

JOB DESCRIPTION	
Job Title:	OPERATIONAL LEAD SCIENTIST CELLULAR SCIENCES - MICROBIOLOGY
Band:	8A
Department/Service:	PATHOLOGY / TEES VALLEY PATHOLOGY
Organisational Relationships:	
Responsible to:	HEAD OF PATHOLOGY
Accountable to:	SERVICE MANAGER
Professionally Accountable to:	SERVICE MANAGER
Organisational Chart:	
<pre> graph TD A[HEAD OF PATHOLOGY] --> B[CELLULAR SCIENCES SERVICE MANAGER] A --> C[OPERATIONAL LEADS LEAD BMS's] A --> D[SUPPORT SERVICE MANAGERS*] B --> E[THIS POST] B --> C E --> F[SENIOR BMS'S] F --> G[BMS's] G --> H[HCSSW's] </pre> <p>The organisational chart illustrates the reporting structure. At the top is the HEAD OF PATHOLOGY, who oversees the CELLULAR SCIENCES SERVICE MANAGER, OPERATIONAL LEADS LEAD BMS's, and SUPPORT SERVICE MANAGERS*. The CELLULAR SCIENCES SERVICE MANAGER oversees THIS POST (highlighted with a thick border) and OPERATIONAL LEADS LEAD BMS's. THIS POST oversees SENIOR BMS'S, who in turn oversee BMS's, who finally oversee HCSSW's.</p>	
<p>*Quality Manger, Business Support Manager, Pathology Support Services Manager, IMT Manager, Training Manager</p>	

Job Summary / Role:

Pathology Operational Lead Scientists have reciprocal responsibility with shared leadership and oversight across the Pathology Service.

The post holder will provide operational management in Microbiology and be responsible for the safe use of resources and for ensuring the service has sufficient automation and suitably qualified and trained staff identifying deficiencies where necessary.

Responsible for ensuring the operational safety and best practice of the Microbiology department - for the benefit of the clinical care of patients within the hospital and community.

Critically examines Microbiology department via a continuous audit process, assesses options for change and recommends suggested changes to practice in a manner conducive to implementation.

They work in partnership with other Operational Lead Scientists and will deputise for each other ensuring the efficient and effective use of resources in delivering a high-quality clinical service to patients and clinicians across Trusts sites and GP services.

To ensure the delivery of agreed performance targets within the Microbiology department.

To provide management support to the Service Manager and Clinical Lead/Director in order to ensure that the overall effective use of resources and the continued improvement in service management and delivery.

Key Relationships:

Service Managers
Consultant colleagues
Clinical Leads
Other Operational Lead BMS's
Collaborative Teams
Quality Manager
Pathology Support Services Lead
Training Manager
IMT Manager
Finance Lead
Business Support Manager
External networks and stakeholders

Core Functions:

In conjunction with Lead and Senior Biomedical Scientists and Clinicians, support the assessment of options and provide advice and additional support on the selection of new procedures and approved methods / techniques and equipment. Support equipment or new process evaluations for the laboratory in line with professional and national guidance or statute.

The post holder will work closely with the Service Manager for Cellular Sciences, across all sites as well as the Clinical Lead(s) to ensure that the service is responsive, innovative and meets performance, quality targets and standards such as ISO15189, and financial and operational management of the services.

The post holder will be expected to exercise initiative, prioritise conflicting work demands and communicate effectively, both verbally and in writing, with the multi-disciplinary team, internal departments, and external partners to ensure continuity in achieving excellence in patient care.

To ensure the UKAS and HSE Standards are met throughout the department.

Work closely with the lead clinician(s) for Microbiology to develop the service and manage risk.

To examine and risk rate all clinical and technical incidents, recommending and implementing change in practice.

To prepare reports, business cases, evaluations, templates working with the Cellular Sciences Services Manager and other Operational Managers relevant to:

- Monitoring of performance, providing figures and statistics as and when required by the management team
- Secure resources for service continuity or development
- Contribution to the business planning process or delivery of efficiency initiatives
- Quality and audit (including evaluation)
- Business resilience and continuity
- Health and Safety compliance and escalation

To contribute to the strategic planning of the service and developments of professional practice.

