

# North Bristol NHS Trust

Exceptional healthcare, personally delivered

## Job Description

### Job Details

Job Title: Senior Genetic Technologist

Grade: 6

Department: Genetics

Directorate: Core Clinical Services

Location/Base: Pathology Sciences, Southmead Hospital

### Job Summary

To undertake technical and scientific duties required to support scientific teams in the provision of an effective and high quality Genetics laboratory service to patients, in accordance with National and professional standards.

To contribute to the supervision and training of staff

To act as technical lead for the area of service with responsibilities for management of technical staff and workload including rotas and absence cover.

To be responsible for the day to day workflow management and maintenance for the area of service

To introduce and validate new technological developments under the overall direction of more senior staff.

To proactively make service improvement suggestions as technical lead

Staff are expected to be flexible and to work in any area of the department as required

subject to training and service need
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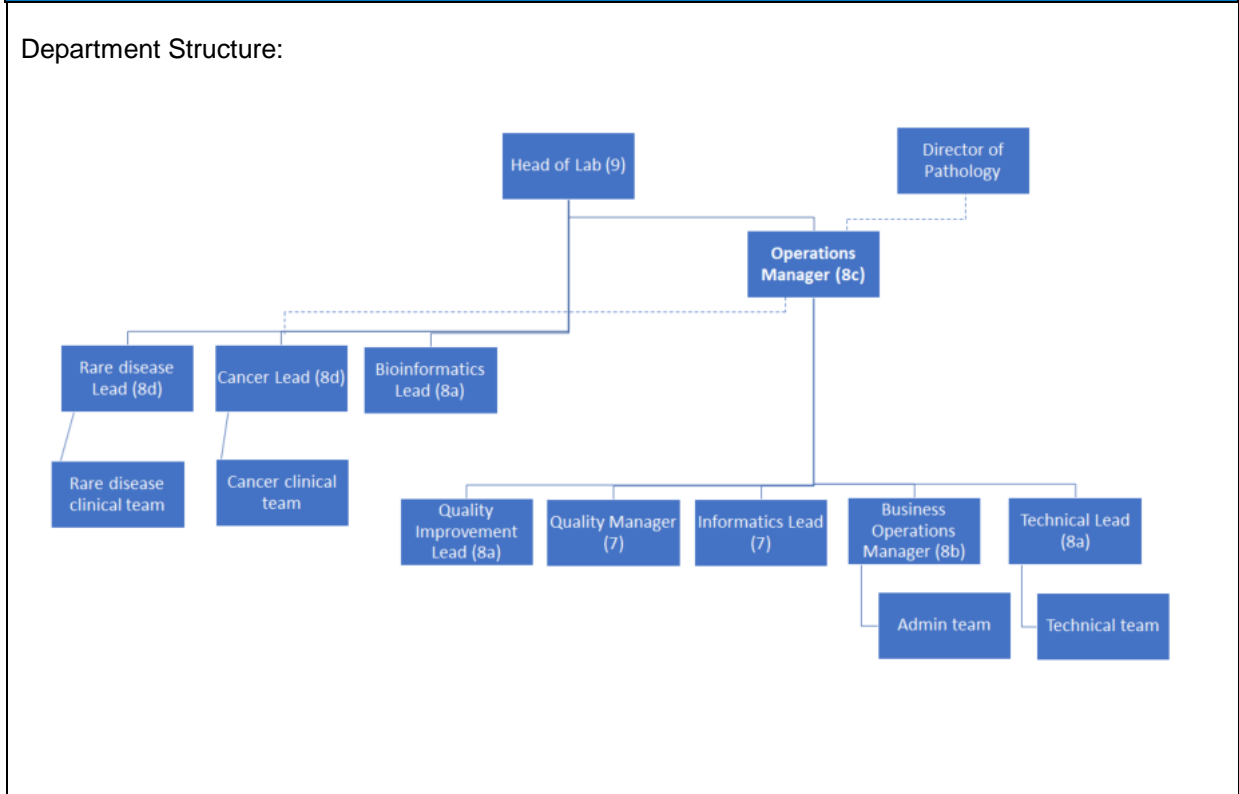
## Organisation Chart/Accountability

### Department Structure:

```
graph TD;
    H[Head of Lab (9)] --- R[Rare disease Lead (8d)];
    H --- C[Cancer Lead (8d)];
    H --- B[Bioinformatics Lead (8a)];
    R --- RC[Rare disease clinical team];
    C --- CC[Cancer clinical team];
    B --- OM[Operations Manager (8c)];
    OM -.-> DP[Director of Pathology];
    OM --- QIL[Quality Improvement Lead (8a)];
    OM --- QM[Quality Manager (7)];
    OM --- IL[Informatics Lead (7)];
    OM --- BOM[Business Operations Manager (8b)];
    OM --- TL[Technical Lead (8a)];
    BOM --- AT[Admin team];
    TL --- TT[Technical team];
```

