

Job Description & Person Specification



Job title: Blood Transfusion Team Lead (BMS)

Band: 7

Job Description

1. General Information

Job title: Blood Transfusion Team Lead Biomedical Scientist

Band: 7

Department: Blood Sciences/Blood Transfusion

Division: Clinical Support Services

Reports to: Blood Sciences Manager

Accountable to: Consultant Head of Department

DBS Clearance required: Yes

Standard: post holders who have access to patients in the normal course of their daily duties.

2. Key relationships

Operations Manager in Blood Transfusion, Operations Manager in Haematology, Quality Manager, Blood Sciences Manager, Senior Biomedical Scientists (Team Leads), Biomedical Scientists, Trainee Biomedical Scientists, Medical Laboratory Assistants, Consultant Haematologists and Lead Transfusion practitioner and deputy.

3. Job Summary

The post holder will practise as an HCPC Registered BMS and will be responsible for the day-to-day management of the Blood Transfusion services across West Hertfordshire Teaching NHS Trust i.e. laboratory is situated at Watford General Hospital with Blood fridges located at Hemel Hempstead and St Albans City Hospital. They will work closely with the higher (manager) grade Biomedical Scientists to observe and implement the policies and procedures relevant to the role. These include the Blood Transfusion Policy, the Massive Obstetric Haemorrhage Policy, the Infection Control Policy, and the Pathology Health & Safety Policy.

The post holder must also comply with practices and procedures as directed in the departmental Standard Operating Procedures as well as Trust policies and procedures.

The post holder is responsible for the implementation and monitoring of practices and procedures within Blood Transfusion and the provision and updating of departmental Standard

Operating Procedures and documentation. The post holder will be responsible for ensuring delivery of a high quality, efficient and effective blood transfusion service, through the Quality Management System (QMS) and quality monitoring processes.

There is a need for some shift and weekend work that necessitates a flexible approach to the hours of employment. Some work across sites may be required.

4. Primary duties and areas of responsibility

Strategic

Contribute in the evaluation of new methodologies and equipment and, where possible, improve existing methods.

Contribute in preparing the department for future developments, e.g. research, accreditation, LIMS/Ordercomms and automation.

Contribute to quality management and maintenance of ISO15189 standard and Blood Safety and Quality Regulation (BSQR) and associated improvement actions.

Contribute to the implementation of new standards, guidelines and policy/procedures.

Contribute to the selection and implementation of new equipment/technology.

Operational

To undertake technical work in the department under the direction of, but not necessarily under the supervision of the Blood Transfusion Operations Manager following departmental Standard Operating Procedures.

To travel over to the other sites when required to in order to check on the remote blood fridges.

To learn and maintain an up-to-date knowledge of both routine and developmental work within the laboratory and maintain competency levels through annual reassessment protocols.

Responsible for the maintenance, quality control and record keeping of instruments and equipment associated with the section in accordance to the standard operating procedures stipulated by departmental Policy and as required by ISO 15189 and MHRA compliance.

Be fully conversant with the use of laboratory equipment and ensure that day to day preventative maintenance is carried out according to laboratory and manufacturers protocols. To investigate equipment failure and take appropriate corrective action when required.

Maintain accurate records of work within the department.

To participate in the organising the rotation of staff throughout the different disciplines associated with Haematology, Special Haematology, Immunology and Blood Transfusion practice.

To participate in the 24/7 acute/urgent service at Watford General Hospital for Haematology and Blood Transfusion.

To participate in close working arrangements with other Pathology disciplines as appropriate.

To ensure that work is carried out efficiently/accurately in accordance with Standard Operating Procedures and to bring any problems to the attention of the relevant Operations Manager that may arise during the course of their duty.

To organise own workload and that of direct reports ensuring compliance with laboratory published turnaround times for the reporting of results.

To ensure that there are sufficient stocks of reagents and consumables at all times within the section, that supplies are rotated in date order, and logs of reagent used are completed and kept up to date.

To ensure reagent acceptance testing is performed and recorded as appropriate.

To apply the Trust's Blood Transfusion Policy and other relevant Trust policies.

