Royal Devon University Healthcare
NHS Foundation Trust

JOB DESCRIPTION

JOB DETAILS	
Job Title	Specialist Biomedical Scientist - Haematology and blood transfusion
Reports to	Blood Sciences Laboratory Manager
Band	Band 6
Department/Directorate	Haematology and blood transfusion, Blood Sciences. Specialist Services

JOB PURPOSE

To provide a high-quality analytical, advisory and interpretive service to clinicians for the processing of pathological specimens in the specialty of Haematology and blood transfusion.

To ensure departmental quality standards are maintained through adherence to standard operating procedures, implementation of quality control programmes and instrumentation maintenance and troubleshooting.

Participate in the Departmental Out-of-Hours shift and on-call services as an autonomous practitioner.

To contribute to the maintenance of quality standards by actively participating in all relevant quality activities.

Deputising for band 7's when required.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- Take part in staff rotation, providing a high-quality analytical service in all sections, following standard operating procedures.
- Preparation and biochemical analysis of pathological specimens.
- Interpret analytical results taking appropriate action where necessary including the cascading of further analyses.
- Use the laboratory computer to accurately record patient data and interpret the significance of test results. Where necessary telephone significantly abnormal result directly to clinicians.
- Liaise and co-operate with other members of the analytical team to ensure a timely and efficient service delivery.
- Operation of complex analytical instrumentation. Ensure safe and correct use, in compliance with operator manuals and departmental procedures.
- Ensure periodic and as required maintenance procedures are executed on time and in the prescribed manner.
- Troubleshooting, adjustments and repair of instrumentation following technical failures on site and in satellite locations.
- Ensure standard operating procedures are updated and amended to reflect working experience.
- Make instrumentation calibrations and adjustments as and when required.
- Review daily Quality Control results.
- Ensure quality of results through the implementation of internal QC systems and act upon the results, identifying and resolving non-compliances, as per departmental procedures.

- Provide analytical advice and information to service users and laboratory support staff regarding results, test requirements, sampling protocols and appropriateness of clinical investigations, following laboratory policies and procedures.
- Ensure stock levels of consumable items are adequate for daily needs within own work area.
- Participate in the Departmental Out-of-Hours shift and on-call services as an autonomous practitioner.
- Self-manage time to maintain the 24 hours availability of a rapid emergency Haematology and blood transfusion service.
- Liaise with clinicians in order to appropriately prioritise workload.
- Ensure the rapid transmission of clinically significant results to clinicians.
- Process all non-urgent work as urgent workload permits.
- Maintain competence to practice by in-house training activities and participation in CPD.
- Ensure continuous registration with The HCPC is maintained.
- Ensure strict adherence to the HCPC code of practice in all matters concerning conduct at work including patient confidentiality.
- Assist in the maintenance of a robust and comprehensive H&S programme to include:
    - COSHH
    - Risk Assessments
    - DSE assessments
    - Manual Handling
- Participate in research and development programs as required.
- Maintain a flexible working approach allowing management and prioritisation of the daily workload.
- Contribute towards the continuing development of the Haematology and blood transfusion laboratory service.
- Supervise, train and co-ordinate trainee Biomedical Scientists and support staff as required (this may include specific training responsibilities).
- Adhere to all Trust and laboratory employment and Health and Safety policies.
- Adhere to Control of Substances Hazardous to Health (COSHH) Regulations.
- Participate in all Trust mandatory training including manual handling and fire training.
- Participate in annual Individual Performance Review (IPR).
- Ensure safe practices are followed and a safe working environment maintained at all times within the department and externally, in compliance with Trust and departmental policies.

