

JOB DESCRIPTION

Pathology

Department of Histopathology

Job Title: Specialist Biomedical Scientist (Experienced)

Grade: Band 6

Epsom and St Helier University Hospitals NHS Trust

Epsom and St Helier University Hospitals NHS Trust is a large acute Trust serving South West London and Surrey. The Trust's two district general hospitals, Epsom General Hospital and St Helier Hospital, both offer an extensive range of acute services including 24-hour A&E. Epsom General Hospital is situated close to the centre of Epsom, whilst St Helier Hospital, which also incorporates Queen Mary's Hospital for Children on site, is situated in Carshalton.

The Trust provides services to local communities including the whole of the London Borough of Sutton and part of the London Borough of Merton; the Surrey Boroughs of Epsom and Ewell, Reigate and Banstead and Elmbridge, plus part of the District Council of Mole Valley.

Within this main area the Trust serves approximately 510,000 people. It also provides medical care for a wider population, particularly for certain specialist services. The Trust includes the South West Thames Renal and Transplantation Unit and a dedicated Children's Hospital with an accredited Neonatal Intensive Care Unit.

Pathology and Laboratory Medicine

Pathology is a clinical support service. Medical and scientific staff within Pathology provide diagnostic and clinical advice to surgeons and clinicians within the Trust and to General Practitioners within Merton, Sutton and the Epsom areas. The Pathology department at this Trust is one of the largest non-teaching hospital departments in the country. The department has Clinical Pathology Accreditation and is also accredited to train Biomedical Scientists and Junior Doctors. As well as routine Haematology, Chemical Pathology, Microbiology and Histo/Cytopathology the Trust hosts four regional specialties:

- 1) Immunology
- 2) Specialist Chemistry services
- 3) Specialist Virology services (Specialist unit for the UK Clinical Virology Network)
- 4) Newborn screening

The department has a strong user focus and a proven track record in developing new services to meet the changing demands of our clinicians and patients. This focus, allied to the regional specialist services, gives real opportunities for staff to train and develop in a supportive and educationally challenging environment.

Job Description

Post:	Specialist Biomedical Scientist
Grade:	Band 6
Hours per week:	37.5
Reports to the:	Operations Manager
Accountable to the:	Head of Department
Responsible for:	All staff in their area(s) of responsibility

Job Purpose:

Biomedical Scientists are responsible for assisting in the diagnosis and monitoring of disease and treatment through the direct analysis of bodily fluids/tissue and potentially highly infectious clinical material.

- Diagnostic work involves urgent and routine analysis, on complex and expensive equipment, of blood, urine, and other potentially highly infective bodily products.
- Results from these analyses may be required for the immediate purpose of diagnosis and instigation of appropriate therapy in clinical emergencies.

The post holder is a registered practitioner in a team of Biomedical Scientists and Medical Laboratory Assistants. The post holder will participate in the delivery of a medical laboratory service to achieve the objectives of efficient and effective patient care, and resource management within the Trust; participate in the day-to-day organisation, maintenance of work flow and any particular responsibilities associated with their designated sections; participate in the teaching and development of staff currently in their section; maintain at all times the required high standards and quality; maintain an up to date knowledge of specialist area and current working practices within the diagnostic laboratory.

A staff member satisfying competency assessment will be expected to work out-of-hours as an autonomous practitioner to provide a 24/7 service for the Trust as required.

Job Summary:

Perform cut-up and all technical methods to a high standard and ensure quality is maintained at all times.

Work autonomously to plan, manage and prioritise individual workload making adjustments to plans according to unforeseen circumstances.

Provide training and supervision of staff in laboratory techniques and processes as required.

Be proactive in troubleshooting, service developments and implementation of new processes and techniques.

Perform and review audits, be an active participant in Quality Management and Health and Safety activities as required.

To participate in the evaluation of new equipment, techniques and protocols. Write technical procedures as required.

Key Service Delivery Responsibilities

1. *Technical*

- a. To perform routine and technically complex manual, semi-automated and fully automated-laboratory investigations, tests and procedures.
- b. To perform staining and cut-up procedures in accordance with departmental SOPs and to participate in their regular review and update.
- c. To ensure that reagents are prepared, stored and used in a manner suitable for patient investigations.
- d. To undertake technical checking and quality control of staining to ensure accuracy and precision as specified by laboratory protocols and to decide on any further actions as appropriate.
- e. To measure and monitor the accuracy and precision of laboratory investigations by the interpretation of appropriate quality control procedures.
- f. To troubleshoot complex and expensive equipment/techniques and perform preventative maintenance on laboratory instruments prior to them being used for patient investigations.
- g. To report any instance or event which may cause service delivery failure.
- h. To carry out corrective action when quality control procedures indicate loss of performance and report any issues to senior staff.
- i. To prioritise workload and communicate any issues affecting workflow.
- j. To dispatch appropriate specimens to other laboratories.
- k. To plan and organise own work within the demands of the team.

