



SENIOR SPECIALIST BIOMEDICAL SCIENTIST

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

| | |
|-----------------------|---|
| Job Title | Senior Specialist Biomedical Scientist |
| Band | 7 |
| Directorate | Clinical Support Services |
| Accountable to | Head BMS through Deputy Head BMS |
| DBS Required? | Yes |

JOB OVERVIEW

Assist the Head BMS and other senior grade staff in the management of the department's sections. To manage and deploy staff within a section(s) of work assigned to you. To be familiar with the local application of all relevant Trust policies, e.g. health and safety, HR (personnel), and ensure that these policies are adhered to by yourself and the staff in your section. You may be required to deputise for the Deputy Head BMS in their absence and take direct responsibility for the department. You will provide cover for other senior specialist within your department. You will perform a range of senior specialist activities and provide highly specialist advice to clinicians and other service users. You will be responsible for delivering training to Specialist Diploma level within your area of expertise. You will lead a specialist section of the department and will ensure that all aspects of the technical performance of that area are of the highest standard. You will undertake equipment evaluation and activities which underpin the appropriate selection of methodologies and/or adaptation of procedures used in the department. You will drive service improvements and innovation within your specialist section of the department.

Scope and range:

- You will be fully conversant with the work carried out within all sections of the department and will be expected to perform this work in the absence of a specialist BMS normally assigned to the section, or when otherwise required.
- You will manage a specialist section(s) of the department, deploying, instructing, monitoring and training staff in that section(s).
- You will use your advanced specialist knowledge to assist in the selection and introduction of new techniques and equipment and oversee the implementation and validation of agreed solutions. Senior Specialist BMS Aug 2019 Page 2 of 9
- You will plan the workload for your specialist section(s) and coordinate work of other staff and take responsibility for results generated by unqualified staff in the same section of work.
- You may be required to deputise for the Deputy Head BMS in their absence and take direct responsibility for the department.
- You may be expected to offer advice to multidisciplinary staff trained in a complementary discipline to a level defined by your grade.
- You will liaise professionally with other staff in Pathology and handle enquiries from external users of the service appropriately; you will be required to explain and/or receive complex information or provide advice, an interpretation of results or instructions.
- You may be expected to learn and become competent in new areas of work within Pathology that have comparable levels of responsibility (e.g. multidisciplinary training).
- You will rotate through all sections of the department.
- You may be required to work at any of the Trust's laboratory sites

Main duties and responsibilities of the post-holder:

As a Senior Specialist BMS, you are able to perform and understand the interpretation of a wide range of specialist laboratory tests, which are undertaken in the various sections of the Department. Routinely, you undertake the day-to-day management and supervision of a section(s) of work, or group of staff in the department. However, you will perform the work within a section in the absence of a Specialist BMS normally assigned to that section. In summary, your role will include the following aspects:

Human Resources

- Agree the day to day deployment of staff in the sections of the department with your colleagues.
- Ensure the efficient and safe day to day running of that section(s) through appropriate prioritisation of tasks.
- Act as the first point of contact for staff performance and competency issues within your specialist section(s).
- Monitor timekeeping and approve Lieu time.
- Conduct return to work interviews, as designated by the Head BMS or Deputy Head BMS.
- Assist the Head BMS in the recruitment and selection of staff.
- Schedule and perform Appraisal/Personal Development Plans of staff under your management. (Bands 4, 5, 6), make recommendations for further training and develop personal development plans, as appropriate.
- Be subject to an annual KSF based Appraisal/Personal Development Plan.
- Continually seek to improve laboratory technical performance by regular monitoring and feedback to staff under your supervision. Technical
- Participate in the routine work of your assigned section(s) and perform highly specialist analytical procedures, requiring extensive skill, knowledge, accuracy and dexterity.
- Authorise a wide range of complex laboratory results, and make decisions on which require referral to a Consultant or Clinical Scientist.
- Undertake equipment evaluation and activities which underpin the appropriate selection of techniques, reagents and/or adaptation of procedures used in the department.
- Be aware of trends and developments in your specialist section(s) and help drive service improvements and innovation.

- Become proficient and 'expert' in the routine and defined maintenance, quality control, training and advanced 'trouble-shooting' of instruments and procedures within your area of responsibility.
- Ensure that technical standards are met and maintained, both internally and through the external quality assessment schemes.
- Review, assess and initiate corrective action when quality control procedures indicate a loss of performance.
- Assess, initiate and monitor appropriate action when a situation could lead to service failure.
- Monitor Key Performance Indicators and Turnaround Times for a specialist section(s) of the department and take appropriate corrective action, if required

Admin/financial resources

- Monitor use of reagents, consumables and equipment within your area of work and order supplies for a specialist section(s) of the department. Ensure stock levels are maintained to guarantee continuous service.
- Assist the Head/Deputy Head BMS in the instigation of cost improvement programmes.
- Assist the Head/Deputy Head BMS in ensuring the good financial performance of the department.
- Assist in the production of statistics and records for a section of work.
- Attend laboratory and senior staff meetings providing input into discussions concerning the operational requirements and future development of the department.
- Assist in the development of the service as required by the Consultant Head of Department and Head BMS.