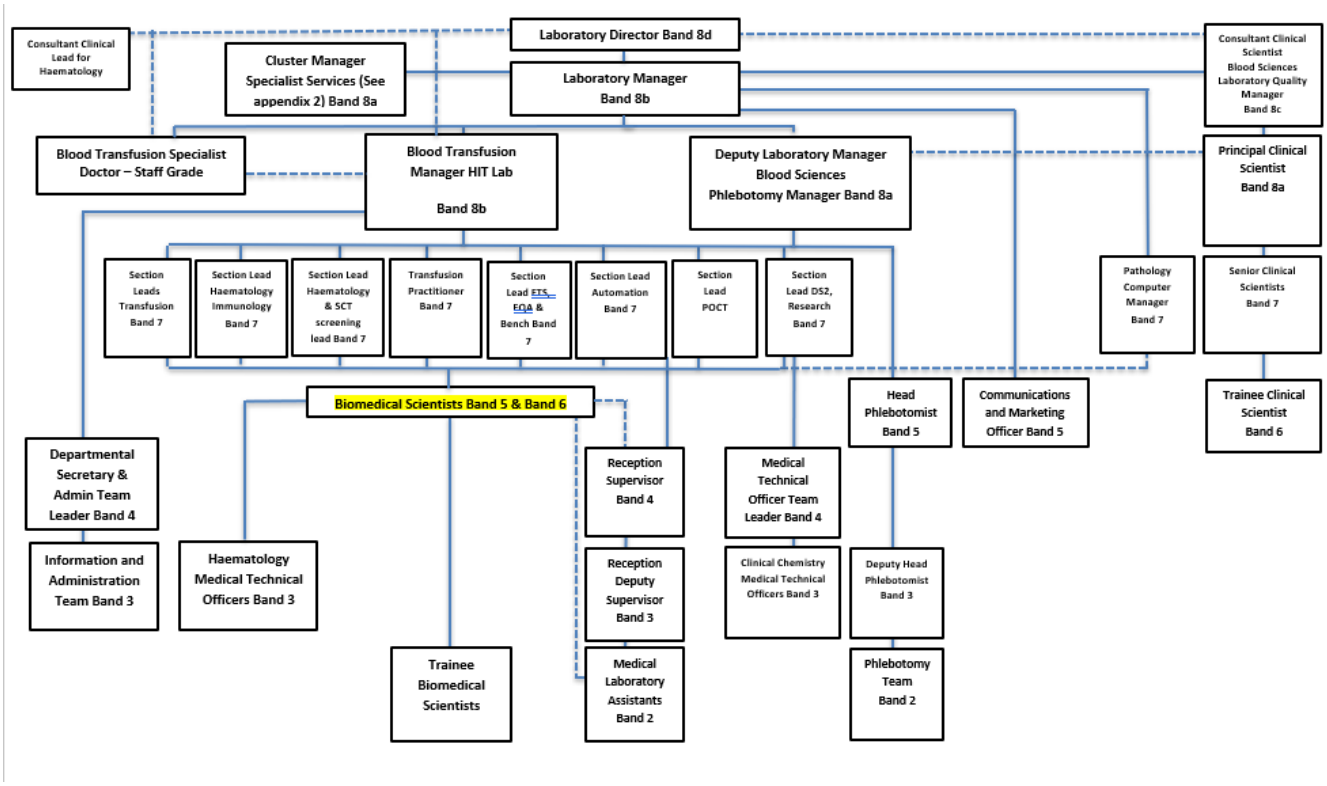
KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis (Delete/amend as necessary)
In addition, the post holder will deal with the wider healthcare community, external organisations and the public. (Delete/amend as necessary)
This will include verbal, written and electronic media.
Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Head of Dept – Haematology and blood transfusion • Laboratory Manager • Deputy Laboratory Manager	• External NHS agencies. • Members of the Public • Suppliers

- Clinical Scientists
- Senior Technical and Scientific Staff
- Biomedical Scientists
- Medical / Nursing Staff

ORGANISATIONAL CHART



FREEDOM TO ACT

To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis. Validate tests results in accordance with strict guidelines referring abnormal results to a senior colleague for review.

To ask for advice where necessary with work managed rather than supervised but able to refer to senior BMS as required.

Works autonomously within defined field of competence following department standard operating procedures and protocols.

COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive complex or sensitive information; provide advice, instruction, training to staff.

Communicates with colleagues, clinicians about investigations required, explains results to staff, provides instruction to other laboratory staff

Reports to and is managed by the senior Biomedical Scientist.

Uses all available methods of communication effectively, clearly and politely. Uses these skills to overcome barriers to understanding.

Deals with enquiries from clinical and non-clinical staff, patients and others, and gives results to laboratory users and other advice as appropriate.

Often required to use persuasive skills, tact, empathy and reassurance when communicating with laboratory colleagues and clinical teams.

Contributes towards the integrity and reputation of the department by ensuring harmonious relationships between self and managers, colleagues, patients and other staff groups.

Answering the telephone and dealing with callers' requests/questions appropriately.

Discussing all types of results with doctors/nurses and advising regarding further tests as required.

Consultation with senior staff / Consultant haematologists as required about action required for highly abnormal results/complex blood films.

To participate in departmental meetings. To be active in the departments' change and improvement processes

ANALYTICAL/JUDGEMENTAL SKILLS

Complex facts and situations requiring analysis, interpretation and comparison of a range of options.

Setting up, maintenance, calibration and quality control of analysers together with reception, preparation, analysis of specimens and authorisation of results.

Operation and maintenance of a wide range of non-analytical equipment.

Performing manual and automated diagnostic tests on patient's specimens using a wide variety of manual and automated techniques.

Checking and validating quality control performance for all tests both automated and manual.

Ensuring that all results produced are accurate and precise.