### Technical Team Structure:

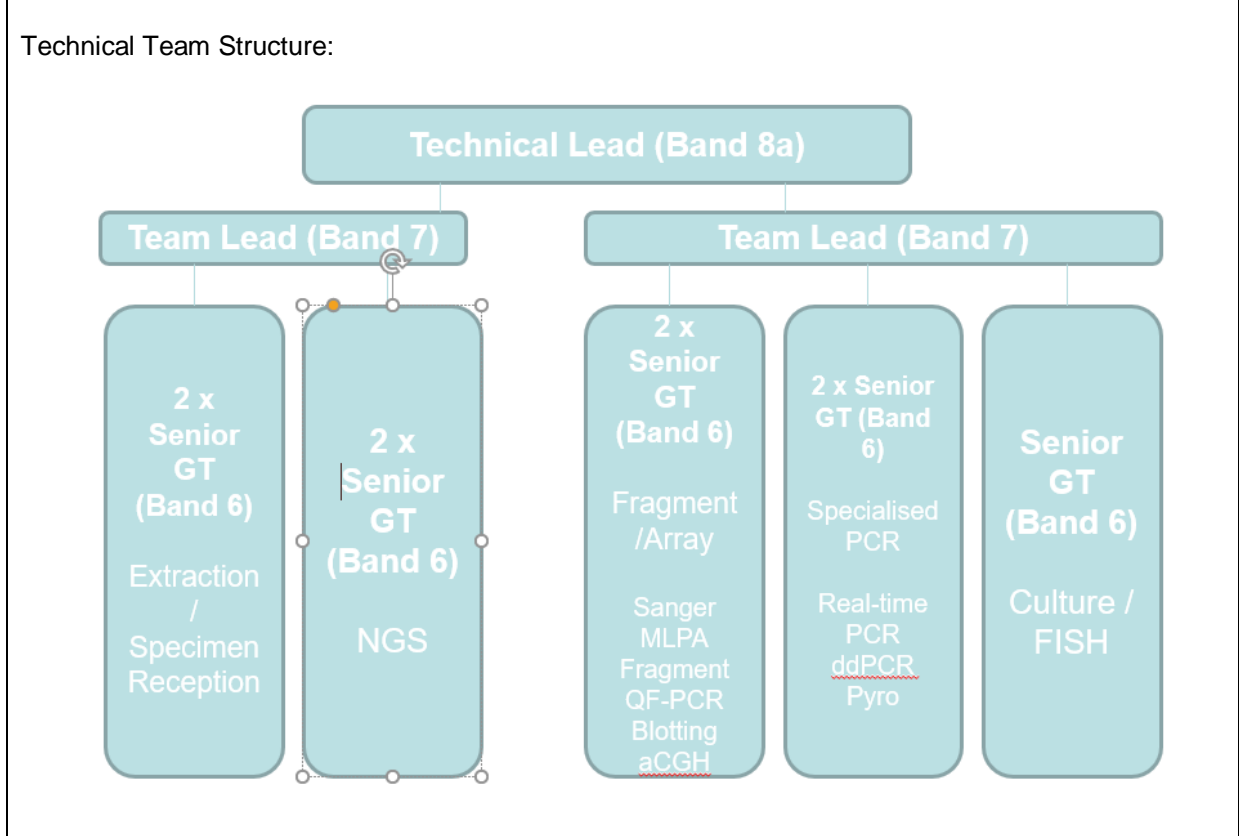
```
graph TD;
    TL[Technical Lead (Band 8a)] --- T1[Team Lead (Band 7)];
    TL --- T2[Team Lead (Band 7)];
    T1 --- S1[2 x Senior GT (Band 6)];
    S1 --- E[Extraction / Specimen Reception];
    T1 --- S2[2 x Senior GT (Band 6)];
    S2 --- N[NGS];
    T2 --- S3[2 x Senior GT (Band 6)];
    S3 --- F[Fragment / Array];
    F --- F1[Sanger];
    F --- F2[MLPA];
    F --- F3[Fragment];
    F --- F4[QF-PCR];
    F --- F5[Blotting];
    F --- F6[aCGH];
    T2 --- S4[2 x Senior GT (Band 6)];
    S4 --- SP[Specialised PCR];
    SP --- SP1[Real-time PCR];
    SP --- SP2[ddPCR];
    SP --- SP3[Pyro];
    T2 --- S5[Senior GT (Band 6)];
    S5 --- C[Culture / FISH];
```



