



# 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

Salary sacrifice schemes for home electronics and bikes

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

<b>Job Title</b>	<b>Specialist Biomedical Scientist</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Blood Sciences</b>
<b>Accountable to</b>	<b>Head BMS through Deputy Head BMS(s) and Senior BMS(s)</b>
<b>DBS Required?</b>	<b>No</b>

## JOB PURPOSE

Assist in the provision of a diagnostic service. To understand, organise and perform competently a range of laboratory procedures, either singly or as part of a team, that equate to the training and qualifications of a Health and Care Professions Council (HCPC) registered BMS. You will be required to attain proficiency in the relevant areas of Clinical Biochemistry, Haematology and Blood Transfusion essential to support the provision of a 24 hours per day, 7 days per week Blood Science service. You will be required to participate in the provision of the out of hour's service either as a lone worker or as a team leader. You will be required to deputise for Senior BMS staff in their absence and take lead responsibility for a specialist section of the department, as required.

## Scope and range:

- You will be expected to work on a rotational basis through all sections of the department and become competent in a wide range of diagnostic tests including specialist investigations.
- You are expected to offer advice to multidisciplinary staff trained in a complementary discipline to a level defined by your grade and expertise.
- You are expected to work independently and on your own initiative according to SOP
- You are expected to supervise, instruct or train staff to a level defined by your grade.
- You are expected to deputise for a Senior BMS staff in their absence and take lead responsibility for a specialist section of the department, as required.
- You are expected to prioritise own workload and coordinate work of other staff and take responsibility for results generated by unqualified staff in the same section of work, following defined, written procedures.
- You are expected to liaise professionally with other staff in Pathology and handle enquiries from external users of the service appropriately; you may be required to provide or receive complex information or provide advice, an explanation of results or instructions.
- You may be required to work at any of the department's three laboratory sites.

## Main duties and responsibilities of the post-holder:

As a Specialist BMS you are expected to perform a range of tasks of a similar nature and responsibility that collectively provide an integrated, diagnostic service. Specifically you will:

- Perform complex analytical procedures, requiring extensive skill, knowledge, accuracy and dexterity.
- Undertake technical validation, interpretation and/or authorisation of a wide range of complex laboratory results and make decisions on which require referral to a Consultant or Clinical Scientist.
- You are expected to plan and organise your own area of work, and that of junior staff, following defined, written procedures.
- You will be required to act independently within appropriate clinical/professional guidelines, in accordance SOPs and refer to senior member of staff if necessary.
- Train less experienced BMS and support staff and/or staff from other disciplines in a section(s) of work in which you are working.
- Maintain accurate records of the work for which you are responsible.
- Prepare and review Standard Operating Procedures and any other appropriate documentation relating to a section of work.
- Be familiar with the laboratory's Quality Policy and Quality Manual and ensure high standards are maintained.
- Contribute to internal audit programmes and corrective actions.

- Participate in internal quality control and external quality assurance schemes associated with the work to which you are assigned.
- Ensure IQA/IQC is performed and results acted on appropriately.
- 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 bodies/schemes.
- Undertake surveys or audits as necessary, and participate in R&D, clinical trials or equipment validation as appropriate to your section of work.
- Monitor use of reagents, consumables and equipment within your area of work and ensure stock levels are maintained to ensure continuous service.
- You will have delegated responsibility for one or more of the following areas: Health and Safety, Quality, Training or IT (responsibilities as described in 9.2 below).
- Perform staff appraisals (Bands 2, 3, 4, 5), make recommendations for further training and develop personal development plans, as appropriate.
- Represent Pathology professionally when attending meetings.
- Attend Team Briefings, Staff Appraisals, Statutory Training and other mandatory commitments defined by the Trust.
- Contribute to the general house-keeping and maintenance of the laboratory.

## Additional responsibilities specific to the post-holder within the grade:

Following appropriate training and competency assessment including a viva you will be expected to participate in an out of hours service (comprising of Haematology, Blood Transfusion and/or Clinical Biochemistry depending on the site) as part of an average 37.5 hour working week - including evenings, nights, weekends and Bank/Public holidays, as directed by the Head BMS or deputy. You will either work as a lone worker or as a team leader.

