

Job description

Post	Blood Science Manager
Band	8b
Department	Pathology, Blood sciences
Responsible to	Clinical leads for Biochemistry, Blood Transfusion, Haematology, and Immunology.
Professionally Accountable to	Pathology Directorate Manager
Date written	28/03/24
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Job summary

The post holder is a key member of the senior pathology management team, responsible for the on-going development and delivery of a high quality and responsive Biochemistry, Haematology, Transfusion, Immunology, and pre-analytical services.

The post holder must be a HCPC Registered Biomedical Scientist. Will be an expertise in at least one of the above scientific fields, able to analyse and interpret highly complex information and to provide guidance and advice to clinicians and other senior managers.

You will be responsible for the day-to-day operational management of the Blood Sciences Department, being responsible for managing, motivating, and effectively leading the scientific and support staff in the delivery and development of high-quality blood sciences service.

Key working relationships

Liaises closely with the consultant Haematologists, Immunologists, and consultant clinical scientists for Biochemistry in matters relating to the provision of scientific and technical services. Responsible to the Clinical Director, via the Directorate Manager, for corporate management issues concerning the blood sciences department.

Have excellent working relationships with all technical and non-technical staff in the laboratory/department and all users of the service including patients, member of the public and company representatives.



Compassion



Accountability



Respect

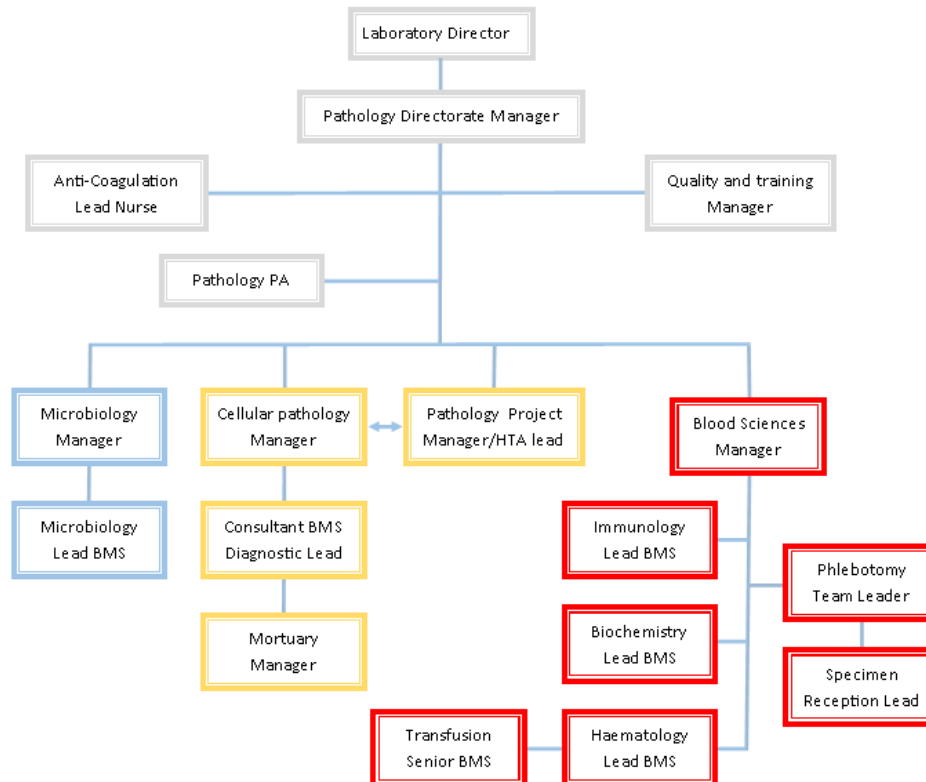


Integrity



Courage

Organisational structure



Main duties and responsibilities

1. To be responsible for procurement process for equipment, consumables and reagents used in the department. To ensure adequate stock levels and maintain an accurate stock control system.
2. To ensure acceptable levels of performance in External Quality Assessment schemes. To establish and maintain an internal quality assessment scheme. To ensure that the department fulfils the requirements of external regulatory bodies.
3. To provide the professional and scientific lead within the department in liaison with the relevant clinical leads.
4. Responsible for ensuring that the performance management targets are monitored and are achieved.
5. To manage the staff in the Blood Sciences Department. To have responsibility for training, career development and performance appraisal of all staff in the department. To implement the Trust discipline and grievance procedures when required. To ensure adequate records are kept of annual leave and sickness absence.
6. Manage the recruitment process, select advertising media, and arrange and lead interview for new applicants. Act as appointing officer.

