

Job description and person specification

JOB TITLE:	Senior Biomedical Scientist
BAND:	7
ACCOUNTABLE TO:	Associate Director of Operations (ADO) for Clinical Support Services & Women and Children Services
RESPONSIBLE TO:	Laboratory Manager

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open and learning culture that is inclusive and supports all staff to develop their careers. We

want to be recognised as a great place to work.

Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff and the future** here.](#)

Job purpose

Senior Biomedical Scientists (BMS) provide an essential team leader role within all Pathology disciplines. This role involves technical expertise and line management of staff. In addition, at WSFT we aim to embed quality within all Pathology teams and this will form a significant part of the Senior BMS role. This may be as the designated Quality Lead or as a shared responsibility with other Senior BMS within the discipline.

The Advanced Biomedical Scientist role for Transfusion will be fully based in the Blood Transfusion Laboratory.

Job summary

- Responsible as lead BMS for a specialist area.
- Manages and coordinates the day to day activities of the team.
- Focussed on quality and service improvement.
- Processes specialist investigations and responsible for standard and quality of results.
- Provides specialist advice to clinicians as to appropriateness of tests and timescales.
- Provides specialist service e.g. training, advanced trouble shooting, problem solving for specialist requirement.
- Works flexibly in reflection of service needs which may include an extended working day and/or participation in delivery of a 24 hour, 7 day per week service.
- The work of the service brings staff into constant contact with human body fluids, tissues and hazardous chemicals. This may include blood, pus, urine, faeces, and respiratory secretions.

NB: Post holder must not work outside their defined field of competence

Key working relationships

Laboratory Managers
 Quality Manager
 Laboratory Quality Leads
 Laboratory Training Officers
 Laboratory Health & Safety Link Persons
 Pathology colleagues
 Other healthcare colleagues

Job responsibilities

Technical and Scientific:

- Manage the performance of manual, semi-automated, specialist and fully automated laboratory investigations within a defined service area accurately and efficiently.
- Day to day management of stock control and usage.

- Manage quality control procedures and the processing of quality control material as per established protocols.
- Implement policies for service improvement and propose policy changes that may impact beyond own area.
- Ensure the validation of test results which may be highly specialised, and escalate where appropriate in line with established protocols.
- Responsible for ensuring equipment, including highly specialist equipment, is set up and maintained for others to use, to achieve the optimum instrument performance and maintain a clean and safe working environment.
- Perform advanced troubleshooting in line with established protocols by using judgement on how to proceed during technical failures.
- Participate in Research and Development, clinical trials and equipment testing.
- To maintain Blood Transfusion stock levels and records.
- To monitor usage to ensure efficient use, where appropriate.

Communication:

- Liaise with the Laboratory Manager, Quality Manager and other Quality Leads across Pathology as required.
- Participate in relevant departmental meetings as agreed with the Laboratory Manager and Quality Manager.
- Communicate to staff the role of the Quality Policy and how the processes described in the Quality Manual will meet these aims.
- Communicate with colleagues about investigations required and explains complex information and results to staff.
- Influence clinicians regarding appropriate test usage and result interpretation.
- Liaise with other departments, agencies and suppliers in relation to tests and services required.
- Communicate with service users, including patients as appropriate.

Information Resources:

- Records and interprets test results, maintains integrity and accuracy of laboratory data, including data entered by others.
- Responsible for laboratory data and creation of highly specialist reports.
- Able to record and collate test results on the Laboratory Information Management System (LIMS) and manual systems in accordance with agreed standard operating procedures (SOPs).
- Ensures patient confidentiality and conformance to the General Data Protection Regulation and Caldicott Guidelines.
- Able to use the LIMS, email, internet and automated operating systems; and other software packages as required to create specialist reports.

Quality/Governance/Risk Management:

- Be responsible for the standard and quality of results ensuring that all activities are undertaken in line with document control and the quality management system.
- Propose and implement changes to policies and SOPs to ensure compliance with UKAS standards.
- Design and initiate audits and where appropriate, propose service improvements for own area.
- When an incident occurs, take immediate appropriate action and ensure incident forms and risk assessments are completed and investigated. Implement recommendations where appropriate.
- Maintenance of the cold chain and temperature controlled facilities.
- Maintenance of the quality management system.
- Document review and control.
- Validation of equipment and processes.
- Management of change control.
- Ensure completion of own training and competency and relevant transfusion training and competency for all staff.

- Ensure completion of own annual update in good manufacturing practice (GMP).
- Participation in local Trust and national audits in transfusion.
- To report any transfusion incidents to the Serious Adverse Blood Reactions and Events (SABRE) / Serious Hazards of Transfusion (SHOT) scheme as appropriate.

Education, Training and Development:

- Supervise and mentor staff providing practical and theoretical training to groups.
- Train staff in quality management including initial support and training in the use of the QMS, as appropriate to staff grade and job roles.
- Participates in the appraisal process in line with current policies.
- Maintain personal appropriate level of training, competency and continued professional development.
- Maintain registration with Health and Care Professions Council.

Leadership and line management responsibilities:

- Manage, lead and co-ordinates the technical day to day activities of the team.
- Be involved in the recruitment and induction of new staff.
- Manage and undertake appraisals in line with current policies.
- Manage the team in line with HR policies e.g. performance, attendance and disciplinary.
- Manage resources and be responsible for ensuring the timely ordering of supplies for area of work.
- To deputise for the Transfusion Laboratory Manager (TLM) as required.
- To maintain relationships with the NHS Blood and Transport (NHSBT) and users of the service.
- To liaise with the Transfusion Nurse Specialists (TNS) for continuing improvement in the provision of the service to the Trust and other agencies.
- To participate in Hospital Transfusion Committee (HTC) meetings.
- To assist in the review and implementation of national transfusion guidelines.
- To help ensure the laboratory computer system is sensitive to Blood Transfusion requirements and appropriate business continuity plans exist in the event of failure.

