

JOB DESCRIPTION

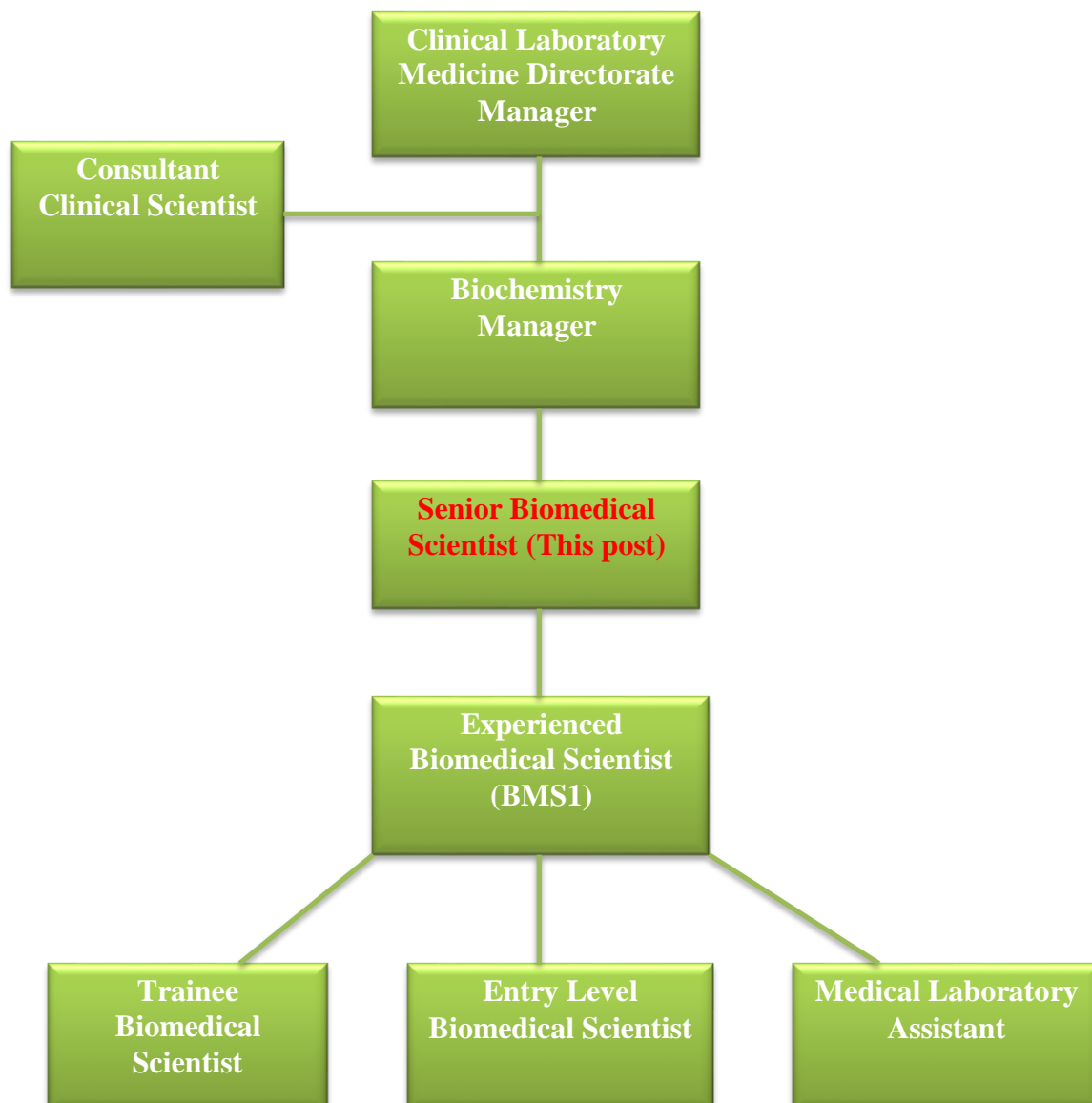
PM/JD9

Revision 2

06/09/16

POST TITLE	Senior Biomedical Scientist – Biochemistry
BAND	7
DIVISION	Diagnostics & Clinical Support
BASE	Royal Blackburn Hospital
REPORTS TO	Blood Sciences Manager / Lead BMS (Biochemistry)
RESPONSIBLE FOR	Biomedical Scientists, Biomedical Science Support Workers (MLA's),

ORGANISATION CHART



JOB SUMMARY:

The post holder will have responsibility for the day to day operation of the Biochemistry laboratory service with East Lancashire Hospitals NHS Trust (ELHT), delivered at Royal Blackburn Hospital and Burnley General Hospital sites.

