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The Shrewsbury and Telford Hospital
NHS Trust

**Diagnostics Care Group**
**Department of Pathology**
**Cellular Pathology**

**JOB DESCRIPTION**

1. **Post Title:** Senior Specialist Biomedical Scientist

2. **Base:** Royal Shrewsbury Hospital (RSH)

3. **Department:** Cellular Pathology

4. **Manager responsible to:** Lead BMS

5. **Professionally responsible to:** Diagnostics Care Group Medical Director (Pathology), through the Consultant Head of Department, to whom the Lead BMS is responsible.

6. **Post purpose/summary:**
Assist the Lead 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 Lead BMS in their absence and take direct responsibility for the department. You will provide cover for other senior specialists 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.

7. **Organisational position:** see attached

8. **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.
- 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 Lead BMS in their absence and take direct responsibility for the department.
- You may be expected to offer advice to staff trained in a complementary discipline (histology/non gynaecological cytology) 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 may 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 Cellular Pathology that have comparable levels of responsibility (e.g. with respect to service developments such as the integration of histology and non-gynaecological cytology)
- You will rotate through all sections of the department.
- You may be required to work at either of the Trust's laboratory sites.
- There may be a requirement in the future to participate in extended hours/7 day working according to service need

## 9. 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 Lead BMS.
- Assist the Lead BMS in the recruitment and selection of staff.
- Schedule and perform KSF based 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.
- 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..
- 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 Lead BMS in the instigation of cost improvement programmes.
- Assist the Lead 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 Lead 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), Clinical Pathology Accreditation (CPA) UK Ltd, Medicines and Healthcare Products Regulatory Agency (MHRA), Human Tissue Authority (HTA) 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, Associate Practitioners, Trainee BMS, basic grade BMS and staff from other departments. You should be willing to share and pass on your own expertise.

- Attend all Trust Statutory Training as required, e.g. Fire, Manual Handling, and Information Governance.

Health and Safety

- Be aware of and understand the application of relevant Health and Safety regulations and guidelines.
- Take appropriate action in the event of spillage of body fluids or hazardous chemicals.
- Ensure incidents are correctly and timely reported via the Datix system.

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

- Perform examination and description of histology specimens including dissection and selection of surgical material for processing (BMS cut up) after suitable training and competency assessment.
- Screen Non-Gynaecological Respiratory, Fluid and Urine specimens after suitable training and competency assessment and continue to expand expertise to include other sample types

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

You will be responsible for one or more of the following areas: Health and Safety, Quality, Training, IT, HTA

### Lead Health and Safety Advisor

You will specifically take lead responsibility for overseeing Health and Safety within the department and reporting issues to the Head BMS. You will:

- Act as lead Health and Safety advisor for the department and attend Health and Safety meetings as required.
- Oversee Health and Safety training for all grades of staff.
- Oversee the departmental COSHH risk assessments.
- Ensure Health and Safety policies and procedures are kept up to date. (e.g. Risk, COSHH, Visual Display Equipment assessment).
- Report any incidents, equipment defects, hazards or potential hazards and initiate appropriate corrective action.
- Liaise with the Chair of the Health and Safety committee and the Quality Manager to ensure that pan-Pathology Health and Safety audits are conducted in a timely manner.
- Act as fire warden for the department.

### Lead Quality Officer

You will specifically take lead responsibility for overseeing Quality Control and Quality Assessment performance within the department and reporting issues raised to the Head BMS. You will:

- Act as a lead quality officer for an area of the department and attend quality meetings as required.
- In conjunction with the Quality Manager review Datix, incident and non-compliance logs; undertake appropriate root cause analysis and identify corrective actions.
- Ensure that non-compliances are assigned to quality officers and that they are corrected appropriately and in a timely manner.
- Deliver audit training and ensure that staff maintain competence in this area.
- Ensure audits are performed and reported as scheduled.
- Ensure all staff participate in the performance of EQA on a rotational basis.
- Oversee reporting of EQA results.

- Assist in achieving and maintaining ISO Standard 15189

**Lead Training Officer / Training Co-ordinator**

You will specifically take lead responsibility for overseeing the training, development, education and competency assessments for all staff within the department and reporting issues to the Lead BMS. This entails:

- Work with other Training co-ordinators and training officers to ensure that the department's training needs are met.
- In conjunction with other Training co-ordinators and training officers devise the departments' annual training plans.
- Oversee the implementation of training plans and competency assessment.
- Ensure that Trainee BMS and co-terminus students IBMS registration portfolios are regularly reviewed.
- Co-ordinate the delivery of specialist portfolio training and the associated tutorial program.
- Ensure that BMS IBMS Specialist Portfolios are regularly reviewed
- Liaise with educational establishments, statutory and professional bodies, as required.
- Ensure CPD events are arranged and delivered for all grades of staff. Ensure all training events are suitably accredited with the IBMS/CME, as appropriate.
- Ensure that the induction, training and development needs of staff are identified and addressed.
- In consultation with other appropriate senior staff, developing training programmes for new instrumentation and software.
- Schedule staff attendance at Statutory and Mandatory training sessions.
- Maintain training and competency records.