Validate results and consult with senior staff/ as required about action required for highly abnormal results.

Judgements on how to proceed during technical failures, quality control assessments, technical decisions, analysis of anomalous test results.

PLANNING/ORGANISATIONAL SKILLS

Plans and organises straightforward activities in addition to ongoing, complex activities requiring formulation and adjustment.

Liaises with other departments, agencies and suppliers in relation to tests, services required. Organises specialist service within the section.

To plan and prioritise routine, urgent and emergency specimen analysis on a day to day basis.

Plans own work and coordinates work of clinical support workers.

Day to day operation of analysers including maintenance, calibration, checking, troubleshooting and repair.

As directed by a senior Biomedical Scientist monitor and maintain adequate stocks of all consumables.

PATIENT/CLIENT CARE

Provide specialist clinical technical services

Provides specialist testing services including the analysis of test results and the use of specialist equipment.

POLICY/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.

Following set laboratory procedures and applying mandatory professional and accreditation standards at all times and for all tasks.

FINANCIAL/PHYSICAL RESOURCES

Safe use of equipment, other than equipment used personally; safe use of expensive or highly complex equipment following agreed standard operating procedures after appropriate training.

Helps maintain adequate stocks of consumables and testing kits, ensuring that stock is requisitioned when needed.

Ensures senior staff is 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.

HUMAN RESOURCES

Supervise, direct and provide practical training to the trainee Biomedical Scientists and other support staff in relation to the service the laboratory provides.

Work to maintain and improve own professional and technical skills by attending appropriate courses, meetings and conferences as agreed and as part of the process of continuous professional development.

INFORMATION RESOURCES

To observe the strictest confidence regarding all information to which there is access within the RDUH 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.

RESEARCH AND DEVELOPMENT

Occasionally participate in R&D; to prepare samples and collect data for clinical trials.

Assisting with any data collection required for audits.

Contribute to the maintenance of fully traceable and auditable records for all blood and blood products kept and transfused, including issue of blood products to the community on a named-patient basis in accordance with NICE guidelines.

PHYSICAL SKILLS

Manual dexterity and hand-eye co-ordination with speed and accuracy when performing tests.

Manipulation of small tools, tubes, pipettes and complicated apparatus is required. Working rapidly at busy times.

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 analyser for long periods, repetitive movements processing specimens, bending and lifting supplies, use of trolleys.

Manual dexterity and hand-eye co-ordination with speed and accuracy when performing tests.

Manipulation of small tools, tubes, pipettes and complicated apparatus is required.

Working rapidly at busy times.

MENTAL EFFORT

Frequent high level of concentration required for specimen checking, testing and performing a widely variable range of diagnostic tests and tasks, some complex, 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.

WORKING CONDITIONS

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.

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 a busy environment with some noise.

Use of Display Screens (VDU).

Use of PPE as required.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

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

Contribute to and work within a safe working environment

You are 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.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

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.

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.

PERSON SPECIFICATION

Job Title	Band 6 BMS – Haematology and blood transfusion

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Biomedical Sciences degree or equivalent.	E	
State registration with HCPC.	E	
Specialist Portfolio or equivalent in Haematology and blood transfusion		D
Ongoing specialist training / experience to post graduate diploma level or equivalent experience	E	
KNOWLEDGE/SKILLS		
Good level of technical competence in a Pathology discipline.	E	
Good theoretical knowledge of Haematology and blood transfusion.	E	
Proven ability to operate Laboratory IT systems.		D
Ability to work on own initiative and plan day to day activities with minimum requirement for supervision.	E	
Given appropriate training prepared to work autonomously, alone during the out-of-hours periods.	E	
Good communication skills.	E	
Ability to work accurately under pressure and adhere to analytical deadlines.	E	
Comprehensive working knowledge of quality systems and their day to day operation.		D
Good manual dexterity.	E	
A thorough understanding of governance and its role in the healthcare environment.	E	
EXPERIENCE		
Experience of working in a UK Pathology laboratory		D
Experience of working with large Biochemistry automated pre-analytical and analytical systems.		D
PERSONAL ATTRIBUTES		
Excellent interpersonal skills	E	
Good timekeeping	E	
Flexible	E	
Reliable Team worker	E	
OTHER REQUIREMENTS		
Willingness to participate in departmental CPD	E	
Enthusiasm and willingness to learn	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent) R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y				X
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
Laboratory specimens	Y				X
Hazard/Risks requiring Respiratory Health Surveillance					
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		X		
Animals	N				
Cytotoxic drugs	N				
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				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	Y				X
Electrical work	N				
Physical Effort	N				
Mental Effort	Y				X
Emotional Effort	Y	X			
Working in isolation	Y				X
Challenging behaviour	N				