

**Diagnostic Care Centre  
Department of Pathology  
Microbiology**

**JOB DESCRIPTION**

1. **Post Title:** Biomedical Scientist
2. **Base:** The Royal Shrewsbury Hospital
3. **Department:** Microbiology
4. **Manager responsible to:** Head BMSs, through Senior BMS(s)/Deputy Head
5. **Professionally responsible to:** Diagnostics Care Group Medical Director, through the Consultant Head of Department or equivalent, to whom Head BMS is responsible.
6. **Post purpose/summary:**

To achieve competence in a range of laboratory techniques to the satisfaction of the trainer assigned to you in a section of the laboratory. To complete an IBMS Registration Training Portfolio and assimilate a portfolio of evidence that illustrates competency and results in the award of a Certificate of Competence. Gain registration with the Health and Care Professions Council (HCPC). To contribute to the routine work of a section.
7. **Scope and range:**
  - Your work will always attract a level of supervision until you are qualified and registered with Health and Care Professions Council.
  - You work to clearly defined procedures and protocols, most of which are written as Standard Operating Procedures. You will also receive verbal instruction as part of your education and training.
8. **Main duties and responsibilities of the post-holder:**

A BMS is expected to learn and perform a range of tasks of a similar nature and complexity that collectively contribute to an integrated, diagnostic service. Specifically you will:

  - Learn to perform and understand the underlying principles behind a wide range of laboratory tests, many of which are of a complex nature.
  - Maintain accurate records of the work you undertake.
  - Be committed to on-going professional development and changes to the service, maintaining an up to date working knowledge of your profession. To be similarly committed to Continuing Professional Development (CPD).
  - Participate in internal and external quality control schemes associated with the work to which you are assigned.
  - Assist in the achievement and maintenance of standards required by United Kingdom Accreditation Service (UKAS), Clinical Pathology Accreditation (CPA) UK Ltd, and other accreditation schemes.
  - You will acquire a good basic understanding of the principles of a Quality Management System.
  - Observe health and safety policies, as they affect the health and safety of you and those around you.

- Contribute to the general house-keeping and maintenance of the laboratory. ○ Whenever possible, attend departmental meetings, training sessions, seminars, and talks that are organised for you, to supplement your professional education and development. ○ Behave professionally when representing Pathology at meetings, or visiting other laboratories or organisations outside the department.
- Attend Team Briefings, Staff Appraisals, Statutory Training and other mandatory commitments defined by the Trust. ○ Complete an IBMS Registration Training Portfolio, and assimilate a portfolio of evidence throughout your training that illustrates and supports your competence in a growing number of sections in the laboratory to which you are assigned. ○ To complete the IBMS Registration Training Portfolio to the satisfaction of yourself and the Training Officer(s) supporting your training and attain registration with the Health and Care Professions Council (HCPC).

### **9.1 Additional responsibilities**

Following appropriate training, you will be expected to participate in the out of hours working rotas of the laboratory, as part of an average 18.75 hour working week – including weekends and Bank/Public holidays, as directed by the Head Biomedical Scientist or deputy.

### **9. Systems and equipment:**

- You must learn to understand and be able to use competently, the laboratory computer system for patient and test result, and data entry and retrieval, and any piece of equipment specific to your area of work (some of which is highly automated and expensive). ○ During the course of your training, you will be expected to respect, run, maintain and understand how the equipment works, and in most cases undertake basic troubleshooting if the instrument malfunctions, relative to the training you have received.
- You must learn to understand 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 required to undergo appropriate, specialised training before using certain very sophisticated or highly complex equipment.

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

- You will be expected to come to recognise the clinical value of your work, and the need for providing accurate results in a timely way. However, your Trainee status means that you will not normally work unsupervised.
- You may be expected to plan and organise your workload, following written laboratory Standard Operating Procedures. This will depend on your competence, and the experience and skills you have attained in the section of work to which you are assigned. ○ You are expected to know the limitation of your practice and seek advice, report to and liaise with the senior BMS or Training Officer supervising your section of work.

### **11. Communication and relationships:**

- To observe confidentiality and disclosure of information at all times, in accordance with Trust policy. ○ You are likely to have contact with any user of the service, usually by telephone, and be expected to receive and understand information about a patient's care that may be of a sensitive or complicated nature.
- You will work with the trainer assigned to your section of work to ensure the operational efficiency of the section remains optimal.

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

The training programme in the laboratory is demanding and competes with the overriding need to provide and maintain a diagnostic service. Whilst the post affords you protected time to assimilate information, complete assignments or other work given to you by your trainer or Training Officer, and update your Portfolio, you will not be protected from the general pressures associated with any individual section of work to which you will, at some point in your training, be assigned.

### **13. Working conditions:**

- There is continuous exposure to samples of infectious material and body fluids and to microbial cultures, including occasional exposure to Hazard Group 3 organisms.
- There is frequent exposure to chemicals, including occasional exposure to hazardous ones.
- There is frequent exposure to adverse smells, particularly when processing autoclaved waste.
- There is frequent exposure to uncomfortable working temperatures in the summer months, particularly when operating automated equipment.

### **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**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action.

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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

**21. Job description agreement:**

<b>Manager</b> Name.....  Signature.....  Date.....	<b>Postholder</b> Name.....  Signature.....  Date.....
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