

Job Description

Role Title: Specialist Biomedical Scientist
Band: 6
Contract: Permanent
Responsible to: Bowel Cancer Screening Hub Manager
Accountable to: Programme Hub Director
Location: St Cross Hospital Rugby

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



Net Zero and Sustainability.

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

Job Summary

Practice as a Health Professions Council registered Senior Biomedical Scientist.
Assist with the daily operational management of the Bowel Cancer Screening Laboratory and supervise Biomedical Scientists and support workers in performing tests to established protocols.
Act as the training lead for the Bowel Cancer Screening Laboratory.
Provide Managerial cover across the department as required.

Main duties

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a prerequisite for this post.

Key Result Areas and Performance

- Manage the day-to-day operation of the FOB testing laboratory – both screening and symptomatic Faecal Immunochemical Tests (FIT).
- Plan and prioritise work to ensure National Standards, Trust KPIs and UKAS accreditation are met.
- Work as part of the department management team understanding workflow in all areas and providing cross cover as required.
- Perform routine and more complex work within the screening laboratory, including the receipt of tests into the Lab, checking for client errors, processing returned tests and
- Inputting results onto the Bowel Cancer Screening IT system by manual entry and via Middleware from the FIT analysers. Responsible for result validity ensuring accuracy and precision in following laboratory protocol and procedures. Interpret and report Symptomatic FIT results.
- Manage the routine maintenance of equipment and provide specialist support to staff troubleshooting faults ensuring appropriate actions are taken, in accordance with standard operating procedures, to maintain service.
- Prepare, store, and use reagents required for laboratory investigations. Manage and maintain stock at appropriate levels. Complete reagent acceptance testing and reporting on findings.
- Maintain suitable records to ensure compliance with quality assurance requirements. Collate IQC using LQC software and interpret inter-laboratory data comparison and EQA data for sign off by Clinical Scientists.
- Manage the resolution of any issues concerning the tests or the IT system liaising with the Managed Service Contract provider as required including routine reviews.
- Manage staff relate matters including training, appraisals, recruitment, and absence management.
- Ensure records are maintained to demonstrate compliance with ISO 15189 and as evidence for Quality Assurance Inspections and UKAS accreditation.
- Develop and manage laboratory quality assurance systems and audits, working closely with Quality team to ensure uniform recording and monitoring.
- Actively participate in monthly Hub Operational and Annual Management Review meetings.
- Contribute to quarterly departmental quality assurance meetings, providing data to support any Quality audits completed.
- Write, review and update stand operating procedures in relation to the laboratory function, ensuring any changes are communicated to staff.
- Assist in the participation of any research and development projects within the Bowel Cancer Screening Programme, keeping accurate records and date to allow full evaluation of the projects.
- Act as training lead for the Bowel Cancer Screening Laboratory, ensuring all new staff receive induction training and manage the ongoing training needs for all staff to enable them to carry out their roles within the laboratory to National Standards and standard operating procedures. Co-ordinate and manage the IBMS certificate of expert practice training for support staff.
- Represent the Department at Trust meetings including Pathology Governance.

- Work in partnership with the other BCS Hubs to ensure standardisation in the delivery of the national Screening programme.
- Participate in Continual Professional Development to maintain high standards of specialist knowledge and understanding of latest technologies.
- Work flexibly and provide managerial cross cover across the Department.
- Represent the Hub at National programme meetings.

Person Specification

Job Title: Specialist Biomedical Scientist

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Current HCPC registration as a Biomedical Scientist. • Appropriate degree or equivalent. • Evidence of CPD. • Specialist Diploma or equivalent experience 	<ul style="list-style-type: none"> • Management Qualification (eg NVQ, Team Leader) • Postgraduate qualification in Biomedical Science.
Experience	<ul style="list-style-type: none"> • Substantial experience in an NHS laboratory. • Managerial experience including staff supervision and management. • Experience of developing and performing audits. • Experience of addressing performance concerns and supporting staff development. • Experience of using QMS. • Ability to train staff. • Experience of producing Standard Operating Procedures and written reports to a high standard. 	<ul style="list-style-type: none"> • Experience of guaiac faecal occult blood test (gfobt). • Experience of faecal immunochemical test for haemoglobin (FIT) • Experience of UKAS accreditation process. • Operational management experience. • Experienced user of Qpulse. • Experience of leading a team through changes to working practices and processes.
Knowledge	<ul style="list-style-type: none"> • Knowledge of screening programmes 	<ul style="list-style-type: none"> • Demonstrable in-depth knowledge of Biomedical Science. • Understanding of principle of lean working.

skills	<ul style="list-style-type: none"> • Able to supervise the work performance a team with diverse backgrounds. • Able to manage attendance and address concerns in a timely and supportive manner. • Confident ICT user and competent user of Microsoft packages including excel, word, access and outlook. • Good communication and interpersonal skills. • Attention to detail and methodical logical approach to work. • Good time management and ability to deliver accurate work within strict timescales. • Ability to concentrate for long periods of time. • Ability to deal with interruptions and respond to queries alongside existing work plans. • Ability to communicate technical information and results to other health professionals and to patients. • Ability to manage issues and conflicting demands by effective prioritisation. 	<ul style="list-style-type: none"> • Confidence to work across the department providing managerial support in all areas as required. • Experience of using Middleware, LIMS IT systems and QC software packages.
Personal qualities	<ul style="list-style-type: none"> • Ability to work as part of a team. • Calm under pressure • Flexibility in attitude to work and problem solving. • Able to use initiative. • Able to establish and maintain working relationships with colleagues from a variety of professional and organisational backgrounds. • Innovative approach. 	

Commitment to Trust Values and Behaviours	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with the Trust's values. <i>(As detailed in UHCW's Values in Action document below)</i> • Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience. 	
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Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff, and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors, and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors, and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring, and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality, and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience, and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up to date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things.
- ✓ Taking opportunities to learn with and from others.
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors, and colleagues.