You will normally participate in a single site rota but may be required to cover absences in a different rota. During Out of Hours working you will:

- Take the lead when working with a small team of staff.
- Provide professional support and assistance to junior colleagues.
- Direct and manage support team and workload to deliver agreed turnaround times.
- Report all absences to ensure continuity of the service is maintained.
- Liaise with IT, specialist equipment suppliers and senior staff to resolve system or equipment failures.
- Liaise with Clinical Site Manager, Clinical lead and transport services as appropriate.

- Make suitable alternative arrangements in the case of service failure due to system or equipment failures, liaising with senior staff as appropriate.
- Take appropriate responsibility for health, safety and security of the laboratory
- Take responsibility for the management and reporting of all incidents and accidents that occur during the shift.

Whilst working out of hours you will be responsible for the work required of the department; work patterns may require you to work long periods without being able to take a break.

## Additional delegated responsibilities (one of following) as applicable:

### Quality

- Support the designated quality officer for an area of the department and attend quality meetings as required.
- Assist staff to complete Datix and/or non-conformance reports.
- Ensure that non-compliances assigned to you are corrected appropriately and closed in Q-Pulse in a timely manner.
- Complete audit training and ensure your continued competence in this area.
- Support new auditors in gaining audit competency.
- Ensure audits are performed and reported as scheduled.
- Ensure IQC is performed and monitoring is carried out.
- Assist the Senior BMS in the organisation and running of EQA.
- Ensure timely reporting of EQA results.
- Assist in achieving and maintaining ISO Standard 15189

### Training

- Assist the Lead Training Officer/Training Co-ordinator in delivering training and development for the department.
- Assist the Lead Training Officer/Training Co-ordinator to supervise staff working towards IBMS Certificate of Competence portfolio and Specialist Portfolio.-
- Assist the Lead Training Officer/Training Co-ordinator to organise the departmental tutorial and CPD programmes.
- Encourage staff to participate in CPD activities and keep up-to-date training folders.
- Update training documents in conjunction with Lead Training Officer/Training Co-ordinator
- Assist in the training and induction of new staff.
- Participate in training audits, as required.



# Information Technology (IT)

- Support the departments Lead Information Technology (IT) Officer
- Data gathering as required.
- Merging patient data.
- Assist monitoring of data through list production.
- Basic troubleshooting of Telepath and other IT systems.
- Liaise with IT companies as required.

## **Systems and equipment:**

- You must understand and be able to use competently, the laboratory computer systems for patient test results, and data entry and retrieval, and any piece of equipment specific to your area of work (some of which is highly automated and expensive or of a specialist nature).
- You are expected to perform calibration and preventative maintenance on highly complex and expensive equipment and understand its principles of operation.
- You are expected to recognise and identify technical anomalies and be able to undertake fault finding to rectify the problem, according to the training you have received.
- You are expected to participate in the evaluation and implementation of new equipment or methodologies.
- You may, on occasions, be expected to help support, maintain or repair point of care equipment located outside the laboratory, and to give advice and training to users of any such equipment.
- You are able to understand and perform any quality control procedures that apply to any instrument you use and provide any relevant data in respect of that quality control. This extends to the appropriate recording of test results.
- You will be expected to undergo appropriate, specialised training for very sophisticated or highly complex equipment.

## **Decisions, judgements and freedom to act:**

As a specialist BMS you will have completed training and have consolidated experience within a specialism of Pathology.

- You will recognise the clinical value of your work, and the need for providing accurate results in a timely way.
- You will be required to act independently within appropriate clinical/professional guidelines and in accordance with SOPs and refer to senior staff if necessary.
- You will, where appropriate and within the constraints and limitations of your grade, authorise test results, deciding which require clinical interpretation.
- You will plan and organise your own workload and that of support workers, adhering to written laboratory Standard Operating Procedures.
- You seek advice, report to and liaise with the senior BMS responsible for your section of work.

- You are responsible for the quality of work you perform, which includes the maintenance of any instrumentation under your care.

