

## JOB DESCRIPTION

<b>1. Job Details</b>								
<b>Job Title:</b>	Experienced Biomedical Scientist (BMS 1 – Band 6)							
<b>Band:</b>	Band 6							
<b>Reports to (Title):</b>	Assistant Manager							
<b>Trust Website</b>	<a href="http://www.royalwolverhampton.nhs.uk">www.royalwolverhampton.nhs.uk</a>							
<b>Directorate:</b>	Pathology							
<b>Department/Ward:</b>	Cellular Pathology Department, The Royal Wolverhampton NHS Trust, New Cross Hospital, Wednesfield Road, Wolverhampton WV10-0QP							
<b>JD Number:</b>	3231							
<b>DBS Check Required:</b>	<ul style="list-style-type: none"> <li>No</li> </ul>							
	<p style="text-align: center;"><b><u>Our Vision</u></b></p> <p>An NHS organisation that continually strives to improve the outcomes and experiences for the communities we serve</p> <p style="text-align: center;"><b><u>Our Values</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="background-color: #0070C0; color: white;"><b>Safe &amp; Effective</b></td> <td style="background-color: #FF0080; color: white;"><b>Kind &amp; Caring</b></td> <td style="background-color: #92D050; color: black;"><b>Exceeding Expectation</b></td> </tr> <tr> <td style="background-color: #0070C0; color: white;">We will work collaboratively to prioritise the safety of all within our care environment</td> <td style="background-color: #FF0080; color: white;">We will act in the best interest of others at all times</td> <td style="background-color: #92D050; color: black;">We will grow a reputation for excellence at our norm</td> </tr> </table> <p style="text-align: center;"><b><u>Strategic Objectives</u></b></p> <ul style="list-style-type: none"> <li>❖ To have an effective and well integrated health care system that operates efficiently</li> <li>❖ Proactively seek opportunities to develop our services</li> <li>❖ Create a culture of compassion, safety and quality</li> <li>❖ Attract, retain and develop our staff and improve employee engagement</li> <li>❖ Maintain financial health – appropriate investment to patient services</li> <li>❖ Be in the top 25% for key performance measures</li> </ul>		<b>Safe &amp; Effective</b>	<b>Kind &amp; Caring</b>	<b>Exceeding Expectation</b>	We will work collaboratively to prioritise the safety of all within our care environment	We will act in the best interest of others at all times	We will grow a reputation for excellence at our norm
<b>Safe &amp; Effective</b>	<b>Kind &amp; Caring</b>	<b>Exceeding Expectation</b>						
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<b>2. Job Summary</b>								

## **JOB PURPOSE**

- *To be an efficient and flexible member of the Histopathology laboratory team providing a high quality diagnostic service through scientific and technical activities commensurate with the training and education of a Biomedical Scientist registered with the Health and Care Professions Council (HCPC).*
- *To maintain competence to practice and to improve professional expertise through engagement in Continual Professional Development (CPD).*
- *To work within the written Policies and Procedures of the Department especially in relation to Health & Safety and Quality.*

## **3. Main Duties & Responsibilities**

### **SERVICE DELIVERY**

1. To participate in all technical and scientific aspects of Histopathology laboratory operation without supervision, as part of a team, under the direction of Senior Biomedical Scientists (BMS 2) ensuring compliance with Departmental Policies and Standard Operating procedures.
2. To prioritise and organise workload to ensure continuity and efficiency of service. Organise own work and ensure completion in a timely manor and to satisfactory Standards.
3. Ensure that all procedures carried out in the laboratory contribute to high quality service provision.
4. Take part in the specimen entry process using the Laboratory Information Management System (LIMS). Ensure that all samples / request forms are correctly matched and fulfil the specimen acceptance criteria of the Department. Highlight any discrepancies to a senior member of staff.
5. Ensure that laboratory records are maintained accurately and stored securely in line with the Standards issued by United Kingdom Accreditation Scheme (UKAS) and the Human Tissue Authority (HTA).
6. Participate at every stage in the laboratory preparation of tissue sections including tissue embedding and microtomy.
7. Perform routine Haematoxylin and Eosin (H&E) staining of prepared tissue sections as well as a variety of special staining techniques prior to slides being submitted for microscopic examination.
8. To participate in the provision of the laboratory immunocytochemistry service.
9. To participate in the preparation of frozen tissue sections when necessary.
10. To participate in the Andrology service provided by the laboratory if required and following suitable training and competency assessment.
11. To assist medical staff during specimen dissection and to undertake description and transfer of Category A samples (as defined by the Royal College of Pathologists – RCPATH) for processing.

