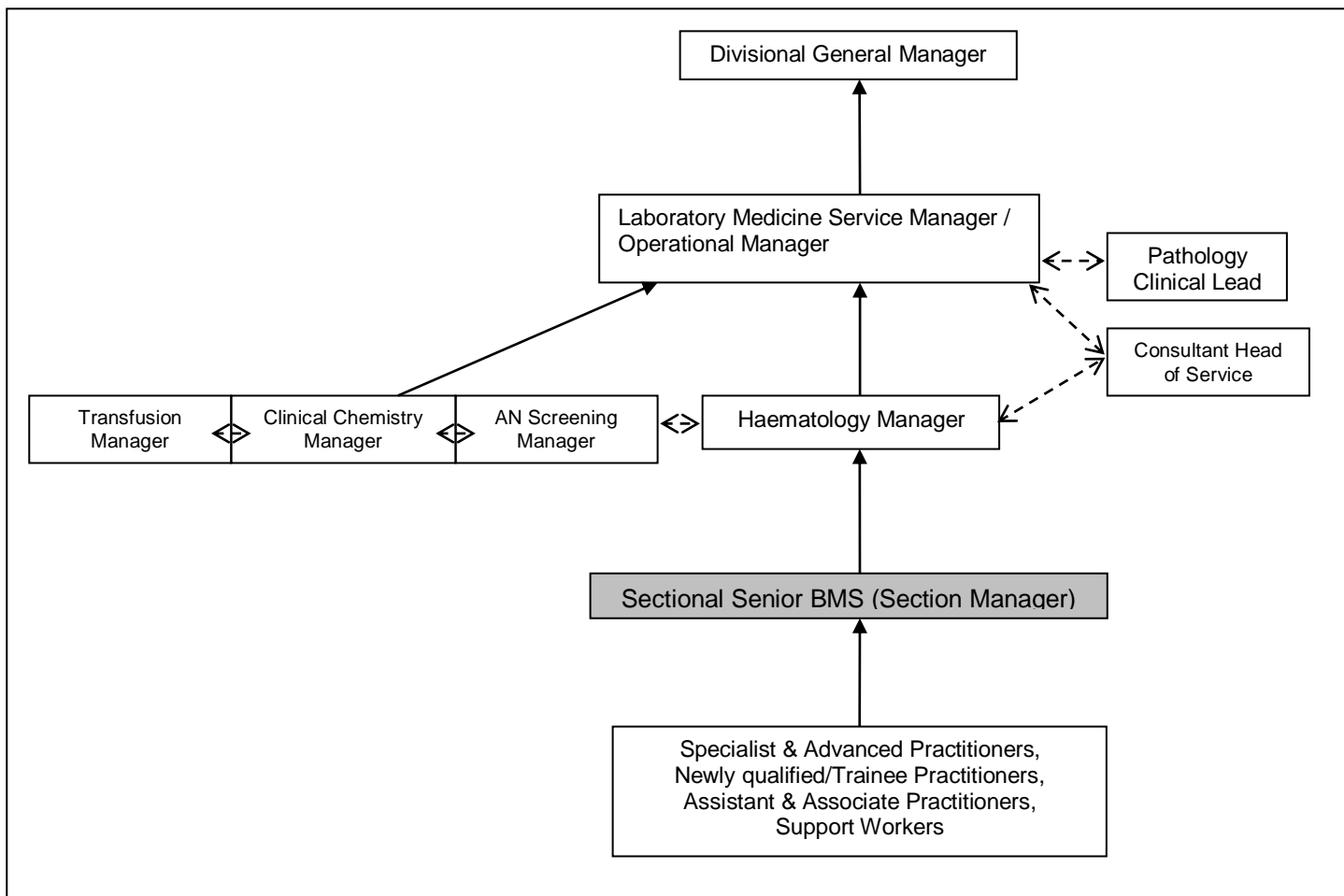


JOB SPECIFICATION

JOB TITLE: Section Manager / Senior Biomedical Scientist /
Trainee Section Manager / Trainee Senior Biomedical Scientist
(Haematology)

GRADE: AFC - Band 7 / *Agenda for Change B7 – Annex 21*

ORGANISATION CHART:



JOB PURPOSE:

To manage the day-to-day technical and scientific operations, work, and staff, in the various sections of the Haematology Laboratory.

To provide an efficient and effective diagnostic service for the Trust.

To ensure a satisfactory performance of tests within all sections of the department, undertake the more specialised scientific and technical work of the Haematology Laboratory, and to participate in the supervision, training and competency assessment of laboratory staff.