Working in partnership with the Biochemistry Managers, the post holder will ensure that the requirements for laboratory accreditation (UKAS) and the needs of service users are consistently met.

The post holder will provide effective leadership and training to the department.

The post holder will be part of the Quality and departmental management team, and will participate in Biochemistry Management, Quality, and departmental meetings. The post holder may also be required to represent the Department and/or Directorate at meetings at Divisional and Trust level.

Key areas

- To assist in managing the delivery of a robust Biochemistry laboratory service to ELHT.
- Will work as a key member of the Departmental Management Team, which is responsible for the effective operational management and strategic direction of Biochemistry at ELHT.
- Will work in partnership with the Directorate Manager, Biochemistry Managers, and other senior staff, to develop and promote efficient and effective systems and processes in the management of the resources including finance, staff, information, equipment and space.
- Will work with other members of the Biochemistry Senior Team so that the department contributes to and meets the Trust and Divisional Objectives including delivering cost improvement savings.
- Will take a proactive role in the continuing provision of a high quality and responsive service meeting both regulatory and accreditation requirements.
- Will promote the continuous improvement in service delivery and quality within Biochemistry, using modern methods to lead in the delivery of service and workforce transformation and re-design.
- To assist in line managing the BMS and support staff, supporting them to undertake the routine work within Biochemistry and develop a culture in which members of staff are continuously improving the delivery of high quality services.
- Will set and ensure the development and acceptance of challenging but realistic objectives for staff, and through leadership, motivation and systematic performance management to achieve the required results.
- Will communicate effectively with Healthcare Scientists, Clinicians and other healthcare providers both within and outside of the Trust including Estates, Human Resources, Finance, Payroll, Occupational Health; representatives and service personnel from Commercial organisations.
- Will actively participate in meetings within Biochemistry, Clinical Laboratory Medicine and wider within the Trust, providing specialist leadership and expert advice.
- Manage technical audit within the department.
- Take a lead on training within Biochemistry.

MAIN DUTIES & RESPONSIBILITIES:

Communication

KSF: Core 1

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer / client relations.
- Participate in organisational development plans to transform the department to meet the needs of the future; this will include upholding ELHT shared values.
- To demonstrate constructive and cooperative communication skills that avoid conflict arising between the parties involved.
- To liaise internally with key clinical staff e.g. Consultant medical staff, clinical lead nurses, non-clinical staff and their managers, and operational management staff.
- To represent Biochemistry for issues relating to their particular areas of responsibility, this may involve working with outside agencies and partners.
- Foster the development of teamwork and good communication within Biochemistry.
- To participate in local management meetings decision making and policy implementation.
- Together with the Clinical Director, Consultant Clinical Biochemist and Directorate Manager, ensure complaints both verbal and written are responded to, preparing preliminary findings and initial drafts; undertake investigation and root cause analysis.

Management and Leadership/Operational Delivery

- To exercise change, management and leadership skills to enable service delivery
- To work with the Biochemistry Managers in ensuring Biochemistry delivers a quality and responsive clinical and technical service for ELHT and associated stakeholders and partners, providing professional leadership and line management.
- To take a proactive role in implementing long term strategic developments within Biochemistry in response to service improvement or clinical demand.
- To analyse demand and capacity and recommend service configuration and change models, which will make the most efficient use of available resources.

Service Development & Planning

KSF: Core 4

- To ensure that Biochemistry has access to / knowledge of latest developments in automation and technologies.
- To assist with the co-ordination, submission and implementation of proposals for service development that will improve the effectiveness or efficiency of service provision within Biochemistry.
- In conjunction with the Biochemistry Managers be responsible for identifying service pressures and devising action plans or business cases / plans as appropriate.
- To inform and ensure that the Blood Sciences annual objectives are met.
- Be responsible for managing and implementing projects/developments at the discretion of the Lead BMS
- To plan and support the implementation of service improvements in laboratory areas, including skill mix review, demand and capacity planning and process mapping.

Financial

KSF: G4

- To manage staffing rotas in a cost effective manner in order to meet service and workload demands.
- To facilitate the cost effective purchasing of all consumables within Blood Sciences and ensure that robust control measures/processes are in place and adhered to.