Quality

- Ensure all internal and external Quality Assurance for a specialist section(s) of the department is performed on time and that performance is of the highest standard.
- Maintain quality of results from that section(s), by monitoring both internal QC results and external QA reports.
- Review IQA/IQC performance.
- Prepare and review Standard Operating Procedures and any other appropriate documentation relating to your section(s) of work.
- Be familiar with the laboratory's Quality Policy and Quality Manual and ensure high standards are maintained.
- Be committed to on-going professional development and changes to the service, maintaining an up to date working knowledge of your profession. You must retain on going registration with the HCPC, and maintain a comprehensive CPD log to that effect.
- Assist in the achievement and maintenance of standards required by United Kingdom Accreditation Service (UKAS), Medicines and Healthcare Products Regulatory Agency (MHRA) and other accreditation schemes.
- Ensure that the section(s) for which you are responsible are maintained to a high standard and that all record logs are completed as required.
- Ensure that no uncontrolled documents are displayed in and around the section(s) for which you are responsible.
- Undertake surveys and audits, as required.
- Ensure high standards of housekeeping are maintained in area(s) for which you are responsible.

Training

- Ensure all staff are trained and aware of all technical aspects of the specialist section(s) of the department for which you are responsible.
- Take an active role in the education of staff in all aspects of your primary discipline.

- Actively pursue professional development and offer yourself as a role model to your colleagues and, in particular, to staff in training. You are encouraged to attend technical meetings and courses that relate to your work, and the promotion of its professional excellence.
- Be instrumental in helping staff to reach their potential – identify, develop and improve their skills and learning needs, and promote on-going learning.
- Assist in the induction, education and training of new and assigned staff (MLA, Assistant Practitioners, Trainee BMS, basic grade BMS and staff from other departments undergoing cross-discipline training) by providing learning support, e.g. tutoring or lecturing. You should be willing to share and pass on your own expertise.
- Facilitate cross-discipline (multi-disciplinary working between the Biochemistry and Haematology/Blood Transfusion Departments.
- Attend all Trust Statutory Training as required, e.g. Fire, Manual Handling, and Information Governance.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

| ESSENTIAL | DESIRABLE |
|---|---|
| <ul style="list-style-type: none"> • BSc(Hons) in Biomedical Sciences (IBMS approved) or equivalent • MSc in Biomedical Science or equivalent • Registered with the Health and Care Professions Council (HCPC) • Relevant IBMS Specialist Diploma(s) or Equivalent • Evidence of Continuing Professional Development (CPD) | <ul style="list-style-type: none"> • Membership of the Institute of Biomedical Science or equivalent professional body. • Relevant Higher Specialist Diploma • Certificate of Expert Practice in Quality Management, Training or Leadership and Management • Diploma in first line management |

EXPERIENCE AND KNOWLEDGE

| ESSENTIAL | DESIRABLE |
|--|---|
| <ul style="list-style-type: none"> • Extensive practical experience of Biomedical procedures in a relevant discipline; gained through working in an NHS environment or equivalent for a minimum of five years post registration. • Experience of managing/supervising junior staff and students • Advanced theoretical knowledge and practical experience of Biomedical procedures gained through MSc or equivalent and consolidated through the completion of an IBMS Specialist Diploma or equivalent in a relevant discipline. • Sound understanding of Health and Safety. • Working knowledge of Microsoft software in particular Word and Excel. • Knowledge of Quality Management Systems, Quality Assurance & Laboratory accreditation. | <ul style="list-style-type: none"> • Multi-disciplinary working experience. • Familiar with instrumentation used in the department, or similar. • Experience of using Pathology IT and Hospital PAS systems • Knowledge of Pathology IT systems • IOSH • European Computer Driving Licence or equivalent. |

SKILLS

| ESSENTIAL | DESIRABLE |
|---|---|
| <ul style="list-style-type: none"> • Able to work autonomously and lead specialist section(s). • Advanced grasp of technical/mechanical aspects of instrumentation. • Adept at problem solving, taking the initiative and sound decision making. • Able to instil confidence and motivate others. • Good verbal, written and communication skills. • Able to train and support staff to attain full potential. • Able to concentrate for prolong periods of time. • Able to pay meticulous attention to detail and maintain accurate hand eye co-ordination. • Able to work under pressure and meet deadlines. | <ul style="list-style-type: none"> • Good customer service skills. • Able to adapt and develop new • ideas to improve the service. |

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental

health and safety rules are adhered to; and

- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

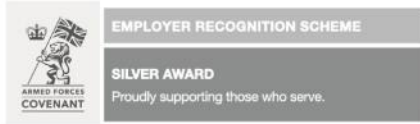
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

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Getting to The Princess Royal Hospital