JOB DETAILS

Job Title: Section Manager / Senior Biomedical Scientist (Haematology)
Trainee Section Manager / Trainee Senior Biomedical Scientist

Hours of Work: 37.5

Department/Ward: Laboratory Medicine / Blood Sciences

Division: Diagnostic & Support Services (D&SS)

Base: Royal Bolton Hospital

REPORTING ARRANGEMENTS

Managerially Accountable to: **(Managerially)** Laboratory Medicine Service Manager /
Operational Manager

(Reporting) Haematology Laboratory Manager

Professionally Accountable to: **(Professionally)** Laboratory Medicine Service Manager /
Operational Manager

(Clinical) Consultant Haematologist, Head of Department

Responsible for: Trainee, newly qualified and specialist Biomedical Scientists
Associate Practitioners and Medical Laboratory Assistants

Our Values

- *Vision*

We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.

We make decisions that are best for long term health and social care outcomes for our communities

- *Openness*

We communicate clearly to our patients, families and our staff with transparency and honesty

We encourage feedback from everyone to help drive innovation and Improvements

- *Integrity*

We demonstrate fairness, respect and empathy in our interactions with people

We take responsibility for our actions, speaking out and learning from our mistakes

- *Compassion*

We take a person-centred approach in all our interactions with patients, families and our staff

We provide compassionate care and demonstrate understanding to everyone

- *Excellence*

We put quality and safety at the heart of all our services and processes

We continuously improve our standards of healthcare with the patient in mind

DUTIES AND RESPONSIBILITIES**LEGAL & PROFESSIONAL RESPONSIBILITIES**

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

Scientific/technical

- Responsible for the daily operation and staff on any of the main sections of the department under the direction of the Haematology Manager, using Continuous Improvement (Lean) principles.
- To act as a point of contact for the provision of specialist advice to service users
- Ensure that all diagnostic procedures which are performed in the laboratory follow departmental standard operating procedures (SOP's).
- Responsible for ensuring laboratory investigations performed are consistent with patient's clinical information provided or obtained through discussion with clinical staff.
- Perform laboratory duties and responsibilities in accordance with state registration to ensure that the needs of the diagnostic service are met.
- Be technically proficient in all aspects of the laboratory work required for the participation in the out of hours / on call service.
- Write and review departmental standard operating procedures (SOPs), standard work documents, training manuals and laboratory guides.
- Perform a wide range of Risk assessments and maintain the COSHH database.
- Take necessary steps in dealing with all technical operational problems that arise, reporting to the Haematology Manager and Laboratory Medicine Service Manager as required.
- Ensure that both internal and external quality assurance / control is maintained to a high standard.
- Act as Quality Control Officer and ensure validation of internal quality control material prior to the release of analytical results.
- Carry out advanced diagnostic equipment maintenance and fault-finding.

- Deputise for the Haematology Manager and for other Senior Biomedical Scientists staff as appropriate.
- Interpret and report blood morphology findings from microscopic examination of blood films.
- Report significant findings to medical or senior biomedical staff according to departmental policy and practice.

Planning and organisational tasks/duties

- Manage and supervise trainee, newly qualified, and Specialist Biomedical Scientists, and support staff working in a section of the department, ensuring that appropriate standards of work and quality are maintained.
- Plan and prioritise own work, and that of others, to meet departmental deadlines.
- Make a significant contribution towards a culture of quality in the department and comply with and promote the quality initiatives within the department consistent with laboratory accreditation.
- Ensure the continued compliance with all ISO15189 standards for laboratory accreditation.
- Analyse information gathered through Continuous Improvement to facilitate staff involvement in the development of the service.
- Ensure that both internal and external quality assurance/control is maintained to a high standard.

Patient / service user related tasks/duties

- Ensure the delivery of a quality diagnostic service to customers within agreed timescales.
- Responsible for ensuring the scientific accuracy and clinical validity of analytical results prior to their release to authorised recipients.
- Act at all times in a professional and courteous manner to colleagues, fellow healthcare professionals, patients and users of the service.
- With the rest of the management team and the Consultant Head of Department, contribute to the continuous quality improvement of the department within available resources.
- Prepare and deliver presentations and teaching sessions to service users as required.
- Initiate follow up tests on patient samples with abnormal results, using acquired knowledge and with reference to departmental standard operating procedures.
- To display empathy and a pleasant, helpful manner when dealing with users of the service.

Responsibilities for information resources

- Input request and result information onto the laboratory computer system and check the accuracy of the data supplied.

- Responsible for ensuring the accuracy of data entry by all staff in the section.
- Use the computer enquiry functions, electronic and manual records to deal with telephone enquiries relating to confidential results in accordance with the departmental guidelines.
- Be familiar with application software located on laboratory based Personal Computers.
- Remain abreast of developments in the laboratory computer system.
- Operate a Trust E-mail account to facilitate the timely exchange of information.
- Use the Laboratory Information Management System to analyse statistical data required to highlight service pressures.
- Devise, perform, review or delegate audit as directed by the Haematology Manager.

