting skills. * To train to give professional interpretation of adequacy of specimen to clinicians taking samples in head and neck FNA clinics. * 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. * To ensure clear accurate communication regrading technical and scientific issues at all times. | | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | | |
| * Assist in the day-to-day running of the laboratory under the supervision of a senior biomedical scientist * To use and maintain a high standard of technical skills in the preparation of diagnostic cytology specimens * To work alone and be responsible for the accurate transmission of information at all times * To undertake and maintain on-going competence in specialist techniques such as immunohistochemistry and molecular testing. * To use the pathology computer systems to obtain patient details and histology and diagnostic cytology reports * To prepare high-risk specimens and be conversant with COSHH and Health and Safety regulations * To support duties associated with reception and specimen preparation, ensuring that all are performed at the highest standard and are in compliance with departmental SOPs * To use and ensure the maintenance of laboratory equipment * To ensure stock levels of consumables are adequate for daily laboratory work * To deal with telephone enquiries and issue authorised results over the telephone to identified users * To assist with other administration duties as appropriate | | |
| **PLANNING/ORGANISATIONAL SKILLS** | | |
| * To use organisational skills to complete the registration portfolio and to build evidence of competency. * To ensure the daily preparation of cytology specimens is organised and well planned to ensure a timely high-quality service. * Follow new professional guidelines and service development as directed by senior biomedical scientists. * To organise own workload to ensure a high quality service is provided to senior staff, consultant pathologists and consultant BMS in a timely manner. | | |
| **PHYSICAL SKILLS** | | |
| * To carry out laboratory tests and specialist methodologies that require care and precision * To develop diagnostic skills that require long hours of study at a microscope particularly for PVSA and joint fluid work. | | |
| **PATIENT/CLIENT CARE** | | |
| * To use and maintain specialist expertise to prepare optimum specimens for diagnostic purposes. * To provide timely specimen preparation and testing services to ensure department adheres to referral to treatment targets. * In the interest of patient safety to ensure clear communication regrading technical and scientific issues at all times. | | |
| **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 quality manager and laboratory manager. * To take part in the quality management system and record any incidents, errors or non-conformities.   • To take part 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 carried out 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 assist in monitoring and maintaining use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service. * To use and maintain laboratory equipment and record downtime and corrective measures taken. * To assist BMS in the acceptance testing and verification of new technology as directed by senior or Consultant BMS | | |
| **HUMAN RESOURCES** | | |
| * To undertake internal and external professional training to achieve the registration portfolio that meets HCPC requirements * To take responsibility to achieve qualifications above within the specified timeframe. | | |
| **INFORMATION RESOURCES** | | |
| * To be involved in audit and data collection as directed by senior staff. * Collate data and statistics to support own technical and scientific development. | | |
| **RESEARCH AND DEVELOPMENT** | | |
| * To undertake laboratory technical work to support approved Trust clinical trials and research activities as directed by the Consultant Pathologists and Consultant BMS * To participate in the technical work required to acceptance test new technology and equipment. | | |
| **FREEDOM TO ACT** | | |
| * To provide the technical services for the laboratory diagnostic service safely and as described in departmental SOPs to ensure high quality patient care outcomes. | | |
| **OTHER RESPONSIBILITIES** | | |
| To take part in regular performance appraisal.  To undertake any Trust training required in order to maintain competency including mandatory training, e.g. Manual Handling, IG etc  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** | Biomedical Scientist (trainee) | |
| **BAND** | Band 5 (annex 21) | |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Degree in Biological Sciences or equivalent  State registration with Health Care Professional Council (HCPC) | E  D | E  E |
| **KNOWLEDGE/SKILLS**  Some knowledge of technical and scientific cytopathology  Some theoretical knowledge of cytopathology  Ability to use IT systems  Ability to work on own initiatives and plan work with some supervision  Good communication skills  Ability to work under pressure  Prolonged concentration skills  Good attention to detail – hand eye dexterity | D  E  E  E  E  E  E  E | E  E  E  E  E  E  E  E |
| **EXPERIENCE**  One years’ experience in cellular pathology laboratory environment  Experience of working with pathology computer systems  Compliant with HCPC/IBMS code of conduct | D  D  D | E  E  E |
| **PERSONAL ATTRIBUTES**  Adhere to data protection and confidentiality requirements  Ability to make decisions  Good communication skills  Reliable  Team leader attributes  Ability to work individually and as part of a team | E  E  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 technical service out of hours  Prepared to take part in ongoing scientific and diagnostic studies | E  E  E | E  E  E |

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|  | | **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 |  |  |  |  |
| Working in isolation | Y | * R |  |  |  |
| Challenging behaviour | Y |  |  |  |  |

**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)

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| 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 | 🞏 |  |  |