Quality and Governance

KSF: Core 5

- In conjunction with the Laboratory Operations Manager be responsible for ensuring that the requirements of the Quality Management System and appropriate external standards (UKAS) are met within Biochemistry.
- With the Biochemistry Managers, to be responsible for ensuring the department meets quality targets including turn-around times and consistency of test results.
- Together with the Laboratory Operations Manager, to be responsible for interpreting relevant statutory and accreditation requirements, clinical governance, risk management and quality audit policies and procedures of the Trust and integrating these into standard practice within Biochemistry.
- To ensure the procedures for the reporting of all incidents and Serious Untoward Incidents (SUI) are adhered to and reviewed as necessary ensuring, where appropriate, relevant action plans are drawn up and actions completed.
- Working with the Directorate Manager, ensure that Biochemistry has an annual internal audit plan and that the planned audits are completed to agreed timescales, including corrective actions.
- Working with the Biochemistry Managers, to follow up on external inspections, develop action plans and verify the completion of corrective action as required by the reports of the inspectors.
- To monitor the requirements of Biochemistry users and ensure that they are reflected within defined quality performance measures.

Human Resources

KSF: G6

- To participate in the recruitment and selection of staff for the Biochemistry Department / Specimen Reception.
- To manage, design and deliver training to staff within the department and to any relevant external departments.
- To manage competence assessment for staff in Biochemistry.
- To manage staffing rotas of the staff in Biochemistry, ensuring staffing levels are appropriate for effective service delivery.
- Undertake return to work interviews
- To carry out staff Personal Development Reviews consistent with Trust policy.
- To encourage and motivate staff, providing the skills and leadership qualities necessary to manage the change process towards excellence both in service and culture.
- To utilise and manage staff in the most cost effective and efficient manner.
- To ensure that performance appraisal is implemented as required for all staff to enhance team and individual performance.
- To maintain an environment of constructive, cooperative and non-confrontational communication with all members of the Blood Sciences team.
- To identify development opportunities for all appropriate staff and encourage participation in such opportunities.
- To develop team morale and motivation through effective personal leadership, ensuring views and decisions are communicated both up and down the management structure.

Personal/Education

KSF: core 2

- To maintain HCPC registration as a Biomedical Scientist.
- To make decisions in setting your own personal targets and objectives as part of the Trust's PDR system.
- Able to develop and improve own specialist expertise, which may be via a CPD programme. Maintain a portfolio of relevant developments achieved.
- To demonstrate knowledge of all Trust Policies and procedures.

Freedom to act

- Work autonomously, able to interpret Local, Trust and National policies.

Scientific / Clinical

KSF:HWB8

- To be familiar, at an expert level, with all scientific work and systems within Biochemistry, to be able to identify and rectify problems.
- When required, perform analytical work within the department as part of a 24/7 working pattern including weekend and night time working.
- To have a detailed understanding of Biochemistry and offer up advice as the Trust lead for any issues that might arise.
- Work with the Pathology IT manager to ensure the discipline specific modules of the LIMS are maintained and fit for purpose

Other Duties

- To undertake any other duties commensurate with the grade as requested.

PHYSICAL & EMOTIONAL DEMANDS

- Line management duties requiring negotiation and persuasion.
- High level of manual dexterity is required whilst working.
- Use of display screen equipment (e.g. computers) frequently throughout the day.
- Required to sit or stand for lengthy periods of time.
- Some exposure to unpleasant and hazardous working conditions - chemicals, solvents, body fluids and potentially infectious materials.
- The demands of the service require working to strict deadlines in a high-pressure environment with numerous distractions, for example frequent telephone queries and questions from other departmental staff.
- Long periods of intense concentration are required due to the complex and intricate nature of the work.
- Required to deal with results and clinical situations, which may cause distress.
- May be required to take part in a 24/7 shift system which includes weekend and night time working.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision "*to be a great Trust providing the best possible healthcare to the people of East Lancashire*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE – Lead Biomedical Scientist – Biochemistry

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications			
HCPC registered Biomedical Scientist	✓		A
IBMS approved Honours degree	✓		A
plus MSC in a Biomedical Science or equivalent or FIBMS by examination (if registered before 1994)	✓		A
Willingness to undertake discipline specific post graduate qualification if not already held		✓	I
Experience			
Previous experience within a Biochemistry department	✓		A
Experience of training and competence assessment of laboratory staff.	✓		A,I
Knowledge and Skills			
Extensive knowledge of Biochemistry techniques and equipment.	✓		I, P
Extensive IT skills including MS office, Quality management software & LIMS	✓		I
Able to organise own workload	✓		I
Ability to train and impart skills & knowledge to other colleagues, trainees & students.	✓		I,P
	✓		I

Detailed knowledge of ISO/UKAS standards and other relevant legislation	✓		I
Good decision making skills			
Good analytical skills and problem solving ability.	✓		I
Excellent interpersonal & communication skills	✓		I
Personal Attributes:			
Commitment to CPD	✓		I
Recognises own development needs and able to set personal objectives	✓		I