Health and Safety:

- Work in a safe manner, in accordance with Trust and laboratory safety policies, using protective equipment and other control measures required.
- Work safely with corrosive, flammable and other hazardous chemicals and gases.
- Use equipment in a safe and responsible manner.
- Report accidents/incidents and near misses according to the laboratory/Trust protocol.
- Report safety non-compliances from internal audits to the Laboratory Manager for action.
- Investigate and report adverse incidents related to training activities.
- Ensure health, safety and welfare is afforded priority over other issues and demonstrate a commitment to health, safety and welfare regarding self, staff and visitors.
- Report all accidents/incidents or near misses, dangerous situations or shortcomings in health and safety training instructions.

Your attention is drawn to the Health and Safety at Work Act of 1974 which requires you to take reasonable care for the health and safety of yourself and others who may be affected by your acts and omissions at work; and co-operate with the Trust on any matters of health and safety.

Other responsibilities:

The post-holder will be expected to participate in the delivery of specific duties and/or specialised responsibilities in line with the banding of the post. These responsibilities will be agreed with the post holder, will be subject to regular review and may be amended at any time with the post holder's agreement. These responsibilities may be associated with specialised roles.

Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	Evidence
Education & Qualification	<p>HCPC Registration as a Biomedical Scientist.</p> <p>Biomedical Science Degree or equivalent.</p> <p>Appropriate post registration IBMS Specialist Diploma or demonstrable equivalence to the learning outcomes of the Specialist Diploma.</p> <p>Appropriate post graduate qualification / or evidence of significant progress towards such a qualification, for example: IBMS Higher Specialist Diploma Appropriate Masters Degree</p> <p>Or demonstrate equivalence to the learning outcomes of an IBMS Higher Specialist Diploma or an MSc accredited by the IBMS.</p> <p>Evidence of CPD.</p>	<p>Quality Management Qualification.</p> <p>Training Qualification.</p> <p>Health and Safety Qualification.</p>	Application
Experience & Knowledge	<p>Highly specialist knowledge and experience across a range of work procedures and practices underpinned by theory and practice relevant to post.</p> <p>Extensive practical experience of working in a Biomedical Science laboratory.</p> <p>Experience of Pathology IT systems.</p> <p>Practical experience of Quality Management Systems.</p> <p>Experience of performing and evaluating Risk Assessments.</p> <p>Experience of performing audits and addressing non-conformances identified.</p> <p>Experience of training and mentoring.</p> <p>Experience of incident reporting and investigation.</p> <p>IT competent, able to effectively use, Microsoft Word and Excel.</p>	<p>Relevant experience of working in the NHS.</p> <p>Experience of managing people.</p>	Application Interview

Skills & Abilities	<p>Excellent interpretation and analytical skills.</p> <p>Able to prioritise own workload and that of others to meet needs of the service.</p> <p>Ability to concentrate for prolonged periods of time.</p> <p>High degree of manual dexterity to perform complex laboratory techniques.</p> <p>Self-motivated and proactive.</p> <p>Professional, friendly and approachable.</p> <p>Demonstrable mentoring skills.</p> <p>Ability to build and maintain effective working relationships.</p> <p>Excellent organisational skills.</p> <p>Excellent written and verbal communications skills.</p> <p>Ability to work independently as well as being a strong team player.</p> <p>Ability to respond flexibly to problems and issues raised and respond appropriately.</p> <p>Excellent time management skills with the ability to work to tight and often challenging timescales.</p>		<p>Application Interview</p>
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Personal Qualities	<p>High level of accuracy and attention to detail.</p> <p>Strives for excellence.</p> <p>Self-motivated and able to motivate others.</p> <p>Ability to meet targets and deadlines.</p> <p>Ability to be flexible and respond to the needs of the service.</p> <p>Ability to learn and assimilate new information.</p> <p>Organised but able to cope with interruptions.</p> <p>Ability to work with minimal supervision.</p> <p>Ability to work under pressure and meet deadlines where there are competing demands.</p> <p>Awareness of self and impact on others.</p> <p>Flexible approach to working hours/duties.</p>	<p>Credible and effective leadership qualities.</p>	<p>Application Interview</p>
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GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



opportunity
to highlight

CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

NO SMOKING POLICY

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

EQUALITY, DIVERSITY AND INCLUSION

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

This also applies to patients. The Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

DATA QUALITY

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: accurate, legible (if hand written), recorded in a timely manner, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained. All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero-tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out. On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council.

Band 7 Salary Scale:

Entry Level	£43,742 pa
Increment 1	£43,742 pa
Increment 2	£45,996 pa
Increment 3	£45,996 pa
Increment 4	£45,996 pa
Increment 5	£50,056 pa
Increment 6	£50,056 pa
Increment 7	£50,056 pa
Increment 8	£50,056 pa

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY:

See job advert

ANNUAL LEAVE:

202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

PENSION SCHEME:

All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

PERIOD OF NOTICE:	Three months
TERMS AND CONDITIONS OF SERVICE:	All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.
PROTECTION OF CHILDREN AND VULNERABLE ADULTS:	The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.
RETIREMENT POLICY:	<p>The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.</p> <p>The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.</p> <p>Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.</p> <p>Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.</p>
LEASE CAR INFORMATION:	The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.
SOCIAL AND GENERAL:	<p>The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.</p> <p>There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.</p> <p>The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.</p>

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

CHILDCARE:

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.