7. Responsible for ensuring the health and wellbeing of the staff in the department in line with Trust policies.
8. To authorize salary returns using the E-ROSTER system and to manage leave requests. To include monitoring of work patterns and to identify any significant demands upon the service.
9. To manage the departmental budget including cost improvement targets, in close collaboration with the Pathology manager.
10. To ensure good level of communication with all users of the service.
11. To be an active member of the Directorate Management team.
12. Accountable for the financial performance of the Blood Sciences Department and monitoring of the delegated management of the individual departmental budgets.
13. To establish scientific priorities and determine how these will be met.
14. To be fully conversant with all aspects of the laboratory information management system to ensure the safe and correct request and result entry and reporting of results. To include oversight of all new IT based projects and developments.
15. To produce and submit business cases for new equipment and services.
16. To interpret Health and Safety Legislation and how these impacts on the Department.
17. To be responsible for ensuring that the Trust's Data Quality Policy is reflected in the departments operating procedures, ensuring that the department collects as timely and accurate data as possible.
18. To provide support as appropriate to ensure compliance with the requirements of external regulatory bodies including MHRA and UKAS.
19. To actively participate in the planning, support, and implementation of the goals for the ME2 (Midlands and East 2) pathology network and LNR cluster.
20. To manage the pre-analytical elements of the service including phlebotomy and specimen reception teams.
21. Any other duties deemed appropriate, in line with grade, experience and contractual obligations.

Statutory and miscellaneous

- Take responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns or if registration lapses or expires. (all registered staff)
- This post involves access to patients and their data including children and/or vulnerable adults as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary to apply for and be in receipt of a satisfactory **standard DBS check** of the post holder. **(this statement relates to patient facing but nonclinical role)**
- The Trust requires all roles requiring DBS check, to have a satisfactory DBS recheck every three years.
- The Trust requires all new starters to subscribe to the DBS update service where it is a requirement of the role.
- Be responsible for maintaining own vaccinations/Hepatitis B immunity.
- Always Safeguard patient confidentiality including adherence to the Data Protection Act.
- Attend the Trust statutory refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Kettering General Hospital NHS Foundation Trust.
- Be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors, and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work and the Trust Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirement of the post.
- This job description reflects the present requirements of the post, and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. Appropriate notice of such changes will be given.

Confidentiality, Data protection and data quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- uphold its principles; and
- adhere to Trust policies and to always maintain strict confidentiality.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained (where appropriate).

Safeguarding Children & Adults at Risk

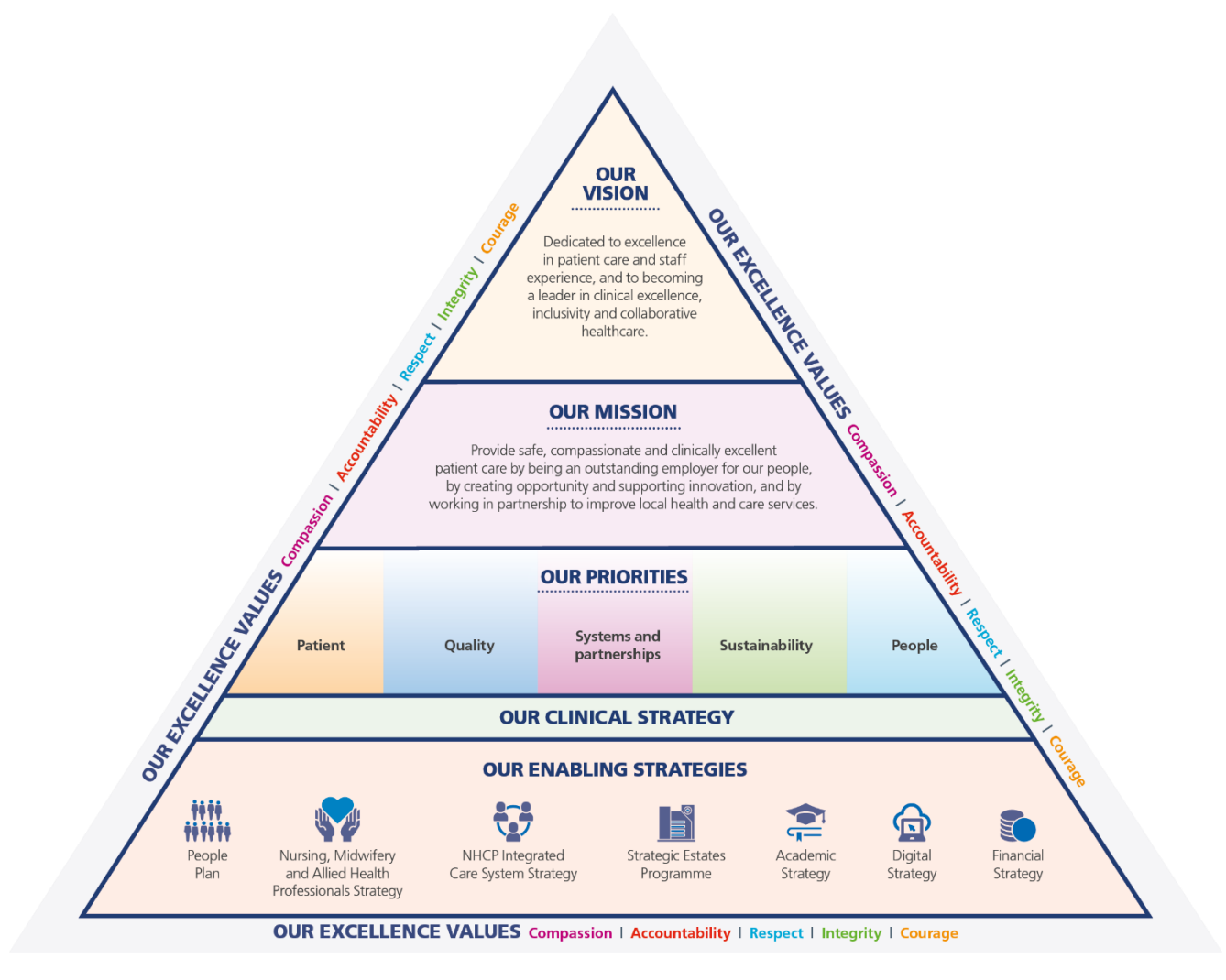
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