### **Communication and relationships:**

- You will observe confidentiality and disclosure of information at all times, in accordance with Trust policy.
- You may have contact with any user of the service, usually by telephone, and be expected to provide or receive complex or sensitive information about a patient's care. Additionally, you may influence clinicians regarding appropriate test usage including add-on tests and interpretation of results.
- You will liaise with staff from both within and outside the department as this relates to the area of work to which you are assigned or are considered competent to practice, and recognising the constraints of your grade.
- You supervise, train and mentor staff as appropriate, including trainees, support workers and students.
- You will work with the senior BMS assigned to your section of work to ensure the operational efficiency of the section remains optimal.
- You may occasionally be required to perform laboratory tests at a patient's side and will, therefore, have direct contact with them.

### **Physical, Mental and Emotional demands of the post:**

- There is a frequent requirement for light physical effort.
- Precise manipulation of samples/reagents is a regular requirement.
- Frequent requirement for prolonged concentration is a requirement; concentration always being necessary whilst handling and processing patient samples and data. Accuracy of data input and analytical performance is vital at all times.
- Unpredictable and rapidly changing work patterns are common – particularly when working outside core hours.
- You would not normally expect to be exposed to distressing or emotional circumstances as a part of your duties.
- When working out of core hours work patterns may require you to work long periods without being able to take a break.

### **Working conditions:**

- There is frequent exposure to infectious material.
- There is frequent exposure to uncomfortable working temperatures in the summer months, particularly when operating automated equipment.
- There is occasional exposure to solvents and toxic chemicals.
- There is frequent exposure to a high level of background noise when working in the automated section of the department.



## 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"> <li>• BSc(Hons) in Biomedical Sciences (IBMS approved) or equivalent</li> <li>• Registered with the Health and Care Professions Council (HCPC)</li> <li>• Relevant IBMS Specialist Diploma(s) or Equivalent</li> <li>• Evidence of Continuing Professional Development (CPD)</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of the Institute of Biomedical Science or equivalent professional body.</li> <li>• Multi-disciplinary Specialist Diploma or Specialist Diploma in more than one Blood Science Discipline or equivalent qualification e.g., BBTS Specialist Certificate.</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Substantial practical experience of Biomedical procedures in a relevant discipline; gained through working in an NHS environment or equivalent for significant period of time.</li> <li>• Experience of Out of Hours lone working</li> <li>• Theoretical knowledge and practical experience of Biomedical procedures gained through BSc or equivalent and consolidated through the completion of an IBMS Specialist Diploma or equivalent in a relevant discipline.</li> <li>• Sound understanding of Health and Safety.</li> <li>• Working knowledge of <i>Microsoft</i> Office software in particular Word and Excel.</li> </ul> <p>Knowledge of Quality Management Systems, Quality Assurance &amp; Laboratory accreditation.</p>	<ul style="list-style-type: none"> <li>• Multi-disciplinary working experience.</li> <li>• Experience of supervising junior staff and students.</li> <li>• Familiar with instrumentation used in the department, or similar.</li> <li>• Experience of using Pathology IT and Hospital PAS systems.</li> <li>• Knowledge of Pathology IT systems</li> <li>• IOSH</li> <li>• Experience of using Quality Management software e.g., Q-pulse</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• High degree of manual dexterity.</li> <li>• Good verbal, written and communication skills.</li> <li>• Able to build and maintain good working relationships.</li> <li>• Able to prioritise own workload, co-ordinate the work of others and work with minimal supervision, to meet needs of service.</li> <li>• Able to train others in own disciplinary area.</li> <li>• Able to concentrate for prolong periods of time.</li> <li>• Able to pay meticulous attention to detail and maintain accuracy.</li> <li>• Able to work under pressure and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Good customer service skills.</li> <li>• Able to adapt and develop new ideas to improve the service.</li> </ul>

# OTHER

ESSENTIAL	DESIRABLE
<p>Desire to develop own professional skills and expertise.</p>	<ul style="list-style-type: none"> <li>• Self-motivated</li> </ul>



# 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

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.

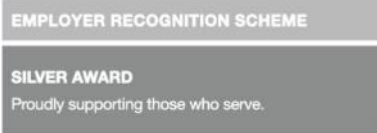
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## 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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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

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Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

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Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)