

Job Description & Person Specification



Job title: Biomedical Scientist

Band 5

Job Description

1. General Information

Job title: Biomedical Scientist

Band: 5

Department: Haematology

Division: Diagnostic and Clinical Support

Reports to: Blood Science Manager

Accountable to: Consultant Haematologist (HOD)

DBS Clearance required: No

2. Key relationships

The Biomedical Scientist (BMS) will liaise closely with the Blood Science Manager, BMS Team Leaders, Specialist BMS and BMS Operational Managers in Haematology, Blood Transfusion, and the Medical and Nursing Staff within the department. The post holder will be accountable to the Consultant Heads of Haematology & Blood Transfusion in relation to the clinical aspects of the work.

3. Job Summary

The post holder will practise as a Registered BMS at Watford and Hemel Hempstead General Hospitals on a rotational basis. They will work closely with the Biomedical Scientists Team Leaders to observe and implement the policies and procedures relevant to the role. These include the Blood Transfusion Policy, the departmental Health & Safety Policy and Quality Policy. The post holder must also comply with practices and procedures as dictated in the departmental Standard Operating Procedures. Additionally, they will liaise with the Pathology Services Manager, the Laboratory Operational Managers, the Training and Quality Leads and Clinical and Nursing staff to

develop and integrate the services provided by the Team. There is a need for some shift and weekend work that necessitates a flexible approach to the hours of employment.

4. Primary duties and areas of responsibility

VALUES : The post holder will uphold and display Trust values of Commitment, Care & Quality

a) Responsibilities for Analysis and Judgement

- 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.
- To ensure that work is carried out efficiently/accurately in accordance with Standard Operating Procedures and to bring any problems that may arise during the course of their duty to the attention of a Specialist BMS and/or BMS Team Lead.
- To perform analysis of National External Quality Assessment Schemes [NEQAS] and Internal Quality Assurance Schemes [IQAS] and to inform a Specialist BMS and/or BMS Team Lead when and wherever appropriate corrective action is necessary.
- To monitor, record and advise on the correct interpretation of results, to check, authorise and release results according to the departmental policy.
- To ensure that maintenance protocols are in place for all appropriate instrumentation and that these are adhered to at all times.
- To participate in evidence based training and maintain a level of knowledge to fulfil this role through Continual Professional Development [CPD] for retention of Registered BMS status.
- To participate in Quality Management Systems [QMS] and Pathology Accreditation [UKAS] compliance.

b) Responsibilities for Planning & Organisation

- To organise own workload and comply with agreed turnaround times for the reporting of results.

- To follow departmental maintenance protocols to ensure that equipment performs at an optimal level, and to inform a Specialist BMS and/or BMS Team Lead when and wherever appropriate corrective action is necessary.
- 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 participate in the training of staff as and when required.

c) Responsibilities for Patient / client care

- To participate in the rotation of staff throughout the different disciplines associated with Haematology, Special Haematology, Immunology and Blood Transfusion practice. The post-holder is required to work at other Trust Sites.
- To participate in the 24/7 acute/urgent service at Watford and the Monday to Friday non-urgent service at Hemel Hempstead. The post holder will be given due regard to their individual needs and commitments.
- To participate in close working arrangements with other Pathology disciplines as appropriate.
- To liaise with Consultant Haematologists, clinical and nursing staff and other Service Users in order to provide a safe and effective service.

d) Responsibilities for Leading & Managing

- To supervise Biomedical Support Workers [BSW's] within the laboratory environment.

e) Responsibilities for Information resources

- To ensure that all laboratory documentation, particularly relating to policies, Standard Operating Procedures and records of work are complete and up to date.
- To participate in the development of laboratory documentation and the implementation of policies and Standard Operating Procedures relative to the area.

f) Responsibilities for Communication

- 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 provide Warfarin Dosage information to patients as dictated by the Anticoagulant Clinic SOP.

g) Responsibilities for Policy and service development

- To apply the Trust's Blood Transfusion Policy, the Massive Obstetric Haemorrhage Policy, the Infection Control Policy, and the departmental Health & Safety Policy and Quality Policy.

5. On-call requirements (applicable for roles which are 8b and above only)

On-call may be required for roles Band 8b and above. This will be determined by the Head of Emergency Planning. If you are required to participate, training and induction to on-call will be provided.

Person specification

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	Essential Requirements	Desirable Requirements
Education and Qualification	Relevant Degree to the Profession. HCPC Registered Biomedical Scientist. Participation in a CPD Scheme. Commitment to achieving IBMS Specialist Portfolio competencies.	
Knowledge	Generic Knowledge of Biomedical Sciences. Laboratory Health & Safety.	Awareness of the roles within the haematology and blood transfusion laboratory.
Experience	Some experience of Hospital Laboratory Practice.	
Skills	Good organization skills. Good technical/IT skills. Good communication skills. Excellent standard of written English.	

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.