Our Vision and Values

Kettering General NHS Foundation Trust and Northampton General Hospital NHS Trust are both part of the University Hospitals of Northamptonshire NHS Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information about working for us:

- [Kettering General Hospital NHS Foundation Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)



Our Excellence Values



Compassion



Accountability



Respect



Integrity



Courage

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other people's shoes.

We take responsibility for our decisions, our actions, and our behaviours. We do what we say we will do when we say we will do it. We acknowledge our mistakes, and we learn from them.

We value each other, embrace diversity, and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.

We are consistently open, honest, and trustworthy. We can be relied upon; we stand by our values, and we always strive to do the right thing.

We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters, and we see potential failure as an opportunity to learn and improve.

Shortlisting Criteria	Essential	Desirable
Education, Training & Qualifications		
Honours degree or equivalent in a science subject	X	
MSc or equivalent in a healthcare subject or equivalent experience in a healthcare setting	X	
Recognised management qualification at postgraduate diploma level or equivalent experience	X	
Good working knowledge of the NHS	X	
HCPC registered as a Biomedical Scientist.	X	
Evidence of higher specialist training gained through short courses or distance learning.		X
Good working knowledge of Blood sciences and wider pathology disciplines beyond your own specialist field.		X
Knowledge & Experience		
Experience of managing and leading a large complex service department (in one of the constituent elements of Blood Sciences), with a significant number of line reports	X	
Demonstrate a high level of leadership and organisational skills, including the introduction of innovative technology and giving a major contribution to the strategic direction of the service.	X	
Evidence of effective change management and business planning	X	
Awareness of national and local NHS agendas	X	
Evidence of successful financial management	X	
Awareness of technological (including IT) solutions and their application	X	
Experience of working in a teaching hospital or other busy environment		X
Experience of working in a Pathology Laboratory		X
Experience of NHS financial and administrative financial systems		X
Awareness of national Pathology agendas including market potential		X

Presentational and teaching skills		X
Experience/practical knowledge of pathology networks/clusters.		X
UKAS accreditation experience and knowledge		X
MHRA accreditation experience and knowledge.		X
Skills		
Well-developed IT skills to manage and report on complex performance management information systems.	X	
Ability to carry out HR planning for a service.	X	
Ability to organise a broad range of programs pertaining to the service.	X	
Able to develop strategies to meet objectives and workload demand	X	
Evidence of leading change at a service level.		X
Good working knowledge of quality management systems.		X
Ability to communicate effectively with staff at all levels.	X	
Ability to build successful teams	X	
Ability to provide and receive highly complex information.	X	
Key Competencies/ Personal Qualities & Attributes		
Ability to work flexibly to meet deadlines	X	
Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.	X	
Judgements involving a range of highly complex facts or situations which require analysis and interpretation of a range of options.	X	
Evidence of Chairing large meetings.		X
Possess well-developed influencing and motivational skills.	X	