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Job description

Job title	Biomedical Scientist Team Manager
Directorate	Science Group, Specialised Microbiology & Laboratories
Payband	AfC Band 7 (Clinical Ring Fence applies)
Responsible to	Regional Head of Operations through the Bacteriology \ Virology & Molecular Service
Base/location	UKHSA Clinical Microbiology and Public Health Laboratory, Cambridge
Hours/sessions per week	Full time (37.5 hrs/week)
Job type (ie fixed term/permanent)	Permanent position Some out-of-normal-hours work required Participate in work rosters to provide 7 day per week microbiology service (including Public Holidays). Additional leadership responsibilities in specialised activity e.g. H&S, IT, Quality

INTRODUCTION

UKHSA provides strategic leadership and vision for protecting and improving the nation's health. Its ambition is to lead nationally, and enable locally, a transformation in the health expectations of all people in England, regardless of where they live and the circumstance of their birth. It will achieve this through the application of research, knowledge and skills. UKHSA is an executive agency of the Department of Health. It is a distinct delivery organisation with operational autonomy to advise and support government, local authorities and the NHS in a professionally independent manner.

The Microbiology laboratory at Cambridge is the East of England Region for UKHSA currently providing services to Addenbrooke's, Royal Papworth, and the E&N Herts Hospitals, the surrounding district and other NHS Laboratories. It has active research and epidemiological interests. Set on the outskirts of the university city of Cambridge, Addenbrooke's Hospital is one of the top hospitals in the UK and a thriving NHS Foundation Trust. Addenbrooke's is closely associated with leading educational providers including the University of Cambridge and is a major centre for biomedical research and education.

The department undertakes a wide range of routine and specialist microbiological and molecular investigations. It makes extensive use of automation including Qiagen platforms, Microarray, BacTec, Sedimax, MGIT, Vitek, Centaur XP, Panther/Fusion, Liaison XL and Vidas analysers and BD Kiestra.



JOB SUMMARY

Supervises bench work of a team within the laboratory in processing of microbiological specimens and related tasks including isolation, identification, interpretation and reporting of results in accordance with agreed policies and standard operating procedures.

As a member of the middle management team, take a specialised lead role at senior BMS level within the department e.g. quality, health and safety, IT, CL3, training or expertise in a specialised area of microbiology e.g. mycology, parasitology.

Communication and key working relationships

Internal

- Supervises BMS, Trainee, Support workers and other junior grade staff within a team.
- Liaise with Regional Head of Operations, Clinical Service Director, Laboratory manager as required strategically and operationally.
- Liaise with service managers, senior grade BMS and medical staff concerning microbiological investigations and other tasks to be performed, including explanation of results to ward and other clinical staff.
- Liaise with departmental governance leads: Quality Manager, Health & Safety Manager, IT manager and Training Lead.

External

- Liaise with external bodies including NHS staff and commercial companies.

MAIN DUTIES AND RESPONSIBILITIES

Staff managed

- BMS, MTO, ATO and support staff team within the laboratory

Technical and scientific

- Advises staff regarding technical difficulties.
- Participates in implementing and suggesting changes to work practices and procedures.
- Selection of appropriate test profiles for samples received according to agreed protocols.
- Analysis of cultures, determination of antibiotic susceptibility and biomedical identification of micro-organisms
- Performance of immunological and other assays to investigate microbial infection and management of therapeutic agents.
- Screen and interpret test results (including those from regional specialties within the hospitals served) and communicate findings to senior colleagues and medical microbiology staff.



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- Technical validation of reports for clinical authorisation
- Under strict protocols authorisation of reports for release to other departments, wards, general practitioners and other customers.
- Participate in provision of out of hours on-call service (lone-working).
- Participate in Senior BMS rotation through all sections of the department.
- Contribute to preparation of documents and SOPs
- Contribute to incident and outbreak investigations
- Participate in and support relevant R&D activities of the laboratory and UKHSA, including epidemiological characterisation of organisms by alternative technologies.
- Provide technical advice to internal and external laboratory users
- Perform any other duties required by the line manager commensurate with the grade

Health & Safety

In collaboration with the Laboratory Safety Team:

- Ensure that all tasks are carried out to the required safety standards
- Report all accidents and incidents or near misses, dangerous situations or shortcomings in health and safety training instructions
- Maintain competence to work to containment level 3 standards
- Participate in risk assessment

Your attention is drawn to the Health & Safety Act of 1974 which requires you to take reasonable care for yourself and others who may be affected by your acts and omissions at work; and to co-operate with your employer on any matters of health and safety.

Quality/Clinical Governance

In collaboration with Laboratory Quality manager:

- Participate in quality management audits.
- Maintain a high standard of work and comply with departmental quality policy
- Contribute to internal and external quality assurance programmes
- Ensure compliance with UKAS and other accreditation and certification standards
- Contribute to internal and external audit programmes and corrective actions
- Participate in review of Standard Operating Procedures take every effort to suggest quality improvements

Information Technology

- Record test results on live computer systems in accordance with agreed standard operating procedures
- Use databases and software packages.

Staff management and training



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- On a day-to-day basis manages and allocates work to BMS, Healthcare Science Support workers and other junior grade staff within a section of the laboratory to comply with agreed laboratory turn-around times.
- With other team leaders plans day-to-day of the work of the laboratory.
- Plans the day-to-day training activities of staff within the section.
- Responsible for internal communication to staff within the section
- Participate in training and supervision of trainee BMS and Healthcare Science Support staff.
- Participate in skills development of other BMS.
- Participate in training of junior medical staff in microbiological techniques.