The technical duties require constant vigilance and long periods of concentration. There is frequent need for standing, sitting and VDU use often for long periods at a time. Duties also require light but frequent manual handling of laboratory consumables and clinical waste, and occasional handling of heavy material, e.g. gas cylinders.

2. Scientific

- a. To undertake method and laboratory instrument evaluation in collaboration with senior staff as required.
- b. To participate in research and development in collaboration with laboratory management as required.

3. Diagnostic

- a. To be aware of the importance of further diagnostic test requests, work in progress and test results. Maintaining regular and frequent liaison with laboratory medical staff to ensure patient management is optimised.
- b. To be aware of the clinical importance and urgency of test requests and results which impact on patient care and communicate these effectively to other departments both within and external to the Trust.
- c. To use interpretive skills to determine the quality and clinical significance of results of laboratory tests, for example, by;
 - Analysing and testing potentially highly infective material using manual manipulation.
 - Carefully using and assisting in the maintenance of complex and highly expensive analytical equipment.
 - The careful handling on a daily basis of hazardous materials, which may include infectious, flammable, toxic, explosive and potentially carcinogenic chemicals or radioactive materials.
- d. To interpret laboratory staining patterns and take appropriate actions in accordance with departmental policies.
 - Quality control/validation of results.
 - Ordering relevant repeat testing in case of quality failure.
 - Adding relevant technical/quality comments.
 - Informing the requestor/medical staff of any delays in results.

This is highly complex information that must be accurate, it may be sensitive and/or conflicting i.e. medico-legal. These results may not be personally generated.

- e. To participate in audits, trials and research projects in collaboration with laboratory management.
- f. To assist in day-to-day supervision and training of Medical Laboratory Assistants, Junior Medical staff, locum staff and Trainee Biomedical Scientists preparing for HCPC Registration.

4. Laboratory Informatics

- a. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.
- b. To use the Laboratory Information Management System (LIMS) according to the authorised protocols.
- c. To book in patients and enter other data into the LIMS.
- d. To maintain the integrity and accuracy of laboratory databases.

5. Administrative

- a. To ensure that records are kept up to date and stored safely to ensure compliance with good work practices required for the standards of UKAS
- b. To comply with good work practices required for the standards of UKAS including Health and Safety.
- c. To undertake work file management to ensure that all results are reported within the agreed turnaround time.
- d. To deputise for a Senior Biomedical Scientist in their absence when required.
- e. To assist the senior BMS staff with training, development and competence assessment of junior and MLA staff.
- f. To assist the senior BMS staff with the supervision of Medical Laboratory Assistants and Trainee Biomedical Scientists.
- g. To advise the senior BMS staff when stocks of reagents and consumables are approaching minimum stock levels.
- h. To act as mentor for trainee Biomedical Scientists.

6. General

- a. To participate in Continual Professional Development to meet professional requirements.
- b. To maintain HCPC registration.
- c. To work autonomously out of hours be able to demonstrate competency in order to meet the necessary criteria.
- d. To maintain an awareness of developments in specialist area and provide suggestions for implementation as appropriate.
- e. To observe and adhere to local and national health and safety policies.
- f. To keep the workplace and workbenches clean and tidy.

- g. To maintain good work relations with all members of staff, and to promote effective teamwork.
- h. To treat everyone associated with Epsom and St Helier University Hospitals NHS Trust with courtesy and respect.
- i. To ensure compliance with all local and national standards of work practice e.g. UKAS
- j. To maintain and promote the professional image of the department and the Trust.
- k. This job description is intended as an outline of the general areas of activity and will be amended in the light of changing needs of the organisation and/or developmental needs of the post holder. Any changes or updates to this job description can only be made following consultation and agreement with the post holder.

7. Health and Safety Responsibilities

- a. To be aware of and understand the application of relevant health & safety regulations and guidelines.
- b. To take appropriate action if there is a spillage of body fluids or exposure to hazardous material such as pressurised gas, radiation, pathogens and carcinogens, in order to minimise the risk to staff and the public.
- c. To assist in COSHH Assessment, Risk Assessment and Health and Safety Audit.

8. Professional competence

The performance of the post holder will be continually assessed for professional competence, and formally reviewed annually at a training and development review undertaken by a member of the laboratory management team. Key elements of this process will be to establish evidence of continuing professional development and competence to practice as a Biomedical Scientist, and contribution to the corporate objectives of the laboratory and the trust.

Equal Opportunities

The Trust affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

The Trust has an Equal Opportunities Policy and all employees are expected to be aware of, and adhere to the provisions of this policy and to carry out their duties and responsibilities in accordance with this policy.