Calibrate, maintain, operate and troubleshoot complex hardware and software of the equipment within Blood Transfusion.

Apply and perform analysis and reporting of external quality assessment/assurance schemes e.g. NEQAS, IPEX.

To review EQA returns and to ensure that appropriate corrective action is taken where and whenever necessary.

Provide specialist clinical technical services to patients that may include research and audit samples.

Plan work schedules and determine work priorities in an assigned section, to ensure completion of the day-to-day work of the department.

To supervise and delegate to BMS and MLA staff as appropriate.

Ensure appropriate and timely performance to meet standards of quality, timeliness of reports and comply with local Health & Safety policies.

Determine the Pathologic/Clinical significance of highly complex diagnostic results and use interpretive skills to assess the validity of laboratory results.

To interpret highly complex diagnostic laboratory results and take appropriate actions. i.e.

Technical Authorisation of results.

Adding relevant Technical comments.

Referring results for a second opinion, if appropriate

Informing the requestor/medical staff of clinically significant results

Work quickly and accurately with a high degree of manual dexterity.

Provide advice to patients and clinical staff on the appropriate collection requirements for samples.

Comply with local and national policies for the safe, secure and confidential processing, and storage of patient and other laboratory information.

Maintain the integrity and accuracy of laboratory databases.

To undertake any other reasonable duties within the framework of the post as directed.

Investigate and report incidents and errors in the laboratory with respect to laboratory procedures and clinical governance standards.

Take an active part in training and development programmes. Check and monitor staff in technical competency. Monitor working practices and methodologies.

Actively assist in facilitating a learning environment conducive to the acquisition of further knowledge and skills.

Governance Responsibilities

To be responsible for raising and completion of CAPAs.

Analyse and report on incidents, errors and trends, ensuring the root cause analysis is performed using appropriate tools.

In conjunction with the Blood Transfusion Operations Manager and Blood Sciences Quality manager, to be responsible for identifying risk and maintaining, reviewing and updating associated risk assessments either via Q-Pulse or DATIX as appropriate.

To investigate DATIX or Serious Incidents related to Blood Transfusion.

To report incidents to MHRA via SABRE and SHOT and ensure their completion.

Staff Management/ Training

To supervise Biomedical Scientists and MLAs within the laboratory environment.

To participate in the training and development of all staff in BT.

To ensure the Haematology and Blood Transfusion laboratory is adequately staffed on a day-to-day basis.

To ensure that all laboratory documentation, particularly relating to policies, Standard Operating Procedures and records of work are complete and up to date.

To ensure that maintenance protocols are in place for all appropriate instrumentation and that these are adhered to at all times.

To work in a supportive role to other Team Leaders and to assume a deputy role in the absence of the BMS Operations Manager as and when required.

Take an active part in training and development programmes. Train staff in technical competency. Monitor working practices and methodologies. Actively assist in facilitating a learning environment conducive to the acquisition of further knowledge and skills.

Responsible for the professional conduct of staff being supervised in respect of their timekeeping, behaviour and safety within Blood Transfusion.

Participate in the writing and updating of Standard Operational Procedures and ensure that they are followed at all times.

Participate in own Personal Development Review Process and values base appraisal.

Participate in interview panels for staff recruitment when required.

To conduct the primary investigation of disciplinary and grievance related issues for BMS, trainee BMS and MLA grades within Blood Transfusion.

Clinical/Professional Responsibilities

Maintain registration and a level of conduct consistent with the standards of Health and Care Professions Council (HCPC).

The post holder is responsible to all users of the service, particularly the reporting of complex/critical results as dictated by the Laboratory Standard Operating Procedure [SOP].

To liaise with Consultant Haematologists, clinical and nursing staff and other Service Users in order to provide a safe and effective blood transfusion service.

To actively participate in Quality Management Systems including compliance to ISO15189 standard, and MHRA regulatory compliance.

To participate in evidence-based training and maintain a level of knowledge to fulfil this role through Continual Professional Development for retention of Registered BMS status.

To assist in the laboratory reporting of SHOT and SABRE reports where appropriate.