Deputise for the Service Manager or other Operational /Lead BMS's in pathology responsible for the planning and implementation of new methods and equipment which will require complex decision making and organisation of test repertoires, protocols, duties, and rotas for staff.

Responsible for:	<p>The post holder will lead and be responsible for the delivery of the Microbiology service for both Pathology and the Trusts.</p> <p>This role will be responsible for ensuring the efficient and effective use of resources in delivering a high quality clinical and technical service to patients and clinicians across Trusts sites within Microbiology.</p> <p>The Pathology Operational Lead Scientist for Microbiology, supported by the Cellular Sciences Services Manager, Lead Biomedical Scientists, Head of Pathology, Quality Manager, Consultant Clinicians, and a team of highly skilled, senior biomedical scientists are responsible for:</p> <p>The management of Biomedical Scientists and support staff within Service, ensuring the operational, managerial functions and pro-</p>
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	<p>cesses are delivered to ensure a safe, clinically effective, and efficient service</p> <p>Operationally accountable to the Service Manager Cellular Sciences</p> <p>Areas of responsibility would include but not exhaustive are:</p> <ul style="list-style-type: none"> • Operational oversight of equipment and maintenance requirements • Roster management in respect to fill rates and continuity • Sickness management past first stage escalation • Disciplinary management past day-to day and on escalation as appropriate following Trusts procedures • Performance related management • Business case preparation with Business Manager, Service Manager and Lead BMS's • KPI monitoring of compliance in conjunction with Quality Manager and Lead BMS's • Lead on health and safety in area of scope with escalation to Service Manager as appropriate • Stock control management • Audit compliance etc.
Administrative Responsibilities	<p>Effective management of staff absence and performance in accordance with Trusts Policy, reduce sickness absence; workplace accidents; and promote zero tolerance on violence against staff.</p> <p>Staff behave appropriately and professionally, and, where concerns are apparent, these are managed in accordance with Trusts policies.</p> <p>Knowledge / awareness of relevant Trusts policies and effective liaison with Human resources</p> <p>Appropriate induction arrangements are in place for new staff and those returning to work following long absence</p> <p>The mandatory and professional education and training needs (including staff appraisal and Professional Registration) of staff are met and comply with the relevant Professional, Trusts and statutory requirements.</p> <p>Support regular appraisals for staff (in conjunction with the Lead Biomedical Scientist and other Operational Leads), ensuring business goals are clearly communicated and linked to objectives.</p> <p>Review training and development of all staff, so all staff have a personal development plan, and support staff in reaching their full potential as identified through the appraisal process.</p>
Clinical Responsibilities	<p>Support the alignment of working practices/policies between trusts in relation to Microbiology roles and responsibilities.</p>

	<p>Responsible for ensuring services have in place effective systems for the management, recording and reporting of risks, complaints, patient safety, clinical audit, and clinical effectiveness and COSHH.</p> <p>Ensure incident reporting and complaints management procedures are followed, are used as a learning opportunity and that appropriate actions are taken to inform changes to service delivery and reduce the risk of recurrence.</p> <p>To maintain knowledge of current scientific, professional, policy and commercial issues that may impact upon service delivery working with the Pathology Services Manager to develop future service proposals.</p> <p>Facilitate service and policy development and improvements through change, best practice and service improvement and modernisation ensuring all blood science services comply with current UKAS standards, national and European legislation, and all discipline specific regulatory bodies.</p>
Management and Leadership Responsibilities	<p>Champion the Trusts improvement and leadership strategy, through attendance at leadership, development, and quality Improvement training.</p> <p>The Pathology Operational Lead Scientist role demands excellent leadership skills to develop the workforce and to work with potential external organisations to develop collaborative arrangements to secure business sustainability.</p> <p>Overseeing performance management systems to ensure services meet agreed service specification including key performance indicators and other local and national targets such as UKAS ISO15189 standards.</p> <p>Responsible for ensuring staff have received training and are aware of their personal responsibilities for the identification and reporting of risk and the legislative reporting requirements such as HSE, RIDDOR and fire safety.</p> <p>Work with other managers and colleagues to identify, manage and minimize risks within the Trust's Risk Management Framework.</p> <p>Manage, and support a Continual Professional Development programme for all staff. Have freedom to act in the interpretation of general policies to manage the department and support delivery of an optimal clinical/technical service.</p> <p>Manage staff problems and handle complaints from patients or service users, which at times may be distressing or highly distressing.</p>

