

CAJE REF:



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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

ANEURIN BEVAN UNIVERSITY HEALTH BOARD JOB DESCRIPTION

JOB DETAILS:

Job Title	Specialist Biomedical Scientist
Pay Band	Band 6
Hours of Work and Nature of Contract	37.5 hours per week, including evenings, weekends and bank holiday on a rotational basis.
Division/Directorate	Clinical Support Services
Department	Microbiology
Base	Royal Gwent Hospital

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Department Manager/Operational Manager
Reports to: Name Line Manager	Department Manager/Operational Manager
Professionally Responsible to:	Clinical Head of Department

OUR VALUES:

Ein GWERTHOEDD yw...

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn ym a rhannu

Our VALUES are...

People first

Personal responsibility

Passion for improvement

Pride in what we do

PRIDE

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

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Job Summary/Job Purpose:

The Department processes a wide variety of clinical samples using both manual and automated methodology. We cover a variety of services, including Bacteriology, Virology, Mycology, Molecular Diagnostics and Andrology. Microbiology and GU Medicine services are based at Royal Gwent Hospital (Newport), Molecular services at The Grange University Hospital (Cwmbran) and Andrology is based Nevill Hall Hospital (Abergavenny) and you may be required to work at any sites according to the demands of the service.

The laboratory operates to provide a 24 /7 service, which involves weekend, Bank holiday and night shifts (8pm - 8am). The post holder must be able to work autonomously and will be required to partake in all relevant rotas, subject to service requirements.

The purpose of this role is to support the Trust using the skills and training attained in the course of State Registration and the requirements of the HCPC (Healthcare Professional Council) and provide expertise in the laboratory as well as leadership skills to ensure the productivity of other staff members which enables high quality throughput of samples.

DUTIES/RESPONSIBILITIES:

To work in accordance with all relevant standard operating procedures (SOP'S) paying particular attention to Health and Safety rules.

To participate in the routine duties of the Microbiology Department without supervision, as part of a team, under the direction of a Senior Biomedical Scientist (BMS 2) ensuring compliance with Departmental Policies and Standard Operating Procedures (SOP).

Prioritise and organise workload to ensure continuity and efficiency of service.

Organise own work and ensure completion in a timely manner and to satisfactory standards. Ensure that all procedures carried out contribute to high quality service provision, in line with the requirements for quality and competence for medical laboratories, as specified in the International Standard ISO 15189:2012.

To participate in internal quality control and external quality assurance schemes and to ensure that laboratory quality standards are met.

To supervise the work carried out by trainee Biomedical Scientists, Associate practitioner (AP) and Medical Laboratory Assistants (MLA).

To assist in the training and development of trainee Biomedical Scientists, Associate practitioners (AP) and Medical Laboratory Assistants (MLA).

To ensure that all samples and records are stored and archived according to departmental standard operating procedures.

To assist in the disposal of clinical waste in a safe and respectful manner as necessary in line with laboratory Policies and Procedures.

Participate in the maintenance of equipment and the preparation of reagents as outlined in Standard Operating Procedures (SOP).

Ensure that reagents are prepared, stored and used according to manufacturer guidelines and in line with laboratory procedures.

To assist in the monitoring of stocks of consumables through accurate record keeping and by alerting a senior member of staff to any shortfalls. Use resources efficiently and cost effectively.

Ensure that appropriate preventative maintenance and calibration has been carried out and recorded on laboratory instruments and equipment prior to being used for patient investigations.

Ensure that all equipment failures are recorded in line with Departmental and Trust Policies. To contribute to the evaluation of both new and existing equipment and standard operating procedures, using change management and verification documentation, to ensure continuous service improvement and development.

To assist in the production, implementation and review of documentation associated with laboratory procedures.

Promptly report any incidents / accidents and near miss occurrences in accordance with Departmental and Trust Policies and Procedures.

To be actively involved in the implementation of both Trust and Departmental Policies and Procedures and reinforcing their use and application.

To participate in housekeeping duties in the laboratory in order to maintain a clean and tidy working environment.

To rotate through all sections of the laboratory, undertaking all the scientific and technical operations within the department.

To become familiar with the departmental computer system including the handling of data and the input and release of laboratory results ensuring information is accurate and complete.

To ensure the accurate and prompt transmission of results to appropriate personnel ensuring that patient confidentiality is maintained.

To undertake routine, specialised and developmental techniques for the analysis of pathological specimens under the direction of Senior staff and as defined by departmental SOP's

To suggest and implement agreed changes to SOP's

To participate in new developments and the introduction of new methodology as required.

To participate in the day to day operation of the department.

To maintain adequate stock of all reagents and consumables, through accurate record keeping and reporting to senior staff.

To participate in continuous training to maintain the services within each section and to keep up to date with regard to developments within the discipline

To ensure the rapid turnover of work is maintained

Participate in projects and basic research as required.

To ensure the quality control tests are conducted and meet required analytical standards.

Technical validation of results and produce reports dependent on discipline.

Human Resource Management

To assist in the instruction of staff in training and supervision of less experienced BMS's and support staff according to the policy of the department.

Financial Management

To undertake laboratory analysis in a cost-effective manner.

Equipment

To be aware of all relevant standard operating procedures and to operate according to each procedure paying particular attention to Health and Safety and any other regulations that are appropriate.

To undertake routine maintenance of laboratory equipment

To use analysers and other laboratory equipment in a safe, efficient and cost effective manner.

To assist in the validation of new equipment prior to service introduction.

To undertake basic fault finding and remedial action as appropriate.

Quality

To work within the Health and Safety standards of the profession, the department and the Trust to maintain the laboratory's standard of accuracy in the recording and handling of all specimens

Information Technology

To operate and record relevant computerised data in accordance with the general work of the laboratory. This may include word processing, spreadsheets, e-mail and basic use of the laboratory information systems, procurement and quality management systems.