Support services & Equipment

- Participate in management of stock levels within the laboratory
- Monitor and maintain laboratory equipment.

Financial & Business management

- N/A

Strategy, Policy and Service development

- Actively participate as a member of the Senior BMS Committee
- Work with others to improve working practices.

General employment responsibilities

- Ensure confidentiality and conformance to Data Protection Act in collaboration with designated Caldecott Guardian, Data Protection Officer and Security of information Officer.
- Actively participate and maintain a continuing professional development programme
- Develop professional/management expertise by undertaking further appropriate training as required.

Working Environment:

- This job will involve frequent exposure to unpleasant bodily fluids including sputum, faeces, blood etc. and to Micro-organisms likely to cause disease.
- To work within the UKHSA and Laboratory policies, codes of practice and professional guidelines.

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.



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Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.



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Person specification

Description	Essential	Desirable	Assessment
Qualification			
FIBMS or equivalent	√		A, I
HCPC State Registration	√		A, I
Maintains professional competence in biomedical sciences	√		A, I
Understands quality assurance principles and procedures	√		A, I
Knows and understands laboratory safety requirements and procedures	√		A, I
Higher degree		√	A, I
Relevant management training and qualification to certification level		√	A, I
CPD registration and certification		√	A, I
Knowledge and experience Experience as defined by type/level (not length)			
Relevant experience of working in a microbiology laboratory	√		A, I
Experience in liaising with customers		√	A, I
Skills and capabilities			
Aptitude for managing people and assessing performance	√		A, I
Ability to analyse data and present it in a meaningful way	√		A, I
Computer literate	√		A, I
Ability to work individually and as part of a team	√		A, I
Ability to prioritise work in a timely manner	√		A, I
Managing staff	√		A, I



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Evidence of motivating others		√	A, I
Evidence of using technical experience to assess new and existing systems and initiate change in laboratory practice		√	A, I
Additional Requirements			
Able to convey ideas and opinions clearly, concisely, orally and in writing	√		A, I
Evidence of negotiating skills	√		A, I
Able to relate to other staff groups	√		A, I
Able to deal with changing patterns of work	√		A, I
Able to work to deadlines	√		A, I
Dextrous	√		A, I
Cooperative	√		A, I
Organised	√		A, I
Methodical	√		A, I
Attentive to detail	√		A, I
Live within reasonable distance of the laboratory		√	A, I
Evidence of complementary interests		√	A, I
Equality and diversity			
An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	√		I
*Assessment will take place with reference to the following information			
A=Application form I=Interview C=Certificate T= Test			



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Civil Service competency framework 2012-2017 - core competencies

As a civil servant your performance and appraisal will be assessed against the Civil Service core competencies below:

(text to be removed from JD) - The framework outlines ten competencies, which are grouped into three clusters. A minimum of one competency should be picked from each cluster. It is anticipated that no more than five/six in total should be used. Please refer to UKHSA net for competency descriptions <http://UKHSA.net.UKHSA.gov.uk/Career-and-development/Documents>)

Strategic cluster – setting direction:	People cluster – engaging people:	Performance cluster – delivering results:
<ol style="list-style-type: none">1. seeing the big picture2. changing and improving3. making effective decisions	<ol style="list-style-type: none">1. leading and communicating2. collaborating and partnering3. building capability for all	<ol style="list-style-type: none">1. achieving commercial outcomes2. delivering value for money3. managing a quality service4. delivering at pace



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ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

Appraisal

All staff are required to partake in a joint annual review of their work. The process is described in the Human Resources handbook found on the UKHSA net.

Code of conduct and revalidation process for professionally qualified staff groups

All staff are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

Confidentiality and Data Protection Act

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to service users and staff.

In order to comply with the Data Protection Act 1998, you must not at any time use personal data held by UKHSA for any unauthorised purpose or disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisation, unless expressly authorised to do so by the organisation.

Conflict of interests

UKHSA staff must not engage in outside employment that conflicts with their UKHSA work, or is detrimental to it. In accordance with UKHSA's Conflict of Interest policy, you must inform your manager if there is the possibility of a conflict of interest and register the interest where appropriate.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or whenever such interests are acquired. You should not engage in these activities without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your UKHSA duties

Data management

If you line manage staff and one of those staff members is a 'system owner' of a UKHSA database, you will become the new system owner if that member of staff leaves the organisation and no other measures have been put in place and documented.

Diversity

You are at all times required to carry out your responsibilities with due regard to the organisation's diversity policy and to ensure that staff receive equal treatment throughout their employment with UKHSA.

Emergency response

As a Category 1 responder, under the Civil Contingencies Act, 2004, UKHSA has a set of civil protection responsibilities which it must fulfil in the response to any emergency or major incident. You will be expected to contribute to the preparedness for and response to major incidents and emergencies (as defined in the UKHSA Concept of Operations) as required.



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Health and safety

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for coordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and staff training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All staff must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS) (If applicable)

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All staff must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Staff must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

UKHSA People Charter

All staff should be aware of and adhere to the UKHSA People Charter which outlines the values and behaviours expected of all UKHSA staff and underpins how all UKHSA policies should be applied. Applicants and staff will be expected to demonstrate an understanding of, and commitment to, these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes. This job description should be read with reference to the UKHSA People Charter.



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Job description agreed with the post holder:

Employee signature: Date:.....

Print name:.....

Manager's signature:..... Date:.....

Print name:.....