Technical Team Structure:

```
graph TD; TL8a[Technical Lead (Band 8a)] --> TL7L[Team Lead (Band 7)]; TL8a --> TL7R[Team Lead (Band 7)]; TL7L --> SGT6L1[2 x Senior GT (Band 6)  
Extraction / Specimen Reception]; TL7L --> SGT6L2[2 x Senior GT (Band 6)  
NGS]; TL7R --> SGT6R1[2 x Senior GT (Band 6)  
Fragment / Array  
Sanger  
MLPA  
Fragment  
QF-PCR  
Blotting  
aCGH]; TL7R --> SGT6R2[2 x Senior GT (Band 6)  
Specialised PCR  
Real-time PCR  
ddPCR  
Pyro]; TL7R --> SGT6R3[Senior GT (Band 6)  
Culture / FISH];
```

The diagram illustrates the Technical Team Structure. At the top is the **Technical Lead (Band 8a)**. Below this are two **Team Lead (Band 7)** positions. The left Team Lead manages two **Senior GT (Band 6)** roles: **Extraction / Specimen Reception** and **NGS**. The right Team Lead manages three **Senior GT (Band 6)** roles: **Fragment / Array** (which includes Sanger, MLPA, Fragment, QF-PCR, Blotting, and aCGH), **Specialised PCR** (which includes Real-time PCR, ddPCR, and Pyro), and **Culture / FISH**.



## Knowledge, Training, Experience And Skills Required

- BSc degree in biological science or equivalent
- Enrolled on or able to achieve eligibility for entry on to the voluntary genetic technologist register
- Evidence of extensive experience of laboratory work in Genomics encompassing a range of practical laboratory techniques.
- Good practical and theoretical knowledge of laboratory genetics and its clinical applications
- Knowledge of Trust and laboratory policies, codes of practice and professional guidelines.
- Knowledge of health and safety issues pertinent to laboratory work.
- Knowledge of IT systems, common IT packages, and specialist technical software
- Experience of staff training.
- Experience of managing staff (including staff development, appraisals, sickness absence)
- Participation in CPD
- Experience of presentation of information at internal meetings
- Experience of equipment maintenance and management
- Experience of validation of new equipment and assays
- Good communication skills, both verbal and written, to enable the post holder to develop and maintain good working relationships with
  - All staff groups within the department.
  - Suppliers of specialist reagents and equipment
  - Staff within other genetics laboratories
  - Staff of other pathology disciplines
- To be proficient in and perform appropriate techniques currently in use in the Department.
- To be competent in using the departmental computer system.
- To be competent in using appropriate automated analysis systems and associated software
- Ability to produce accurate, analytical work.
- Ability to interpret/recognise problems arising during testing and communicate these to appropriate scientific staff.
- Calm conscientious approach to technical work.
- Effective team worker and team leader.
- Good personal organisational skills to allow postholder to achieve personal workload target and carry out supervisory duties.
- Highly developed co-ordination skills with good manual dexterity.
- Ability to undertake detailed work.
- Ability to use, maintain and trouble shoot departmental laboratory equipment.
- Ability to supervise and line manage appropriate staff including managing staff performance.
- Ability to deliver training programmes for technical staff and to assist in the development of technical training competences.
- Ability to produce and follow standard operating procedures.
- Presentation skills
- Ability to follow SOPs accurately and consistently
- Ability to plan systems of work for the area of responsibility in accordance with national best practice guidelines for urgent and routine samples.
- Good IT skills
- Ability to show initiative within the remit of responsibility
- Ability to proactively make service improvement suggestions
- Ability to effectively participate in recruitment processes

## Main Duties & Responsibilities Of The Post

### 6.1 Staff

The postholder will be responsible for his/her own work and that of other technical staff, under the

overall direction of senior staff

To participate in the supervision, training and teaching of genetic technologists.

To assist with the training of Clinical scientists as appropriate.

To prepare and monitor staffing rotas as required, under the overall direction of section heads.

To participate in staff appraisal and PDP according to Trust policies and procedures

To participate in staff recruitment

## 6.2 Laboratory

To provide and supervise technical support for the laboratory including arranging cover for staff absence.

To receive and process samples submitted to the Department in accordance with laboratory policies and protocols.

To perform genetic analyses, and to present the results to appropriate scientists for checking, interpretation and reporting.

To technically validate test results and prepare reports for final authorisation by senior staff.