**Lead Information Technology (IT) Officer**

- You will support the Pathology IT Manager
- You will liaise with and advise all grades and professional groups of staff within the department with respect to their IT needs, delivering training in IT matters as required.
- Represent the department at the Pathology IT Group, supporting the development of Pathology-wide IT initiatives
- Liaise with Trust IT staff at the Royal Shrewsbury Hospital, Princess Royal Hospital and the Robert Jones and Agnes Hunt Hospital on IT matters.
- You must understand, be able to use competently and be able to develop and support the laboratory computer system and other IT systems in the laboratory.
- Develop all aspects of the laboratory information management system (currently Telepath) in response to changing needs of the service.
- Develop other IT system needs as required, including other operating systems, databases and interfaces.
- Maintain all computer equipment and software, including offering support and performing security back-ups for the IT system.
- Co-ordinate the collection of timely and accurate data from the laboratory information system to support the needs of the department.

**Person Designated under the Human Tissue Act**

- You will be designated as a person to whom the HTA Licence applies.
- You will support the Designated Individual by assisting with the development and implementation of procedures to ensure that the requirements of the Human Tissue Act are met.

- You will offer advice and guidance to other staff on why they must follow the procedures put in place

## 10. Systems and equipment:

- You are responsible for the day to day running of (and must understand and be able to use competently) any piece of equipment specific to your area of work (e.g. analyser, microscope etc), much of which is highly automated and expensive.
- 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 advanced trouble-shooting in the event of any malfunction to rectify the problem, according to the training you have received.
- You are expected to perform equipment evaluation and activities which underpin the appropriate selection of techniques, reagents and/or adaptation of procedures used in the department.
- You must understand and be able to use competently, the laboratory computer system for entry and retrieval of patient data and test results.
- You supervise and oversee the quality control procedures that apply to any instrument under your control and provide any relevant data in respect of that quality control.
- You evaluate and comment on new equipment and other laboratory systems.
- You will undergo appropriate, specialised training for very sophisticated or highly complex equipment. This may require attendance on residential courses away from your normal base of work.

## 11. Decisions, judgements and freedom to act:

- You will lead a specialist section(s) of the department and will ensure that all aspects of the technical performance of that area are of the highest standard.
- You should expect, on occasion, to be the most experienced BMS in a particular aspect of work on site and, as such, may be asked to provide expert technical advice, as your position reflects a high level of expertise in a range of competencies. You also understand the clinical implications of any advice proffered.
- You will recognise the clinical value and significance of your work, and the need for providing accurate results in a timely way.
- You will be required to attend x-ray guided FNA or renal biopsy procedures, prepare samples taken and comment on adequacy of biopsy.
- You will be required to act autonomously within appropriate clinical/professional guidelines.
- You will, where appropriate and within the constraints and limitations of your grade, authorise test results, deciding which require clinical interpretation.
- You will routinely manage other staff.
- You are expected to plan and organise the workload of your section according to clinical need and resources available.
- You seek advice, report to and liase with the Lead BMS and Consultant Head of Department as required.
- You oversee the quality of work from your section, which includes validation and the maintenance of any instrumentation.

## 12. Communication and relationships:

- You will observe Trust policy on confidentiality and disclosure of information at all times.
- 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 liaise with staff from both within and outside the department as this relates to the section for which you are responsible.
- You work with the staff assigned to you to ensure the operational efficiency of the section remains optimal and that discipline is maintained.
- You offer constructive criticism on laboratory policies and proposed developments, as these affect the present and changing needs of the service.
- You may occasionally be required to attend x-ray guided FNA or renal biopsy procedures at a patient's side and will, therefore, have direct contact with them.

## 13. 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 a frequent requirement during embedding, microtomy and microscopy, 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.
- Troubleshooting problems is an important part of your responsibilities.
- You would not expect to be exposed to distressing or emotional circumstances as a part of your duties.

## 14. Working conditions:

- There is daily contact with potentially infectious material.
- There is frequent exposure to uncomfortable working temperatures in the summer months.
- There is frequent exposure to formaldehyde, solvents and toxic chemicals for which control measures exist.

**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.