Responsibilities for Human Resources

- Liaise with the other members of the departmental management team, in managing staff rotas (including out of hours rota) and the deployment of staff between sections of the laboratory, to meet the needs of the department.
- Specifically responsible for ensuring safe working in their section of the laboratory.
- Participate in all aspects of the recruitment process for MLAs, trainee, newly qualified and specialist Biomedical Scientists, including short listing, and the interview stage.
- Be involved in the early stages of the grievance procedure.
- Monitor timekeeping, and approve flexitime, and annual leave.
- Fully participate in departmental and senior staff meetings.
- Co-operate with senior staff in monitoring the performance of MLAs, trainee, newly qualified and specialist Biomedical Scientists.
- Conduct appraisals of MLAs, trainee, newly qualified and specialist Biomedical Scientists.
- Monitor the progress towards objectives set in the Personal Development Plans.
- In conjunction with the Haematology Manager and other Laboratory Managers, assist with the development and implementation of individual and team objectives.
- Create opportunities for people to communicate effectively, for example by organising daily continuous improvement staff meetings.

Responsibility for financial resources

- Manage the equipment maintenance and stock control systems in the section.
- Carry out advanced maintenance and fault finding for expensive analytical equipment in the section.
- Control stock levels and order consumable items.

- Assist the senior departmental/specialty managers in the instigation of cost improvement programmes.
- Remain aware of economic factors relevant to the work of the Department and contribute to the formulation of consequent proposals for service development.
- Implement clinical guidelines and initiatives for demand control produced by the senior departmental/specialty managers and clinical lead.

Research and development

- Participate in Laboratory research projects as required.
- Be involved in the evaluation of new items of equipment, techniques and diagnostic reagents, and their subsequent implementation in the laboratory.
- Develop and implement new techniques for an improved and more efficient service as directed by laboratory management.
- Participate in the process of laboratory and clinical audit and quality management programmes.
- Responsible for the scientific accuracy and clinical validity of analytical results for clinical trials prior to their release to authorised recipients.

Teaching and training

- Remain aware of scientific and other advances relevant to the work of the Department and contribute to the formation of consequent proposals for service development. This may include taking part in training activities outside the Department by arrangement with the Haematology Manager or Blood Sciences Service Manager.
- Contribute towards a learning environment and to be proactive in the continuing education and development of all staff.
- Attend appropriate courses e.g. for analysers, user groups, quality issues and scientific meetings.
- Participate in mandatory training schemes e.g. lifting & handling, fire lectures and appraisal training.
- Retain personal registration with the Health Professions Council by maintaining an up to date portfolio of appropriate CPD activity.
- To train, test, and assess, trainee and registered laboratory staff.
- Prepare and deliver presentations and teaching sessions to service users, as directed by the Haematology Manager or Laboratory Medicine Service Manager.

Health, Safety and Security:

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

Confidentiality:

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Data Quality

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

Codes of Conduct and Accountability:

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

Infection Prevention and Control:

- You must comply with all relevant policies, procedures and training on infection prevention and control.

Safeguarding Children and Vulnerable Adults:

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

Valuing Diversity and Promoting Equality:

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

Training:

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

Date Prepared: 16 April 2024

Prepared By: Mr L Hurley Laboratory Medicine Service Manager

Signature(s):

JOB SCOPE

Physical effort

- Frequent long periods sitting/standing at workstations
- Frequent periods working at a microscope or computer terminals (this can vary from a few minutes to 4 hours at a time)
- Frequent short periods performing repetitive manual operations
- Frequent manipulation of small volumes of samples or reagents requiring considerable hand eye coordination

Mental effort

- Prolonged concentration needed whilst for example, inputting detailed results, data, results validation and microscopic examinations.
- Frequent interruptions answering telephone for results enquires plus bleep holder at weekends and out of hours
- High volume of work and demands of department turnaround times with an unpredictable workload, leading to a pressured environment

Emotional effort

- Occasional indirect exposure to sensitive and delicate information received from clinicians and patients
- Occasional exposure to distressing or emotional circumstances.
- Frequent requirement to produce and communicate life determining laboratory results to clinical staff.

Working conditions

- Frequent daily direct exposure to bodily fluid and tissue samples all of which may carry the risk of HIV, hepatitis and CJD etc.
- Contact with parasites, ticks and fleas via samples
- Frequent use of hazardous, radioactive, corrosive, and carcinogenic chemicals and stains
- Frequent long periods using VDU's