Keep up to date with current developments within Blood Transfusion and the profession. Suggests changes to protocols and procedures according to current developments.

Review Standard Operating Procedures for Blood Transfusion and implementing changes.

To raise change requests on documentation where required.

Communicate authorised and preliminary results to clinical staff, explaining and interpreting complex results.

Perform all work according to laboratory protocols.

Financial and Information Management

Be conversant with the operation of the Pathology computer system and be proficient in all appropriate aspects of its use.

Maintain necessary work records, including entering their own results and those obtained by others into Departmental I.T systems.

Responsible for safe use of instruments and perform stock control to minimise wastage of materials.

To ensure day to day work optimises use of resources.

To ensure timely replacement of equipment by the contribution or production of outline business cases.

To be responsible for reagents and consumables within the department and ensure that supplies are rotated in date order, and logs of reagent use are completed and kept up to date.

To order reagents, products and consumables using necessary application.

Health and Safety

To have a working knowledge of current departmental Health and Safety codes of practice.

Ensure staff adheres to the relevant safety regulation to maintain safe working practices within Blood Transfusion.

To report all accidents and incidents to the Laboratory Manager and ensure accident book or incident forms are completed.

Understand the importance of MSDS and COSHH within the laboratory.

Other Responsibilities

Deputise for the Operations Manager in their absence.

Participate in regular departmental meetings – all staff meetings, Senior BMS meetings, and also Management meetings when appropriate.

Represent the department at meetings as required, and to establish and maintain good collaborative working arrangements with other departments.

Note: The duties and responsibilities outlined in this job description, although comprehensive, are not definitive and you may be required to perform other duties commensurate with the grade and in line with the requirements of the post.

This job description is designed to reflect duties currently incorporated into this post. These may alter in light of changes in the service provided by the hospital. Any such changes will be fully discussed with the post holder.

Person specification

Job Title: Blood Transfusion Team Lead Biomedical Scientist

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	Essential Requirements	Desirable Requirements
Education and Qualification	<p>Relevant degree to the Profession.</p> <p>FIBMS, MSc or equivalent.</p> <p>HCPC Registered as a Biomedical Scientist.</p> <p>Biomedical Scientist with Specialist portfolio in Blood Transfusion/ BBTS Specialist Certificate in Transfusion Science Practice or equivalent experience.</p> <p>Experience working as a Specialist Biomedical Scientist in Blood Transfusion.</p>	<p>Chartered Scientist (CSci).</p> <p>Quality Management Certificate.</p>
Knowledge	<p>Extensive knowledge of Blood Transfusion.</p> <p>Extensive knowledge of Laboratory IT systems.</p> <p>Extension knowledge of blood transfusion automation.</p>	
Experience	<p>Experience in a busy Blood Transfusion department as an HCPC registered BMS.</p> <p>Experience of staff supervision.</p> <p>Experience of writing and reviewing SOP's.</p> <p>Experience with Blood Grouping automated analysers.</p> <p>Experience with training staff in Blood Transfusion.</p>	

	Experience in quality management activities i.e audits, CAPAs.	
Skills	<p>Exceptional IT skills (LIMS, Microsoft Office).</p> <p>Good organisational skills.</p> <p>Exceptional communication skills.</p> <p>Good presentation skills.</p> <p>Excellent technical skills.</p> <p>Good interpersonal skills.</p>	<p>Experience of using Power Point presentations.</p> <p>Leadership skills.</p>

Additional information

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimized. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients, and visitors are not exposed to unnecessary or avoidable risk.

Dignity & Respect	The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation.
Values Based Appraisals	All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them.
Rehabilitation Of Offenders Act	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-barring-service
Health Clearance	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.
Professional Registration	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request.
Work Visa / Permits / Leave To Remain	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.
Confidentiality / Data Protection / Freedom of Information	Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Our commitment to you

West Hertfordshire Teaching Hospitals NHS Trust is committed to recruiting the best person for the job, based solely on their ability and individual merit as measured against the criteria for the role; through a process that is fair, open, consistent, and free from bias and discrimination.

