

Title: Section Manager Haematology Band 7

Document category	Pan-pathology Job descriptions
File name	IPS_JD_014 Section Manager Haematology Band 7
Version no.	4.0
Date of issue	19/09/2023
Review interval	Two yearly
Author	Sarah-Jayne Hird
Authorised by	Mark S Harrison
Location of copies	SharePoint

Document review history		
Review date	Reviewed by	Changes
16/01/2020	Johanna Barkwith	Transferred to AireShare as controlled document. Amended template
16/02/2021	Johanna Barkwith	Confirmed with Operational Manager. Reference to Trainee BMS added to organisational chart. No other changes required to document. Review date amended to 2 yearly and extended to ensure date is after annual PDR period.
24 th June 2021	Jayne Buckley	Replaced serology with "Experience in specialist Coagulation, morphology, antenatal screening or blood transfusion at an advanced level"
18/09/2023	Hannah Bateson	Change to oraganogram following management restructure.

JOB DESCRIPTION

DEPARTMENT:	IPS Pathology
JOB TITLE:	Section manager- Haematology (Band 7)
LOCATION:	Pathology Department, Airedale General Hospital, Bradford Royal Infirmary and other IPS sites as appropriate.
MANAGED BY:	Responsible to the Clinical lead for the department for all clinical services. Managed by the Cross-site Service lead/ Pathology General Manager as appropriate for all Departmental issues.
ACCOUNTABILITY:	Managing Director IPS

Job Summary:

To assist the Cross-site Service Lead and General Manager in supervising and carrying out the routine work in order to meet Departmental and Organisational objectives.

To supervise and assist in training of, new and junior staff including laboratory support staff.

To assist with the development and implementation of new techniques and working practices.

To supervise and participate in the day to day technical running of the Haematology service, including interpretation of results, so as to provide an efficient, safe, high quality service.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution (details of which can be found at the following websites www.nhsemployers.org or www.dh.gov.uk/nhsconstitution)

Manager. To ensure that the performance in these programmes is satisfactory and to identify, monitor and correct any underperformance.

6. To assist the Cross-site Service Lead, General Manager in the procurement and purchase of new equipment and in the preparation of business cases. To improve methodology by evaluating and continually auditing existing methods.
7. To implement departmental Standard Operating Procedures and Quality Standards with regard to work selection and methods.
8. To work as part of the Pathology Team providing mutual support at all times, ensuring that work is completed and that equipment is maintained appropriately.
9. To supervise the work of junior grades and laboratory support staff within the section.
10. To assist the Cross-site Service Lead and General Manager in organising the taking of annual leave by the staff in the department so as to ensure the requirements of the service are met.
11. To ensure that staff absences due to sickness or other causes are notified to the appropriate person.
12. To assist in the recruitment, appointment and induction of staff into the department.
13. To assist in the training of staff and visitors including completion of staff logbooks for Continuous Professional Competence where necessary.
14. To participate in the annual Staff Development Review, Continuous professional Development and the educational activities of the department.
15. To participate in monitoring of Clinical Effectiveness and the audit activities of the department and to contribute to the Trust procedures and activities in support of Clinical Governance.
16. To participate in ensuring that the department complies with the requirements of UKAS accreditation to ISO 15189:2012 standards.
17. To be responsible for the ordering of laboratory supplies and equipment within Haematology & Coagulation so as to ensure the maintenance of supplies necessary for the continuity of the service.
18. To assist in the administrative duties of the department and to ensure that all appropriate documentation is in place.
19. To attend meetings as and when appropriate.
20. To be able to identify, handle safely, use and store all substances hazardous to health and to comply with the Control of Substances Hazardous to Health (COSHH) regulations.
21. To co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and

that of other persons who may be affected by your actions. To carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

22. In the course of your work you are to bring to the attention of your supervisor or manager:
 - Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
 - Any matter which reasonable could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.
23. To ensure the security of the department at all times including the risk from fire.
24. To lift and manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice.
25. To deal politely and efficiently with any enquiries from staff regarding investigations required and results where appropriate.
26. To deal politely and efficiently with any enquiries from patients and any members of the public.
27. To work within Trust Equal Opportunities policies and promote equality of opportunity at work and equality of access to healthcare, at all times.
28. To ensure confidentiality at all times, to be aware of the Data Protection Act in relation to all information concerning patients and to only release information to those acting in an official capacity as authorised by the Trust and/or Departmental policy.
29. To support the out of hours working ensuring that there is appropriate cover at all times.
30. **To undertake any other duties necessary for the successful performance of the role.**

Additional Significant Special Duties and Responsibilities

1. Quality Lead for the Haematology Department
 - a) To be familiar with the system of accreditation and the quality management system.
 - b) To produce quality plans and objectives and ensure their implementation, in conjunction with the Cross-site Service Lead, General Manager and Quality Manager.
 - c) To define departmental Quality Indicators and establish objectives for their selection and monitoring.
 - d) To be responsible for the departmental Quality Manual, in conjunction with the Cross-site Service Lead, General Manager and Quality Manager.

