JOB DESCRIPTION

JOB TITLE: **Deputy Operational Lead PGT-M**

GRADE: **AfC equivalent 8a**

DEPARTMENT: **Genomics Laboratory Hub**

LOCATION: **Guy's Hospital**

RESPONSIBLE TO: **Operations Lead PGT-M**

Synnovis

Synnovis is a scientific organisation with a clinical purpose and is part of SYNLAB Group, Europe's leading provider of laboratory diagnostic services. Working in partnership with Guy's and St. Thomas' Hospitals, King's College Hospital, Princess Royal University Hospital and local CCG networks, we aim to set the standard for the future of pathology.

Job Summary

A Principal Clinical Scientist is an experienced clinical / scientific / technical professional, who has developed their skills and theoretical knowledge to a very high standard, performing a highly complex role and continuously developing clinical and scientific practice within a defined field.

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The post holder will deputise for the PGT-M Operational Lead in his/her absence.

The post holder will be responsible for the interpretation and authorisation of clinical diagnostic reports.

Key Relationships

Service Delivery Manager – Synnovis Genetics

SE GLH Operations Director

Clinical Genetics Leads across the GLH including the GLH Clinical Director

Leads in the GSTT Assisted Conception and Embryology Units.

All staff within the Genetics Service Delivery Unit.

External customers and suppliers

Duties and Responsibilities

1. To be responsible for the day to day running of the PGT-M Service (hereafter known as the 'Service').

2. To deputise for the lead for PGT-M in his/her absence.

3. To support for the development and delivery of a clear operational plan for the Service, achieving relevant quality and safety standards and activity levels within budget

4. To generate monthly OPMS and KPI data for review with the Operations Lead.

5. To provide the Operational Lead with regular progress reports on the delivery of an accurate, modern and efficient diagnostic Service.

6. To be responsible for the development and implementation of relevant operating procedures and management policies ensuring that standards are met and are compliant with ISO15189 guidelines.

7. To be responsible for the quality and efficiency of the Service, through internal quality control, clinical audit, local audit and national audit activities including UK National External Quality Assurance/CEQAS

8. To be responsible for maintaining and improving turnaround times.

9. To be responsible for the troubleshooting of analyser/assay failures within the Service in collaboration with the technical leads as required.

10. To be responsible for ensuring that equipment is maintained to the standards required by the department and by relevant legislation in collaboration with the technical leads as required.

11. To implement measures for cost improvement and cost effectiveness.

12. To be proactive in escalating any possible issues that may impact on service delivery to the Operational Lead.

13. To be responsible for risk assessments relating to all aspects of the Service.

Management of Human Resources

1. To be responsible for the HR management of staff within the Service, including appraisals; sickness absence; disciplinary and grievance matters; personal and career development; departmental workload and allocation.

2. To recruit and induct new staff.

3. To manage annual leave for staff within the Service.

4. To be responsible for the health and safety of staff within the Service, complying with Trust policies and legal regulations.

5. To be responsible for the training and education needs of staff within the Service in cooperation with the Genetics Training Manager and ensure compliance with National Guidelines and HPC Registration requirements.

Clinical Service Provision

1. To provide high level expertise in the analysis of samples from patients referred for PGT-M.

2. To report and authorise complex abnormal patient reports produced from the Service.

3. To act in an advisory capacity liaising with consultant and other clinical and laboratory staff on further tests and investigations including complementary and multidisciplinary approaches, the appropriateness of tests and recommendations for follow-up testing.

4. In conjunction with Clinical Leads, to advise on best practice, patient diagnosis and prognosis relating to PGT-M.

Research, Innovation and Development

1. To participate and supervise the development and application of novel clinically approved tests.

2. To be actively involved in research projects appropriate to the post.

3. To provide accurate costings for laboratory processes, business cases and contracts.

4. To support the Operations lead to produce business cases necessary for development of the service.

5. Participate in the departmental audit programs, academic seminars, group support meetings and journal clubs.

6. To participate in the dissemination of research findings through presentations at local, national and international meetings and through publications in scientific journals, as appropriate.

External Duties

1. Contribute to the development of national policies and best practice standards for the PGT-M Service by undertaking local and national professional roles as appropriate to enhance the profile of the service

2. Participate in EQA schemes appropriate to the service.

General

The post holder may be required to carry out other duties in line with the grading of the post. The job description may be subject to change and, if so, this will take place in consultation with the post holder.

Confidentiality

The post holder must maintain the confidentiality of information about patients, staff and any other matters of a confidential nature including but not limited to commercially sensitive information.

Equality & Diversity

Synnovis is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of Synnovis.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Smoking Policy

Synnovis is a healthcare organisation and smoking is actively discouraged and is prohibited in the majority of our locations. Employees are not permitted to smoke or use e-cigarettes anywhere within any location in which they work or when outside on official business unless designated specifically for smoking or vaping purposes.

Data Protection Act

Employees must not, without prior permission, disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated such information to an unauthorised person, those staff will be liable to dismissal. Moreover, the Data Protection Act (2018) also renders an individual liable to prosecution in the event of unauthorised disclosure of information.

PERSON SPECIFICATION

Requirements

(The requirements for a person specification can be divided into the categories shown below:-)

	ESSENTIAL	DESIRABLE
Education Attainment/ Qualifications	BSC in appropriate biological science HCPC clinical scientist registration in Genetics FRCPath Part 1. Applicants working towards part 1 or with demonstrable experience of working at the level described in the job description will also be considered.	FRC Path Part 2
Experience required	Experience working in a diagnostic genetics laboratory. Experience of writing and authorising clinical diagnostic reports for patients referred for PGT-M. Experience of laboratory management and supervisory work. Wide experience of both commonly used and specialised techniques for the genetic testing of embryos, including troubleshooting. Experience of carrying out/supervising research and development projects. Experience of working with a multidisciplinary team.	Experience of lecturing, teaching and presenting in specialist area. Experience of conducting audits.
Skills and Aptitudes/ Knowledge/ Ability	Up to date knowledge of PGT methodology for human inherited disorders. Up to date awareness of HFEA PGT related policies	Determining the pathogenicity of sequence variants using ACMG guidelines Determining the pathogenicity of genomic copy number variants