

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Genetic Technologist

Department: Sheffield Diagnostic Genetics Service

Responsible to: Head of Laboratory Services (Laboratory Manager)

Accountable to: Head of Department

Band: 6

2. JOB PURPOSE

To participate in the processing and analysis of samples. To provide full technical support to a series of services, managing routine samples and analysis with some autonomy. To take responsibility under the Head of Laboratory Services for staff supervision, recruitment, retention and development in service area. To participate in the routine work of the laboratory by participation on the rotas and other similar tasks as directed by the Head of Laboratory Services. To provide an efficient, cost effective and high quality service to expected turnaround times.

3. MAIN DUTIES/RESPONSIBILITIES

- To supervise and manage in all aspects and take responsibility for a technical service provided by the laboratory including all developmental aspects, liaison with clinical scientists and troubleshooting with regards to the service.
- Develop and implement policies for own area of responsibility and participate in the development of policies that impact outside own services.
- To demonstrate and apply a good understanding of the scientific and technical principles involved in the delivery of the service including troubleshooting.
- To oversee and deliver where required a variety of specialised techniques requiring the personal use of complex and costly equipment (>£30K).
- In partnership with the Laboratory Management and Practitioner/Technologists, to be responsible for the accuracy, timeliness and appropriateness of a variety of routine and non-routine specialist genetic tests.
- To be personally responsible for the time management and planning of multiple tasks and activities as described in the job description and be able to respond to changing requirements, adjusting plans as required.
- To undertake the generation of standard template reports for first line reporting
- To develop the necessary protocols and technologies to deliver the laboratory work associated with service area.
- To attend departmental meetings on behalf of the service group to give professional opinion.
- To be responsible for the auditing of services provided, according to the laboratory protocols,

ensuring appropriate incident protocols are followed.

- To contribute to the Health & Safety assessment of all processes within the service group.
- To operate a flexible work practice to enable the efficient delivery of urgent testing.
- To abide by the confidentiality policy.
- To maintain and update existing laboratory databases of clinical referrals, results and reports.
- To provide supervision for staff within the group including conducting the PDR process, objective setting and aspects of performance management.
- To supervise and manage a service within SDGS to agreed standards, providing appropriate advice and support to the Scientists and Practitioners/Technologists where needed.
- To supervise all staff allocated to the service in all aspects of service provision including organisation of workloads and duties.
- Contribute to the development and implementation of policies within Laboratory services and across the department.
- Conduct staff reviews, personal development planning and participate in the recruitment and selection process of staff for this service.
- To abide by all Codes of Practice, Safety Regulations, Protocols and Operational Policies of the department and the service.

Following appraisal and discussion with the post-holder, this job description may be amended to one of equivalent grade for the purposes of training and staff development.

4. SCOPE AND RANGE



Internal Relationships

- As part of a team of Genetic Technologists who carry out all aspects of a technical and analytical service to achieve turnaround time and troubleshooting
- Liaison with all bands of staff within the genetics department to ensure service delivery, communication and troubleshooting
- Implementing and managing complex, highly specialised equipment using rapidly changing and developing technology. This routinely involves use of complex IT software systems, databases and hardware.
- Participation in training of staff at all levels within the Department.

External Relationships

- May involve liaising with other trust departments such as supplies or IT
- May involve calling service engineers relating to equipment lead role

5. ORGANISATIONAL POSITION

<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Head of Laboratory Services</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Senior Practitioner/ Genetic Technologist</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Practitioner/ Genetic technologist</div> <div style="border: 1px solid black; padding: 5px;">Assistant Genetic Technologist</div> </div>	
<p>6. JOB DESCRIPTION AGREEMENT</p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p>TRUST VALUES</p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p>Compassion </p> <ul style="list-style-type: none"> • We are led by kindness for all – for our patients, their families and our colleagues • We will show empathy and understanding, treating everyone with dignity and courtesy • We will respect each other and those we care for <p>Accountability </p> <ul style="list-style-type: none"> • We always strive to do the right thing • We own responsibility for our successes, failures and understand where we need to improve • We will create a supportive working environment where everyone takes responsibility for their own actions 	

Respect



- We value differences and treat everyone fairly and consistently
- We will actively tackle inequality and will foster a culture of inclusion

Excellence



- We will seek to improve the way we work and deliver a high quality standard of care
- We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally

Together we care

HR Use only
AFC code:

SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

PERSON SPECIFICATION – Genetic Technologist

Assessment Criteria	Essential	Desirable	How assessed
Qualifications and Training	Graduate in relevant good (2.2 or above) honours degree in science or additional postgraduate qualification if not a science degree. Registered or soon to be eligible for registration in appropriate scheme for Healthcare Scientist.	Relevant post graduate or masters qualification	AF, In
Experience	A number of years' experience of laboratory work (post-graduate and/or industrial). Experience of management of some aspects of UKAS Experience of service planning, development and delivery		AF, Ref
Knowledge and Skills	Broad practical and theoretical knowledge of Human Genetics with several areas of highly specialist skills and detailed knowledge. Knowledge of Health and Safety, quality management and UKAS requirements in a laboratory environment. High level of technical and analytical skill including trouble shooting. Excellent communication skills. Ability to train and develop staff in service area. Excellent organisational skills including meticulous record keeping. Ability to supervise and manage a service and meet tight deadlines.	Ability to manage technical staff in relation to service A number of years laboratory experience in an accredited diagnostic laboratory Have line managed staff or managed Projects Drafted and Written SOP's	AF, In, P, Ref
Personal Attributes	Good communication skills. Able to carry responsibility for day-to-day management of		In, Ref

HR Use only
AFC code:

	workload and to tight deadlines where necessary. Excellent team player and independent worker.		
Demonstrates Trust Values	Compassion, Accountability, Respect and Excellence.		In/REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference