Support Services Care Group  
Department of Pathology  
Blood Sciences  

JOB DESCRIPTION

1. **Post Title:** Specialist Biomedical Scientist (Band 6)

2. **Base:** The Princess Royal Hospital

3. **Department:** Blood Sciences (comprises Clinical Biochemistry and Haematology/Blood Transfusion)

4. **Manager responsible to:** Head BMS through Senior BMS(s) and Deputy Head BMS(s)

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:** 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 hours 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.

7. **Organisational position:** see attached

8. **Scope and range:**
   o 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.
   o You are expected to offer advice to multidisciplinary staff trained in a complementary discipline to a level defined by your grade and expertise.
   o You are expected to work independently and on your own initiative according to SOP.
   o You are expected to supervise, instruct or train staff to a level defined by your grade.
   o 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.
   o 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.
   o 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.

9. **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 with 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), Clinical Pathology Accreditation (CPA) UK Ltd, Medicines and Healthcare Products Regulatory Agency (MHRA) and other accreditation 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 may 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.
- 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.
- Attend Team Briefings, Staff Appraisals, Statutory Training and other mandatory commitments defined by the Trust.
- Contribute to the general housekeeping and maintenance of the laboratory.

9.1 **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 a multi-disciplinary (comprising of Haematology, Blood Transfusion and Clinical Biochemistry) out of hours service, 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. 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.

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

**Health and Safety**
- Support the designated Lead Health and Safety Advisor for the department and attend Health and Safety meetings as required.
- Assist with departmental COSHH risk assessments.
- Update Health and Safety SOPs in conjunction with other Health and Safety advisors and Head BMS.
- Participate in pan-Pathology Health and Safety audits, as required.

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

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

10. Systems and equipment:
o 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).
o You are expected to perform calibration and preventative maintenance on highly complex and expensive equipment, and understand its principles of operation.
o 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.
o You are expected to participate in the evaluation and implementation of new equipment or methodologies.
o 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.
o 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.
o You will be expected to undergo appropriate, specialised training for very sophisticated or highly complex equipment.

11. Decisions, judgements and freedom to act:
As a specialist BMS you will have completed training and have consolidated experience within a specialism of Pathology.
o You will recognise the clinical value of your work, and the need for providing accurate results in a timely way.
o You will be required to act independently within appropriate clinical/professional guidelines and in accordance with SOPs and refer to senior staff if necessary.
o You will, where appropriate and within the constraints and limitations of your grade, authorise test results, deciding which require clinical interpretation.
o You will plan and organise your own workload and that of support workers, adhering to written laboratory Standard Operating Procedures.
o You seek advice, report to and liaise with the senior BMS responsible for your section of work.
o You are responsible for the quality of work you perform, which includes the maintenance of any instrumentation under your care.

12. Communication and relationships:
   o You will observe confidentiality and disclosure of information at all times, in accordance with Trust policy.
   o 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.
   o 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.
   o You supervise, train and mentor staff as appropriate, including trainees, support workers and students.
   o You will work with the senior BMS assigned to your section of work to ensure the operational efficiency of the section remains optimal.
   o You may occasionally be required to perform laboratory tests at a patient’s side and will, therefore, have direct contact with them.

13. Physical, Mental and Emotional demands of the post:
   o There is a frequent requirement for light physical effort.
   o Precise manipulation of samples/reagents is a regular requirement.
   o 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.
   o Unpredictable and rapidly changing work patterns are common – particularly when working outside core hours.
   o You would not normally expect to be exposed to distressing or emotional circumstances as a part of your duties.
   o When working out of core hours work patterns may require you to work long periods without being able to take a break.

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

15. Health & Safety
   As an employee of the Trust you have a responsibility to:
   o Take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
   o 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
   o Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

16. 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 Trust's Safeguarding Children procedures and guidelines.
- You attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

17. 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).

18. 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.

19. 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.

20. 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.

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