We are committed to being a diverse and inclusive employer and foster a culture where all employees are valued, respected and acknowledged. All applicants will be considered for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We particularly welcome applications from Black, Asian and Minority Ethnic communities, people with disabilities and/or long-term health conditions and LGBT+ community members. We have policies and procedures in place to ensure that all applicants and employees are treated fairly and consistently. We are proud to be accredited as a Disability Confident Employer, with a number of active staff networks. Staff network members create a positive and inclusive work environment at West Hertfordshire Teaching Hospitals NHS Trust by actively contributing to the Trust's mission, values and efforts specific to inclusion.

We ask all applicants to tell us about their personal information to help us monitor our processes and ensure that we treat everyone fairly.



Staff benefits and rewards

Supporting you

- Our Employee Assistance Programme (EAP) is a free service for staff provided by Vita Health. It's here to help you manage all of life's events 24/7 365 days a year.
- We have a spiritual care team offering support to people of all faiths.
- The Trust offers health and wellbeing days which includes free massage and relaxation treatments, in addition to fitness classes.

Flexible Working

- At West Herts we recognise the importance of a good work life balance and the ability to work flexibly. We are delighted to offer a variety of flexible working options for all staff. Please check out our web page for more information.
- <https://www.westhertshospitals.nhs.uk/flexibleworking/>

Annual leave

- You get 27 days on starting, 29 days after 5 years and 33 days after 10 years' service (excludes bank holidays).
- If you already have NHS service, then we will honour this in terms of your annual leave entitlement.
- We have a range of flexible working options across the Trust including part-time hours and home working.

Discounts

- You can order bikes and safety accessories with our Cycle to work scheme staff benefit.
- Discounted childcare at our onsite Busy Bees nurseries.
- Free eye tests.
- Free quarterly health checks, massages, and fitness classes.
- Discounted gym memberships including Anytime Fitness and Nuffield Health.

NHS Pension

- One of the UK's best pension schemes, the NHS pension offers an excellent package of benefits. Visit: www.nhsbsa.nhs.uk/pensions.aspx for more information on NHS Pensions.

Maternity/Paternity Pay & Shared Parental Leave

- Female staff with at least one years' service can benefit from up to a year's leave, 8 weeks of which are full pay, then 18 weeks at half pay plus Statutory Maternity Pay.
- The Trust also provides two weeks paternity leave for partners at full pay, for those with at least one years' service. Further information outlined in the policy.

Development Opportunities

- The Trust offers over 300 online courses that staff can undertake either at home or in the workplace.
- Staff may be eligible for funding to undertake an apprenticeship or a foundation degree, or undertake courses provided by the University of Hertfordshire or an alternative course provider.
- The Trust has a Coaching Network and trained coaches within the Trust are matched with staff of all disciplines to provide a powerful development opportunity.

Staff Recognition

- The Trust recognises its staff through Long Service Awards, Stars of Herts Awards and through an Annual Stars of Herts event.

Library

- The library staff are committed to providing an efficient service, offering the latest and most appropriate collections, along with a study environment supported by advice and guidance on finding information.
- Staff can ask the library to search for information, evidence and publications.

Staff Networks

- The Trust has an equality and diversity staff network providing support for staff. This includes Disability, Carers, BAME and LGBT+ networks.
- The Trust recognises several trade unions and works in partnership with Unison, Unite, BMA and RCN to name a few.
- The Trust has a range of peer support networks which include Wellbeing Champions and Mental Health First Aiders.

Temporary Staffing via Bank

- A fantastic opportunity to gain additional experience and keep your skills up to date
- Flexible shift patterns
- Competitive weekly pay and access to 'NHSP Stakeholder pension' for eligible members

Schwartz Centre Rounds

- A forum where all staff (clinical and non-clinical) can come together regularly to discuss the emotional and social aspects of working in healthcare.
- Helps staff to feel more supported in their jobs and allows them the time and space to reflect

Engagement Events

- Annual engagement events at West Hertfordshire Teaching Hospital include, Well Fest All Stars Awards Night, Afternoon Tea's and much more.