

Associate Practitioner of Biomedical Science

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- You will help carry out important lab tests to support patient care, working across areas like blood science and biochemistry.
- You will use and look after complex lab equipment, and record test results and blood stock levels.
- You will share urgent results with doctors and nurses, and help train junior lab staff.
- You will follow safety rules and work both during the day and out of hours, including evenings and weekends.
- You will plan your own work and make sure everything is done carefully and correctly.

Job Description

Job title:	Associate Practitioner of Biomedical Science
Grade:	4
Site:	The Royal Shrewsbury Hospital (with cross-site working potentially required)
Accountable to:	Head of BMS through Senior BMS(s)/ Lead BMS
DBS required:	None

Main Duties

- As an experienced Associate Practitioner you are expected to perform a range of tasks of a similar nature and responsibility that collectively provide an effective, integrated, diagnostic service.

Specifically you will:

- Perform an increasing range of laboratory tests, many of which are of a non-routine nature, requiring experience, theoretical and technical knowledge.
- You are expected to prioritise appropriately in times of high workload demand.
- You are expected to maintain accurate records of the work for which you are responsible.

- You are expected to liaise professionally with other staff in Pathology and handle routine enquiries from external users of the service appropriately.
- You are expected to communicate authorised urgent and clinical results to medical and clinical staff.
- Maintain records of blood storage temperatures and blood/blood product stocks.
- 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), Medicines and Healthcare Products Regulatory Agency (MHRA) and other accreditation bodies/schemes.
- Contribute to the general housekeeping and maintenance of the laboratory.
- Delegated responsibility for the training, supervision and assessment of MLA staff in your section of work.
- Observe health and safety policies, as they affect the health and safety of you and those around you.
- Undertake training that allows you to broaden the knowledge and skills that enable you to undertake the range of duties required of an AP
- Be committed to on-going professional development and changes to the service, maintaining an up to date working knowledge of your profession.
- Represent Pathology professionally when attending meetings.
- Attend Team Briefings, Staff Appraisals, Statutory Training and other mandatory commitments defined by the Trust

Additional Responsibilities Specific to Grade

- Out of hours shift commitment
- Following appropriate training and competency assessment; you will be expected to participate in the seven day working rotas of the department, as part of an average 37.5 hour working week - including weekends and Bank/Public holidays, as directed by the Head Biomedical Scientist or deputy.
- Whilst working out of hours you will work under indirect supervision, with access to senior BMS staff, for advice when required.
- Work patterns may require you to work for long periods without being able to take a break.

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

- Out of hours shift commitment Following appropriate training and competency assessment; you will be expected to participate in the out of hours working rotas of the department, as part of an average 37.5 hour working week - including evenings, nights, weekends and Bank/Public holidays, as directed by the Head Biomedical Scientist or deputy.

- When participating in the out of hours service you will normally participate in a single site rota but may be required to cover absences in other sites rotas.
- Whilst working out of hours you will work under indirect supervision, with access to senior BMS staff, for advice when required.
- Work patterns may require you to work for long periods without being able to take a break.

Systems and equipment:

- You are responsible for the safe use and maintenance of expensive, highly complex laboratory equipment. You are expected to undertake simple trouble-shooting and repairs, according to the training you have received.
- You are able to understand and perform any quality control procedures that apply to the instrument you use and are able to provide any relevant data in respect of that quality control. This extends to the appropriate recording of test results.
- You must be able to use competently, the laboratory computer system for patient and test result, and data entry and retrieval.

Decisions, judgements and freedom to act: As an APBMS:

- You will recognise the clinical value of your work, and the need for providing accurate results in a timely way. •

You will work under indirect supervision, following competency assessment of an area of work but are not expected to validate patient results.

- You are expected to plan and organise your workload, adhering to written laboratory Standard Operating Procedures.
- You are expected to seek advice, report to and liaise with the BMS or 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.
- You will ensure all daily internal quality control you perform is checked and signed off by a qualified BMS.

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 routine information and authorised test 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, recognising the constraints of your grade and the extent of your experience.

- You will work with the senior BMS assigned to your section of work to ensure the operational efficiency of the section remains optimal

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.
- Prolonged concentration is an occasional 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 out of core hours.
- You would not expect to be exposed to distressing or emotional circumstances as a part of your duties.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GSCE (A-C) Maths, English and Science • Evidence of Continued professional Development. • IBMS Certificate of Achievement Part II Or willing to work towards one of these • NVQ Level 3 in Clinical laboratory Support or equivalent, plus additional theoretical or applied training to Diploma 	<ul style="list-style-type: none"> • Foundation degree in Health Science/HNC/HND in an Applied Biological Science/Equivalent Qualification (or Higher) in a relevant Science based subject
Experience	<ul style="list-style-type: none"> • Extensive clinical laboratory experience • Theoretical knowledge and practical experience of biomedical procedures gained through Foundation degree or equivalent. • Experience of Shift work • Working knowledge of Microsoft software. 	<ul style="list-style-type: none"> • NHS Hospital experience • Familiar with instrumentation used in the department, or similar. • Experience of using Pathology IT and Hospital PAS systems.

	<ul style="list-style-type: none"> • Understanding of patient confidentiality • Understanding of Health and Safety. 	<ul style="list-style-type: none"> • Knowledge of Pathology IT systems • Knowledge of Quality Management Systems, Quality Assurance and Laboratory accreditation. • European Computer Driving Licence or equivalent. • Experience of mentoring trainees
Knowledge and skills	<ul style="list-style-type: none"> • Good manual dexterity. • Accurate data entry and keyboard skills • Able to communicate, verbally and in writing, clearly and professionally. • Able to build and maintain good working relationships. • Able to plan own workload activities to meet the needs of service. • Able to pay meticulous attention to detail and maintain accuracy. • Able to work under pressure and deal calmly and politely with colleagues. • Able to work without supervision. 	<ul style="list-style-type: none"> • Good customer service skills. • Able to adapt and develop new ideas to improve the service.
Other	<ul style="list-style-type: none"> • Must be able to demonstrate behaviours consistent with Trust Values. • Able to participate the provision of an out of hours service. • Desire to develop own professional skills and expertise. 	

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 and 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. 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 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.