- e) To participate in a programme of internal audit against defined quality performance measures and ensure effective and immediate follow up actions are taken to correct non-conformities and deficiencies.
- f) To follow up on external inspections, develop action plans and verify the completion of corrective actions as required by the reports of the inspectors, in conjunction with the Quality Manager.
- g) To ensure the delivery of the departmental annual management reviews.
- h) To ensure that:-
 - all departmental incidents and complaints are investigated
 - trend analysis is performed
 - remedial, corrective and preventive actions (CAPA) are implemented
 - Departmental Standard Operating Procedures (SOPs) are maintained and current.
 - Departmental COSHH and risk assessments are maintained and current

Collaborative Working

Airedale NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Airedale Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

Professional Registration/Codes of Conduct

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

Safeguarding Children & Adults

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

Health & Safety

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

- Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
- Any matter which reasonably could be considered to represent a shortcoming in the Trust's health and safety protection arrangements.

Manual Handling

Manoeuvre **light** goods and equipment in accordance with manual handling regulations and good practice

Right Care Values

Responsible for embodying, and encouraging in others, the Right Care Values, using the behaviours identified for each value as a basis for decision making and your behaviours.

Equal Opportunities

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

Infection Prevention and Control

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

Mandatory Training

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

Information Governance

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party's responsibility.

The Trust recognises the importance of reliable information. The quality of this data is crucial in that it should give a complete, accurate and timely representation of events to support patient care, clinical governance, monitoring performance, management and service agreements for healthcare planning and accountability. All information entered onto any record whether manual or electronic or any other media (film, tape etc.) should be accurate, timely, complete, valid, defined, appropriately sought, appropriately recorded and should be stored securely and confidentially. Further information on the Trust's "Health Records Policy" can be obtained from the Trust's Intranet site.

Restriction on Smoking

The Trust is "Smokefree". You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.

This job description is a reflection of the current position and may change in emphasis or detail in light of service developments. It will be reviewed annually as part of the appraisal/performance development review process.

PERSON SPECIFICATION

TITLE OF POST	Section Manager Haematology
BAND	7
DEPARTMENT	Pathology
LOCATION	Haematology

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS	Biomedical Science degree or equivalent qualification HCPC registration as Biomedical Scientist	Membership of profession body such as IBMS	Application form Pre-employment checks
	IBMS Specialist Portfolio in Haematology or equivalent qualification or experience that evidences work at equivalent level	Holds a General Management Qualification	Application form Pre-employment checks
	Relevant post graduate qualification conducive with Fellowship of the Institute of Biomedical Science Status (MSc)		
EXPERIENCE	Significant discipline specific experience and knowledge. Experience of working within a Haematology laboratory Evidence of Continuous Profession Development Experience of Pathology IT systems Experience of Pathology Quality management systems Experience of training junior staff Experience of implementing new techniques and technologies	Experience in specialist Coagulation, morphology, antenatal screening or blood transfusion at an advanced level Human Resource management experience and skills	Application form Interview

	Experience of writing/ reviewing SOPs in line with local or national guidelines		
KNOWLEDGE	<p>Knowledge of the NHS Constitution & 'Understanding the New NHS'</p> <p>Effective verbal and written communication skills</p> <p>Methodical with effective organisational skills in the workplace. Able to prioritise workload to work effectively under pressure.</p> <p>Able to work to high level of accuracy and attention to detail.</p> <p>Ability to supervise and train junior staff.</p> <p>Ability to work well within a team.</p> <p>Ability to work independently and use initiative.</p> <p>Emotionally resilient able to deal with information or specimens of a distressing nature</p> <p>High degree of manual dexterity to perform complex laboratory techniques.</p> <p>Able to prioritise laboratory work and individual workloads</p> <p>Able to work under pressure</p> <p>Excellent analytical and judgement skills</p>		<p>Application form</p> <p>Interview</p>
RIGHT CARE VALUES	<ul style="list-style-type: none"> - Honesty & Integrity - Listening & Communicating - Supportive & Approachable - Even Handed & Encouraging - Patient Centred & Compassionate - Leads by Example & Self Aware 		<p>Application form</p> <p>Interview</p>

OTHER	<p>Ability to take part in working rotas including overnight on-call, weekends and bank holidays</p> <p>Ability to adhere to policies, procedures and standards</p> <p>Flexibility in working hours to suit the needs of the service</p>		<p>Application form</p> <p>Interview</p>
--------------	--	--	--