

<b>POST TITLE:</b>	Biomedical Scientist Team Leader
<b>BAND:</b>	AFC Band 7
<b>ACCOUNTABLE TO:</b>	The Department Manager and through him/her to the Pathology General Manager & Pathology Professional & Technical Services Manager
<b>RESPONSIBLE TO:</b>	Microbiology Department Manager
<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	Band 2, Band 3, band 5 and Band 6 staff within the department

### JOB OVERVIEW

- To manage the day-to-day technical organisation of a section within the laboratory as required.
- Deputise for the department manager during absence.
- Responsible for complex processes and analysis of samples, and interpretation of results generated by these processes whilst following current standard operating procedures.
- Collaborating with managers to coordinate records and audits as required, ensuring compliance with Clinical Pathology Accreditation (UKAS/ISO 15189) standards.
- To train, develop and supervise BMS, trainee BMS and Assistant grade staff.
- To ensure their appropriate continual professional development in accordance with the requirements of the HCPC
- To work unsupervised (including on shifts where appropriate and necessary), either leading a team or working independently.
- To act as duty manager/ deputise for laboratory manager as required.
- To act as laboratory Training Lead.

### DETAILED JOB DESCRIPTION AND MAIN RESPONSIBILITIES

- Provide technical expertise on a range of complex equipment and tests used in the analysis of pathological samples.
- Be responsible for the safe and appropriate use of highly complex and/or expensive laboratory equipment, including maintenance and troubleshooting of failures, and where appropriate, the safe use of near patient (POCT) equipment.
- Provide complex and sensitive information, in the form of test results, to clinicians, nursing staff and appropriate others, overcoming any barriers to understanding and ensuring that due regard has been given to the significance and urgency of such results.
- Apply problem solving skills to situations which may arise from time to time which may otherwise impact adversely on the service, e.g., equipment or assay failure, mislabelled or lost samples, queries from clinicians.
- Validate laboratory test results in line with current SOP's and protocols.
- Develop and implement policies and procedures, including all Standard Operating Procedures (SOP's) and associated COSHH and Risk Assessments, and comments upon these at the time of annual review to ensure that all policies and SOPs are up to date and reflective of best current practice.
- Seek and continuously develop knowledge and information about new practices in laboratory discipline to provide improvements in quality, speed, and efficiency of the service.
- Evaluate and implement new equipment and techniques.
- Manage maintenance and repair of laboratory equipment, fixtures, and fittings.

- Undertake regular audits according to laboratory audit programme, in support of the Pathology Quality policy, with a view to implement continual improvements of the service.
- Monitor turnaround times for their section/ service.
- Undertake research and development appropriate.
- Liaise with and utilise support from the trust procurement and supplies department, adhering to Trust policies.
- Liaise with equipment manufacturers and consumable suppliers in order to ensure the most efficient use of Trust resources.
- Manage, maintain and order as necessary all laboratory stock as directed by the lab manager. Contribute to the tender process for large contracts.
- Undertake training in the use of the laboratory stock control system.

### **Training and Development**

The post-holder will:

- Ensure they take part in the relevant mandatory training, as outlined in the Trust's OD policy.
- Identify training needs of self and staff and plan, implement and evaluate appropriate training in accordance with the need of the service.
- Achieve and maintain a well-developed specialist knowledge base with supporting skill appropriate to the service and the working practices employed within the Trust, and in accordance with the requirements of the HCPC for maintaining registration status.
- Train less experience staff on a regular basis, providing additional advice and support in support of their career development. Assess competency of staff as part of training programme and sign off.
- Take responsibility for delivery of annual Personal Development Reviews and developing Personal Development Plan's for a proportion of laboratory staff as required.
- Participate in the annual Personal Development Review scheme, reviewing their personal knowledge and skills with reference to the needs of the service. Agree a personal development plan with the line manager.
- Develop personal skills and capability through on-going training, as required by the department.
- Attend meetings/ workshops and conferences, either within the Trust or at external venues as required, feeding back outcomes to colleagues, and developing action plans to implement change.

### **Managerial duties**

- Be responsible for the day-to-day supervision of sections of the laboratory ensuring adequacy of staff cover to maintain operational functions.
- Act as a deputy to the department manager during period of absence
- Provide team leadership for sections of a service or site where necessary.
- Contribute to the laboratory and Pathology business plan and service review.
- Be aware of the wider organisational needs and objectives (including CIP targets).
- Take responsibility for and monitor/ report on internal quality control and external quality assurance schemes appropriate to the relevant section of the laboratory.
- Investigate incident reports/ complaints to highlight risks in laboratory procedures and recommend improvements.
- To ensure compliance with good work practices in accordance with UKAS ISO 15189 standards.
- Deputise for Laboratory manager and other senior BMS, as necessary.
- Implement LEAN practices and be involved in process redesign as required and implement methods to measure customer satisfaction for laboratory section.