	<p>Support and chair meetings as appropriate within the department and ensure adequate notes or minutes are recorded and retained and agreed actions are affected.</p> <p>Ensure that in the event of a major incident or other emergency the department can respond according to the need of the hospital and other services.</p> <p>Has the ability to create and communicate a clear vision and direction to create a motivated team and foster an environment where groups and individuals can achieve high performance.</p> <p>Builds and manages internal and external stakeholder relationships and exceeds patient and commissioner expectations by accurately assessing patient needs and ensuring delivery of commissioner requirements.</p>
Policy and Service Development	<p>Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trusts Quality Improvement programme.</p> <p>To resolve day to day management issues Microbiology for all aspects of the patient pathway.</p> <p>Contribute to the formulation of strategies and plans, including the Annual Report for Pathology Services, Business continuity plans and Business cases.</p> <p>Contribute and support the implementation of service redesign to support current and future business requirements.</p> <p>Support the transition of new services into the Trusts.</p>
Research and Audit Responsibilities	<p>Support the delivery of the research and Development (R&D) Programmes and Quality Management System (QMS) technical audits linked to the needs of the Trusts.</p> <p>To help ensure compliance with all legal requirements for example Health and Safety, Data Protection, European In-vitro Diagnostics Directive, Medicines, and Healthcare products Regulatory Agency (MHRA) Health and Safety Executive (HSE) and Human Tissue Authority (HTA).</p>
Managing Resources Responsibilities	<p>Work with the budget holder / manager for the department/service including the monitoring and control of within agreed limits and to ensure:</p> <ul style="list-style-type: none"> • Continual review of skill mix of the workforce • Staff recruitment and selection conducted in a timely manner with adherence to Trusts Policy in terms of health and safety checks and professional registration

	<ul style="list-style-type: none"> • Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff
Education and Training	<p>Take responsibility for personal development and education and the development of a Personal Development Plan.</p> <p>Seeks applies and shares knowledge both internally and externally by making use of the knowledge and experience of other team members and colleagues to improve business performance.</p> <p>Manage and ensure the educational and training needs of the technical staff are up to date and comply with current Trusts policy, professional requirements, and service needs.</p> <p>Ensure induction arrangements for new staff and visitors according to Trusts or local policy are performed and recorded.</p> <p>Support training and development to departmental staff and service users where appropriate and be able to adapt training resources and delivery of information to meet the requirements of different groups of staff (e.g., Support staff, Biomedical Scientists, Consultants, and Nurses).</p>
The job description and duties may be subject to future review as the needs of the service change.	

PERSON SPECIFICATION**JOB TITLE: OPERATIONAL LEAD SCIENTIST (Cellular Pathology / Microbiology)****KNOWLEDGE & SKILLS:**

Essential:	Desirable:	Assessment Method:
<p>Advanced theoretical and practical knowledge of laboratory techniques and Biomedical Science.</p> <p>Understanding of specialist activities and management knowledge acquired through training to master's equivalent of knowledge plus further specialist training to doctorate level or equivalent advanced or specialised knowledge and understanding of relevant statutory health and safety legislation, staff management issues, current legislation, EU Directives, ISO standards and Health Care Professions Council / Institute of Biomedical Science training and CPD requirements.</p> <p>Professional portfolio as required for continuous HCPC registration</p> <p>Excellent communication and motivational skills.</p> <p>Good written and verbal communication skills.</p> <p>Good interpersonal skills</p> <p>Ability to work under pressure</p> <p>Planning and organising skills</p> <p>IT literate in Microsoft Office.</p> <p>Able to give and receive feedback to individuals</p>		Application Form / Interview