Communications And Working Relationships

Provide verbal and written reports as required

To establish good working relationships at all times with colleagues, medical staff and others as required within the Dignity at Work policy

To ensure Trust regulations regarding sickness, annual leave, special leave, study leave etc are followed

To provide information and advice on the use of the laboratory service.

To communicate and explain complex and sensitive information including results to service users such as hospital clinicians, GPs, ward and community staff.

Personnel Development

The job holder would be expected to actively participate in Continual Professional Development activities to meet current and future HCPC requirement, and personnel development goals that will be identified at PADR.

These may include:

- i) Training
- ii) Continuing professional development
- iii) Teaching
- iv) Audit
- v) Appraisal
- vi) Research
- vii) Management Development
- viii) Local clinical governance activities

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Biomedical Science degree or equivalent Registration with Health and Care Professions Council (HCPC) Evidence of on-going CPD Specialist Portfolio in chosen discipline or old log book route or equivalent route taken in the past. Health and Safety issues General Technical work of the department Specialist knowledge of discipline	Willingness to work towards higher qualification.	Application form and pre employment checks
Experience	Experience required to fulfil the post A comprehensive knowledge of the laboratory discipline Generic laboratory knowledge Significant amount of post registration experience in specific discipline Able to work autonomously	Additional experience of IT including electronic reporting, requesting and data storage, search, retrieval and enquiry	Application form and interview
Aptitude and Abilities	Effective written and verbal communication skills. Basic technical operations of the department. Software Usage Ability to prioritise workflow Comprehensive IT skills Experience of working with a networked pathology computer system	Ability to speak Welsh	Interview

	<p>Willing to share information.</p> <p>Flexible and adaptable to meet all aspects of the departments work</p> <p>Good time keeping</p> <p>Ability to act on own initiative</p> <p>Ability to work under pressure</p>		
Values	<p>Demonstrates the values of the Trust including: care, compassion, competence, communication, courage and commitment</p>	<p>Willing to work as a general member of a team</p> <p>Able to work effectively on their own</p> <p>Able to finish what they start in the laboratory team</p> <p>Able to work with other people as part of a team</p> <p>Flexible in their approach to try new procedures and practices.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Ability to travel between the Royal Gwent Hospital and The Grange Hospital</p> <p>Able to work hours flexibly</p>		<p>Application form and interview</p>

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and

have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

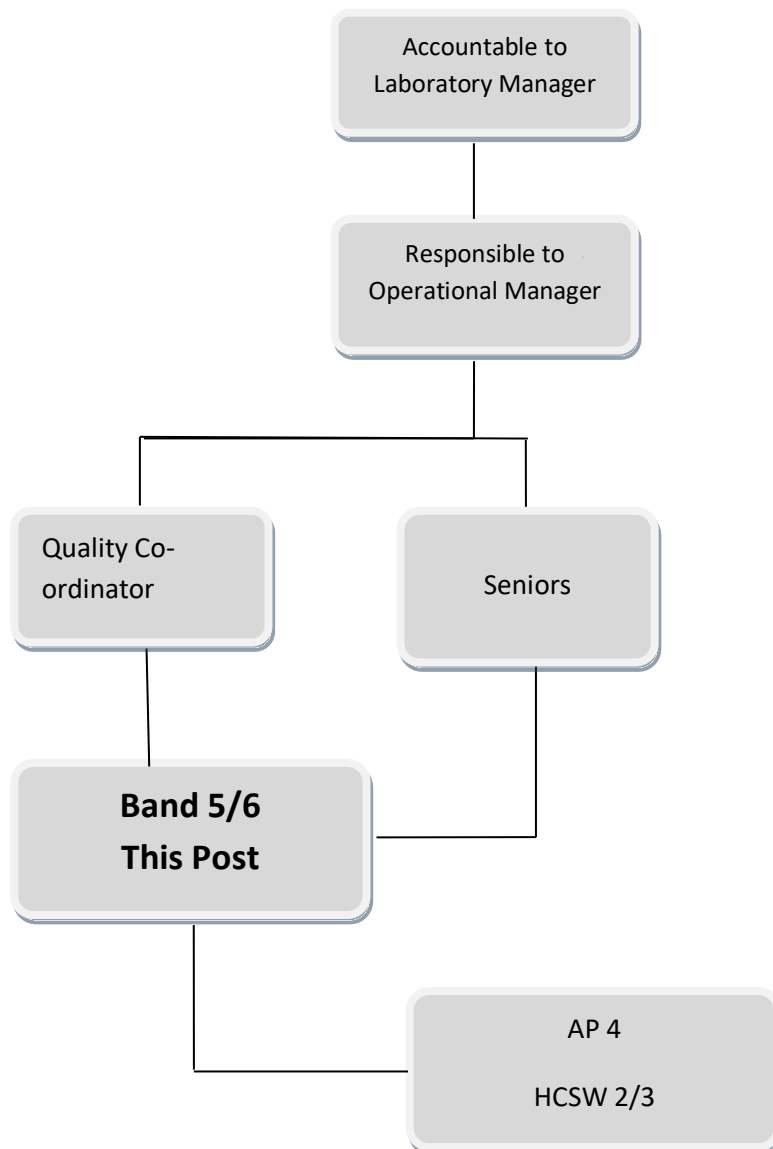
Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: _____

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: _____

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Specialism in the field	At all times	Throughout appointment	
Participate in nightshifts	Twice a month	Throughout appointment	
Driving to another site	Ad hoc	Throughout appointment	The Grange University Hospital is located approx. 8 miles away in Cwmbran

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments