

## Job Description

<b>Job Title:</b> Biomedical Scientist	<b>Band:</b> 5
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<b>Accountable to:</b> Laboratory Manager
<b>Reporting to:</b> Specialist Biomedical Scientist
<b>Responsible for:</b> non-registered support staff (as and when directed by line manager)
<b>Key Relationships with:-</b> Laboratory manager, Specialist Biomedical Scientist, Senior Biomedical Scientist, clinicians, pathology colleagues, and other healthcare colleagues

<p><b>Job Summary:</b></p> <ul style="list-style-type: none"> <li>Performs a range of routine and non-routine healthcare science activities, e.g. performs section cutting, routine slide staining, cover-slipping, booking in of samples, assists at dissection, performs special stains and immunohistochemistry.</li> <li>Maintains clinical records in relation to activities carried out.</li> <li>Demonstrate own duties to new or less experienced employees, supervises and/or trains less experienced staff in own area of work and competency</li> <li>To work flexibly in reflection of service needs this may include an extended working day.</li> <li>Maintain and promote professional image of pathology department</li> <li>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.</li> </ul> <p>NB: Post holder must not work outside their defined field of competence</p> <p><b>Key Duties of the role</b></p> <p><b>Technical and scientific:</b></p> <ul style="list-style-type: none"> <li>Perform manual, semi-automated and fully automated laboratory investigations within a defined service area accurately and efficiently.</li> <li>Undertake quality control procedures and the processing of quality control material as per established protocols.</li> <li>Participate in the day to day management of stock control and usage and monitor usage to ensure efficient use where appropriate.</li> <li>Be aware of current advances and appraise new techniques.</li> <li>Evaluate, interpret and validate test results and escalate where appropriate in line with established protocols.</li> <li>Clean and maintain equipment to achieve the optimum instrument performance and maintain a clean and safe working environment.</li> <li>Perform basic troubleshooting in line with established protocols and report any faults to a senior member of staff.</li> <li>Participate in Research and Development, clinical trials and equipment testing.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Communicates with colleagues, clinicians about investigations required, explains complex information and results, provides instruction to groups of health service staff.</li> <li>Communicates with service users, including patients as appropriate.</li> </ul> <p><b>Information resources</b></p> <ul style="list-style-type: none"> <li>Records and interprets test results/maintains integrity, accuracy of laboratory data, including data entered by self.</li> <li>Be able to record information relating to tests on the computer and manual systems in accordance with agreed standard operating procedures.</li> <li>To ensure patient confidentiality and conformance to Data Protection Act and Caldicott Guidelines.</li> </ul>
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- Be able to use Laboratory Information system, email, internet and automated operating systems, and other software packages as required.
- Be able to use Laboratory Information system, email, internet and automated operating systems, and other software packages as required to create specialist reports

#### **Quality/ Governance/ Risk Management**

- Follow policies and procedures ensuring that the quality management system is complied with.
- Comment on proposals for change to appropriate policies and Standard Operating Procedures within own area.
- Participate in audits and where appropriate, propose service improvements within own area.
- When an incident occurs, takes immediate appropriate action and ensures incident forms and risk assessments are completed. Contribute to investigations and implement recommendations as directed.
- Where appropriate, complies with statutory requirements, e.g. NHS Cervical Screening Programme, MHRA.

#### **Education, Training and Development**

- Support and train less experienced and other staff where required and demonstrates own work.
- Contribute to the supervision and mentoring of support workers, trainees and students, provides practical training to small groups in own work area.
- Participates in appraisal process in line with current policies.
- Responsible for personal education, training and competencies to ensure recorded continual professional development.
- Maintain registration with Health and Care Professions Council.

#### **Leadership and line management responsibilities:**

- Expected to carry out own workload unsupervised with senior colleague/manager available if required.
- Organises own work.
- Organise and allocate work for less experienced staff when required.

#### **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. Additional responsibilities will be assigned to the post holder depending on the needs of the Board. 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.

#### **General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

## Person Specification

**Job Title:** Biomedical Scientist

**Band:** 5

Criteria	Essential	Desirable
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Theoretical knowledge and practical experience of specialist biomedical procedures relevant to post.</li> <li>Practical experience of working in a Biomedical Science laboratory.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Pathology IT systems.</li> <li>Knowledge of Quality Management Systems.</li> <li>European Computer Driving Licence or equivalent</li> <li>Previous relevant experience of working in the NHS</li> <li>Experience of performing Risk Assessments.</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>HPCP Registration as a Biomedical Scientist</li> <li>Biomedical Science Degree or equivalent</li> <li>Evidence of CPD</li> </ul>	
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Good communication skills.</li> <li>Demonstrable interpersonal skills - can work as part of a team or independently</li> <li>Willingness to undertake cross training to extend skill set to deliver role.</li> <li>Manual dexterity to perform complex laboratory techniques</li> <li>Able to prioritise own workload to meet needs of the service</li> <li>Ability to concentrate for prolonged periods of time</li> </ul>	<ul style="list-style-type: none"> <li>Written communication skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>High level of accuracy and attention to detail</li> <li>Integrity and personal credibility.</li> <li>Strives for excellence.</li> <li>Ability to be flexible and respond to the needs of the service,</li> <li>Awareness of self and impact on others</li> <li>Self-motivated and able to motivate others.</li> <li>Ability to work with minimal supervision.</li> <li>Ability to work under pressure and meet deadlines where there are competing demands.</li> </ul>	

	<ul style="list-style-type: none"><li>• Puts the patient first in everything that is undertaken</li><li>• Team working</li><li>• Understand the performance levels and standards required within own role</li><li>• Reliable</li><li>• Honest</li></ul>	
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