- Identify risks to the service and add to or amend the laboratory risk register as appropriate.
- Carry out regular reviews of costs of referred work (send away tests) and services received as required in order to ensure the most efficient use of trust resources.
- Understanding of laboratory budget and assist laboratory manager in investigation of lines at risk of overspend.
- The Trust has a statutory duty to ensure that patients, clients, and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.
- Ensure that accurate data is entered into all data collection systems, manual or electronic within area of responsibility.
- Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Pathology IT lead.
- When required, to liaise with the Pathology IT leads to maintain the effectiveness of the pathology IT system and other essential pathology systems to deliver the information required.
- The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.
- Undertake clinical audit, equipment/ kit evaluation and projects as required.
- Ensure compliance with Pathology Quality Management System in laboratory section.
- Communicate effectively with your staff on a timely basis ensuring robust systems exist so that staff feel informed.
- Promote the principles of Improving Working Lives amongst your staff, ensuring fairness and equity.
- To manage the sickness absence of your staff in line with Trust policy.
- Manage and motivate direct reporting staff, recruit staff, train and develop staff, according to Trust policies. Perform PDR's and ensure staff attend mandatory training.
- Ensure all relevant HR procedures are followed (discipline, grievance, etc) and manage staff within these procedures to the level required by the laboratory manager.
- To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care and contribute and work to achieve them.
- Plan, forecast, report on activity, capacity and demand, and performance, according to pathology requirements.
- Plan and organise the day-to-day technical running of the section/ sections of the laboratory.
- Attend meetings and contribute to pathology strategy and business planning as required.
- Promote a risk management culture within your working environment and ensure participation and involvement of all staff, in line with the Trust's risk management strategy and policies.
- Identify potential risks that may impact on the Laboratories ability to achieve its objectives, including details of risk likelihood, severity, and impact, and record these details in the Pathology Risk Register Plan
- Health & Safety is the responsibility of all staff, and the post holder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.
- Undertake regular Health & Safety inspections with the Health and Safety Manager to ensure compliance with all current legislation.
- To conform to Departmental and Hospital safety procedures and Codes of Practice with particular reference to the Health and Safety at Work Act.

### **Service specific duties and responsibilities**

- Rotate through all laboratory sections in the Microbiology department and develop and maintain specialist knowledge and expertise in the use of all manual and automated procedures, systems and analysers used in the provision of the service.
- Apply specialist knowledge and expertise in bacteriology, bacterial and viral serology, mycobacteriology, parasitology and mycology to all investigations and analyses carried out by the department/service.
- Select and carry out appropriate investigations and analyses on any microbiology samples or requests received in the department, interpret the results of all tests, observations and measurements and report on the laboratory computer system.
- Ensure the accuracy and quality of all microbiological results by implementing agreed quality control procedures at all stages of the analytical process.
- Report all significant microbiological findings such as positive Blood Cultures, CSF results or HIV tests, as soon as they are available, to a consultant microbiologist, infection control staff according to departmental practice.
- To supervise support staff with specific regard to stock control, QP procedures, laboratory SOP's and Health and Safety policies.
- To release sensitivities from the BD Phoenix after applying expert rules, to maintain up to date knowledge of antimicrobials to do this.

***This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.***

**PERSON SPECIFICATION**

**ROLE TITLE: Senior Biomedical Scientist**

**Band 7**

REQUIREMENTS	Essential or Desirable	Application	Interview	Reference
<b>QUALIFICATIONS / TRAINING</b>				
HCPC Registration	<b>E</b>	X	X	
Relevant Masters Degree, or equivalent	<b>E</b>	X	X	
Fellowship examination of The Institute of Biomedical Sciences and/or Post Registration training (specialist post-graduate portfolio or Higher Specialist Diploma)	<b>E</b>	X	X	
Certificate in Healthcare Management or equivalent	<b>D</b>	X	X	
<b>KNOWLEDGE, EXPERIENCE &amp; EXPERTISE</b>				
Extensive post registration experience in Microbiology	<b>E</b>	X	X	X
Experience of working as part of a team	<b>E</b>	X	X	
Active participation in service development	<b>E</b>	X	X	
Experience of budgets.	<b>D</b>	X	X	
Significant recent experience in leadership, supervision and training of Biomedical Support Workers and Trainee BMS's.	<b>E</b>	X	X	X
Demonstrate a commitment to and participation in continued professional development and create own personal development plan.	<b>E</b>	X	X	
Member of a professional body CPD scheme.	<b>D</b>	X	X	
Trained in all areas of the Microbiology department	<b>E</b>	X	X	
Knowledge of the specimen pathways for all samples, including reference laboratory tests.	<b>E</b>	X	X	
Significant theoretical and practical knowledge of Microbiology protocols.	<b>E</b>	X	X	
Knowledge of recent developments related to area of responsibility.	<b>E</b>	X	X	
Full involvement in laboratory and clinical audit.	<b>D</b>	X	X	
Perform personal development review on members of team.	<b>D</b>	X	X	
Knowledge and participation in health and safety, clinical governance, quality management and accreditation including UKAS.	<b>D</b>	X	X	
Ability to run, maintain and fault find on laboratory equipment.	<b>E</b>	X	X	
Ability to problem solve.	<b>E</b>	X	X	
Good IT skills.	<b>E</b>	X	X	
<b>COMMUNICATION AND RELATIONSHIPS (INCLUDING MANAGEMENT RESPONSIBILITIES)</b>				
Ability to work under pressure and plan and manage workload.	<b>E</b>	X	X	
Excellent communication and interpersonal skills	<b>E</b>	X	X	
Flexible attitude to working hours	<b>E</b>	X	X	
<b>DBS REQUIREMENT</b>				
<i>Not required for this post.</i>				