To participate in record keeping processes, both electronic and paper based and to assist with retrieval and presentation of data as required, including using databases and spreadsheets

To participate in risk management of the department including reporting of adverse incidents.

To rotate through all sections of the laboratory as required.

To organise personal workload and to supervise the work of other technical staff

To maintain a high level of professional competence in the performance of all tests and investigations carried out.

To prepare and maintain adequate supplies of reagents and consumables.

To ensure the efficient and safe use of consumables within own working area.

To be responsible for the evaluation, day-to-day maintenance and cleanliness of laboratory equipment.

To ensure smooth running of the techniques within area of responsibility and take appropriate steps and trouble shoot as required to maintain and improve quality

To participate in internal and external quality control procedures

To participate in quality assurance procedures in accordance with the laboratory quality procedures.

To participate in audit as required.

To assist in research and development projects as required.

Work in accordance with the Standard Operating Procedures developed for use in the Department. Participate in the development and review of these as required.

To participate in staff appraisal according to Trust policies and procedures.

To be responsible for the stock control and ordering of reagents and consumables as appropriate.

### 6.3 Communication

- Communicate with a range of people including laboratory staff of all grades/roles - within the department and pathology at North Bristol Trust and other laboratories – suppliers, sales representatives and engineers as required.
- Liaise with scientific staff regarding technical matters appropriateness of tests, results and further tests required.
- To be point of contact for company representatives
- To promote effective team working
- Involvement in challenging technical conversations with support from senior staff

### 6.4 IM +T

- To be competent in using the department computer system
- To be competent in use of common IT packages
- To be competent in the use of specialist analysis software
- To be competent in the use of online procurement systems e.g. EROS

### 6.5 Professional

- To undertake, and maintain adequate records of, personal CPD
- To take all necessary measures to acquire, improve and apply skills and expertise necessary to perform the duties of the job to a high level of quality, reliability and efficiency. This will include participation courses and further training as required or directed
- To take all necessary steps to achieve and maintain enrolment on the accredited voluntary register of Genetics Technologists (or equivalent registration scheme e.g., IBMS)

### 6.6 Equipment

- In conjunction with senior staff contribute to the validation, procurement and introduction of new equipment/technologies.
- Be responsible for/to delegate as appropriate the management, maintenance and procurement of all laboratory equipment and documentation associated with this including:
  - Organising and maintaining equipment logs
  - Organising decontamination logs and ensuring their completion
  - Organising timely and appropriate external repair and maintenance (e.g. via the manufacturer)
  - Undertaking timely and appropriate internal repair and maintenance (e.g. via the works department or Clinical Engineering) and ensuring appropriate stocking of parts for this
  - Devising safe and efficient systems of work with equipment
  - Assisting with the negotiation of appropriate maintenance contracts
- Assisting with the evaluation of specifications and tenders for new equipment

### 6.7 Special Duties and Responsibilities

The post holder will act as technical lead for a specified area of work under the overall direction of the technical leads. Duties will include:

- Management of technical workload, including priority setting and staff management
- Management of equipment, consumables and technical procedures including troubleshooting, liaising with the technical lead as required.
- BGL Staff and visitor technical training as required.
- Development of automation and new procedures as required.

The post holder may be required to rotate to lead other technical sections within BGL

following appropriate training and experience.

### Working Conditions / Effort

The post holder will be responsible for their own workload and that of their team under the overall supervision of the section heads

The post holder is laboratory based, with time spent in all areas of the Department.

Transport of samples and equipment and consumables.

Frequent exposure to blood and other body fluids/tissues including potentially infective and known high-risk material.

Exposure to hazardous chemicals, and UV light.

Performance of repetitive tasks required.

Long periods of sitting/standing in fixed positions at instrumentation, including microscopes, and laboratory benches required.

Frequent periods of VDU usage required.

Use of equipment that can expose the worker to high or very low temperatures.

Manual handling including lifting boxes and waste bags on a daily basis.

Required to concentrate for long periods at technically demanding procedures.

Requirement to wear personal protective equipment e.g. gloves, goggles, etc. as supplied.

Maintaining high level of skill using laboratory equipment.

Post holder will be required to participate in the flexible working arrangements of the Department including working on weekends and public holidays as required.

Demonstrate personal resilience and flexibility in response to conflicting priorities and demands

### NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

## Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

## Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

### Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

## Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

### **No-Smoking Policy**

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

### **Equal Opportunities**

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

### **Harassment and Bullying**

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

## Confidentiality and freedom of information



Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

## Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

## Job Description Agreement

Completed by.....

Authorised by..... Date.....

*This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made*