Confidentiality and Disclosure of Information

In the course of your normal employment you may come into the possession of confidential information relating to patients, staff and the Trusts business and commercial information. All employees have a responsibility to ensure the security of information and to comply with the Data Protection Acts, Access to Health Records

and Computer Misuse Act. Disclosure of medical, commercial or personal information, systems passwords or other confidential information to any unauthorised person or persons will be considered at gross misconduct and may lead to disciplinary action, which may include dismissal.

Health and Safety

The Trust operates a Health and Safety policy applicable to all employees. Employees must make themselves familiar with this policy and the responsibility placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The Trust is committed to the prevention and control of infection, and operates an infection control policy. It is the responsibility of all employees to be aware of the infection control policy and procedures and the importance of protecting themselves, patients and visitors.

Risk Management

Risk is everybody's business! All staff have an individual as well as a corporate responsibility for risk.

The outcome of effective risk management is the provision of safe patient care during their episode of illness or treatment and also the provision of a safe Trust environment for patients, staff and the public.

The Trust aims to have 'Just and Fair' culture where there is low blame and wants to encourage staff to report incidents and identify risks. If the latter is carried out then lessons can be learnt and changes in practice will be implemented in order to improve the quality of patient care.

You personally need to be adequately trained in risk management processes and the Trust provides a variety of risk related study days and courses. A list of these can be found in the Trust Training Brochure and it will be important that you take note of the mandatory courses, which you must attend.

Working Time Regulations

The Working Time Regulations 1998 state that employees should not work more than an average of 48 hours per week based on a 26 week period. Employees who wish to exceed this number of hours must obtain Management authorisation and will be required to sign an opt-out agreement which will be placed on file.

Improving Working Lives

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In line with the NHS Plan, Epsom and St Helier University Hospitals Trust is making changes to improve the working lives of all staff. By helping staff to achieve good work life balance we can develop higher standards of healthcare and patient choice.

In order to support staff the Trust offers a range of benefits including onsite day nurseries, school holiday clubs, complementary therapies, a cyber café for internet access, a wide range of staff discounts, various recognition schemes and special annual events.

There is a National Audit Instrument for Improving Working Lives, which involves the Trust being assessed against a set of national standards to ensure that it is making real and tangible improvements to the working lives of our staff.

Smoking

The Trust operates a strict no-smoking policy and employees are therefore not permitted to smoke on-site.

Alcohol and Drugs

The consumption of alcohol or drugs is strictly prohibited whilst on duty. The Trust operates a substance abuse policy which employees should make themselves familiar with.

Security

All employees are required to wear name badges whilst on Trust premises and are responsible for ensuring they understand their security responsibilities Whilst on Trust property. Any security incidents should immediately be reported to the security office.

Knowledge and Skills Framework (KSF)

All staff excluding Doctors and Dentists are required to participate in The NHS Knowledge and Skills Framework. This is an annual appraisal process linking career and pay progression. All staff will be required to attend mandatory training on the Knowledge and Skills Framework before they can embark on the appraisal process.

Further information and copies of the Trusts Policies and Procedures can be found on the Trust's Intranet, Via Departmental Managers or within the Human Resources Department.

Person Specification

Job Title: BMS 1 (Experienced) Department: Histopathology

	Essential	Desirable	Method of Assessment
Qualifications and Training	BSc (Hons) Biomedical Science or equivalent with 3 years post graduate laboratory experience Registration with Health & Care Professions Council (HCPC) Evidence of Continuing Professional Development	Studying for further relevant qualifications Membership of the IBMS Specialist Portfolio in Cellular Pathology	Application form
Experience	Experience of working as a Biomedical Scientist in Histology. Working as a member of a team Demonstrate a broad level of laboratory experience Experience in QC of diagnostic laboratory tests/stains	Understanding of the principles of audit Some experience in training and supervision of lower staff grades. Working autonomously during an out-of-hours service	Application form & interview
Knowledge and Skills	Able to communicate effectively in English language both in writing and verbally. Ability to keep calm under pressure and act professionally at all times Ability to maintain concentration despite interruptions and unpredictable working patterns. Problem solving skills	Understanding of appraisal of equipment and procedures A broad range of techniques and knowledge of UKAS accreditation Knowledge of Laboratory computer systems e.g. Telepath Questioning mind-set Ability to meet deadlines	Application form & interview

	Health & Safety legislation and Procedures	Ability to learn new practical skills easily	
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I have read the above Job Description and agree that this is a fair and representative summary of the duties and responsibilities of my current post.

Signature (Employee):

Name:

Date:

Authorising Signature:

Name:

Date:

(Operations Manager)