<p>Ability to work on own initiative.</p> <p>Awareness of external and internal environment in which the department operates.</p> <p>Ability to work on own initiative</p>		
QUALIFICATIONS & TRAINING		
Essential:	Desirable:	Assessment Method:
<p>Post graduate qualification (FIBMS / MSc) or evidenced equivalent experience in appropriate discipline.</p> <p>Registered as a Biomedical Scientist (BMS) with the Health Care Professions Council</p> <p>BMS Specialist Diploma in Microbiology or evidence based post registration specialty training in accordance with Institute of Biomedical Sciences IBMS guidelines</p> <p>Evidence of recent relevant professional development.</p>	<p>Attendance at the leadership and development and improvement programme (4.5 days).</p> <p>Post graduate management qualification or proven Management/Leadership experience with evidence of ongoing management training</p> <p>Higher Specialist Diploma</p>	<p>Application Form / Certificates</p>
EXPERIENCE		
Essential:	Desirable:	Assessment Method:
<p>Extensive profession specific knowledge, application of theory, best practice, and procedures within (Cellular Pathology / Microbiology)</p> <p>Managing a 24/7 Acute Service</p> <p>Knowledge of NHS and social care national agenda and reporting processes and systems.</p> <p>In depth knowledge and understanding of current NHS</p>	<p>Managed budgets.</p> <p>Application of staff disciplinary and absence policies</p> <p>Staff management responsibilities with management qualification</p>	<p>Application Form/ interview and references</p>

and social care policy and their implication for professional practice.		
PERSONAL ATTRIBUTES		
Essential:	Desirable:	Assessment Method:
<p>Builds personal networks, recognises the value of other team members in enhancing overall performance and encourages and enables contributions from all other team members.</p> <p>Communicates in a clear and concise manner in the language of the audience and checks that communicated messages have been received and understood.</p> <p>Able to motivate staff and maintain and develop team working.</p> <p>Hard working, highly motivated. Flexible attitude to working practice.</p> <p>Demonstrate a responsible and mature approach to work and colleagues.</p>		Application Form/ Interview
The job description and duties may be subject to future review as the needs of the service change.		

General Requirements:

1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trusts e.g., Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trusts Policies; to maintain safe working practice and safe working environments for themselves, colleagues, and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trusts, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trusts believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trusts.

7. Infection Control

The post-holder will ensure that (s) he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff, and visitors from healthcare-

associated infections.

He or she will ensure that (s) he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trusts policies.

All staff must challenge non-compliance with infection, prevention, and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trusts takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the Trusts safeguarding children or safeguarding adult teams.

Where individuals and managers are unclear of those responsibilities, they are expected to seek advice from the safeguarding teams.

PROFILE SUPPLEMENT: OPERATIONAL LEAD

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Example
Lifting weights/objects between 6-15 kilos			X			
Lifting weights/objectives above 15 kilos			x			
Using equipment to lift, push or pull patients/objects		x				
Lifting heavy containers or equipment			x			
Running in an emergency			x			
Driving alone/with passengers/with goods			x			May be ne items betw
Invasive surgical procedures		x				
Working at height or in a confined space		x				
Concentration to assess patients/analyse information				X		Analysing
Response to emergency situations				x		At times o
To change plans and appointments/meetings depending on the needs of this role				x		
Clinical interventions		x				
Informing patients/family/carers of unwelcome news				x		
Caring for terminally ill patients		x				
Dealing with difficult family situations				x		Relatives bers
Caring for/working with patients with severely challenging behaviour		x				
Typing up of formal minutes/case conferences				x		Meeting n would also
Clinical/hands on patient/client care		x				
Contacts with uncontained			x			May be ex times Busi

blood/bodily fluids						
Exposure to verbal aggression				X		When dead members
Exposure to physical aggression			x			
Exposure to unpleasant working conditions dust/dirt/fleas			x			
Exposure to harmful chemicals/radiation			x			May be exposed times Busi
Attending the scene of an emergency		x				
Food preparation and handling		x				
Working on a computer for majority of work					x	
Use of road transport				x		Traveling meetings c