12. To participate in the Biomedical Scientist extended specimen dissection rota for Category B and C samples (as defined by the Royal College of Pathologists – RCPATH) if required and following suitable training and competency assessment.
13. To participate in internal quality control and external quality assurance schemes and to ensure that laboratory quality standards are met.
14. To supervise the work carried out by trainee Biomedical Scientists and Medical Laboratory Assistants (MLA) as required.
15. To assist in the training and development of trainee and registered Biomedical Scientists and Medical Laboratory Assistants (MLA).
16. Filing and archiving of all material both received in, and produced by, the laboratory.
17. To assist in the disposal of clinical waste in a safe and respectful manner as necessary and in line with laboratory Policies and Procedures.
18. Ensure that appropriate preventative maintenance and calibration has been carried out and recorded on laboratory instruments and equipment prior to being used for patient investigations. Ensure that all equipment failures are recorded in line with Departmental and Trust Policies.
19. Ensure that all chemicals and reagents are prepared, stored and used according to manufacturer guidelines and in line with laboratory procedures. Ensure that associated documentation such as risk and COSHH (Control of Substances Hazardous to Health) assessments are maintained.
20. To assist in the monitoring of stocks of consumables through accurate record keeping and by alerting a senior member of staff to any shortfalls. Use resources efficiently and cost effectively.
21. To contribute to the evaluation of both new and existing equipment and procedures to ensure continuous service improvement and development.
22. To assist in the production, implementation and review of documentation associated with laboratory procedures.
23. Promptly report any incidents / accidents and near miss occurrences in accordance with Departmental and Trust Policies and Procedures.
24. To be actively involved in the implementation of both Trust and Departmental Policies and Procedures and reinforcing their use and application.
25. To participate in housekeeping duties in the laboratory in order to maintain a clean and tidy working environment.

## **GOVERNANCE**

1. Establish and maintain effective communication with colleagues and Service users.
2. Strictly adhere to all local and National Policies and Codes of Practice pertaining to confidentiality of information.
3. Promptly report any incidents / accidents and near miss occurrences in accordance with Departmental and Trust Policies and Procedures.
4. Support the Histopathology Technical Services Manager in ensuring that lessons are learnt from issues arising from risk reports / complaints and that they are promptly and positively addressed. Implement action plans arising from risk reports or complaints when required.
5. Develop and review risk and COSHH (Control of Substances Hazardous to Health) assessments for the Histopathology laboratory.
6. Ensure compliance with all Trust Policies, Procedures and Guidelines, taking action / alerting the Head Biomedical Scientist and / or Histopathology Technical Services Manager if practice appears to contravene Policy, or if concerned regarding any aspect of patient care.
7. In conjunction with the Histopathology Technical Services Manager, continually monitor Standards through the Quality Management System (QMS) and implement action plans to improve the quality of the Service as necessary. Participate in turnaround time (TAT) monitoring, benchmarking and laboratory audit.
8. Assist the Histopathology Technical Services Manager with the development and implementation of Policies, Procedures and Guidelines relating to the Service. Actively participate in the development and review of Standard Operating Procedures (SOP).
9. Ensure that all relevant documentation is controlled, reviewed and maintained using the Q-Pulse management system.
10. Attend and contribute to Histopathology Laboratory Technical Team meetings.
11. Demonstrate politeness, courtesy and sensitivity in dealing with patients and members of the public as well as other members of staff and users of the service. Maintain good relations with all stakeholders in the service and promote a positive image of both the Department and the Trust as a whole in terms of professional conduct, manner and appearance.
12. Treat everyone equitably and with respect.

## **MANAGERAL / LEADERSHIP**

1. Act as a role model by demonstrating leadership and expertise, producing high quality results and by maintaining credibility within the Division, the wider health care community and external agencies.
2. In conjunction with the Histopathology Technical Services Manager assist the Division in the effective use of resources i.e. staff, budget, premises, equipment, supplies and materials.
3. In conjunction with the Histopathology Technical Services Manager, maintain a healthy and safe working

environment for all staff and visitors to the Department by ensuring compliance with all legal and regulatory requirements, maintaining accurate documentation and reporting any concerns promptly.

4. Participate fully as a member of a team, sharing knowledge and information and supporting colleagues to promote a cohesive Department and the achievement of team objectives.

### **EDUCATION / LEARNING / TRAINING**

1. Undertake suitable training within the Department on appointment to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
2. Take responsibility for own learning and development by recognising, and taking advantage of, all opportunities to learn, including full participation in KSF / appraisal, supervision, action learning and maintaining a Personal / Professional Portfolio of learning.
3. To undertake regular Personal Performance Planning.
4. To undertake supplementary training to develop both knowledge and skills where necessary.
5. Ensure that own learning needs are met, evaluated and shared in order to change and improve services according to changing health care needs.
6. To attend all mandatory training as required.
7. To provide theoretical and practical training to trainee Biomedical Scientists and Medical Laboratory Assistants (MLA) in all aspects of the Histopathology laboratory once own training has been completed and competence demonstrated.
8. To contribute to, and participate in, Continual Professional Development (CPD) activities in the Cellular Pathology Department.

**This job description is an outline of the role and function. It is not intended to describe all specific tasks.**

**Duties and responsibilities may be subject to change taking into account service and development needs and following full discussion with the Post Holder.**

**Specialist Biomedical Scientists (BMS 1 - Band 6) at The Royal Wolverhampton NHS Trust have a responsibility to:**

- Meet the Health and Care Professions Council (HCPC) *Standards of Proficiency – Biomedical Scientists*
- Maintain up-to-date knowledge and skills and maintain an awareness of patient-led service issues
- Maintain a Personal / Professional Portfolio
- Adhere to all Trust Policies, Procedures and Guidelines
- Adhere to Trust Standards of behaviour and expected performance.

**Please note:** The duties outlined within this job description will require the post holder to:

- Participate in Occupational Health programmes against certain diseases
- Wear personal protective equipment (PPE) for some procedures

### **Statutory Requirements**

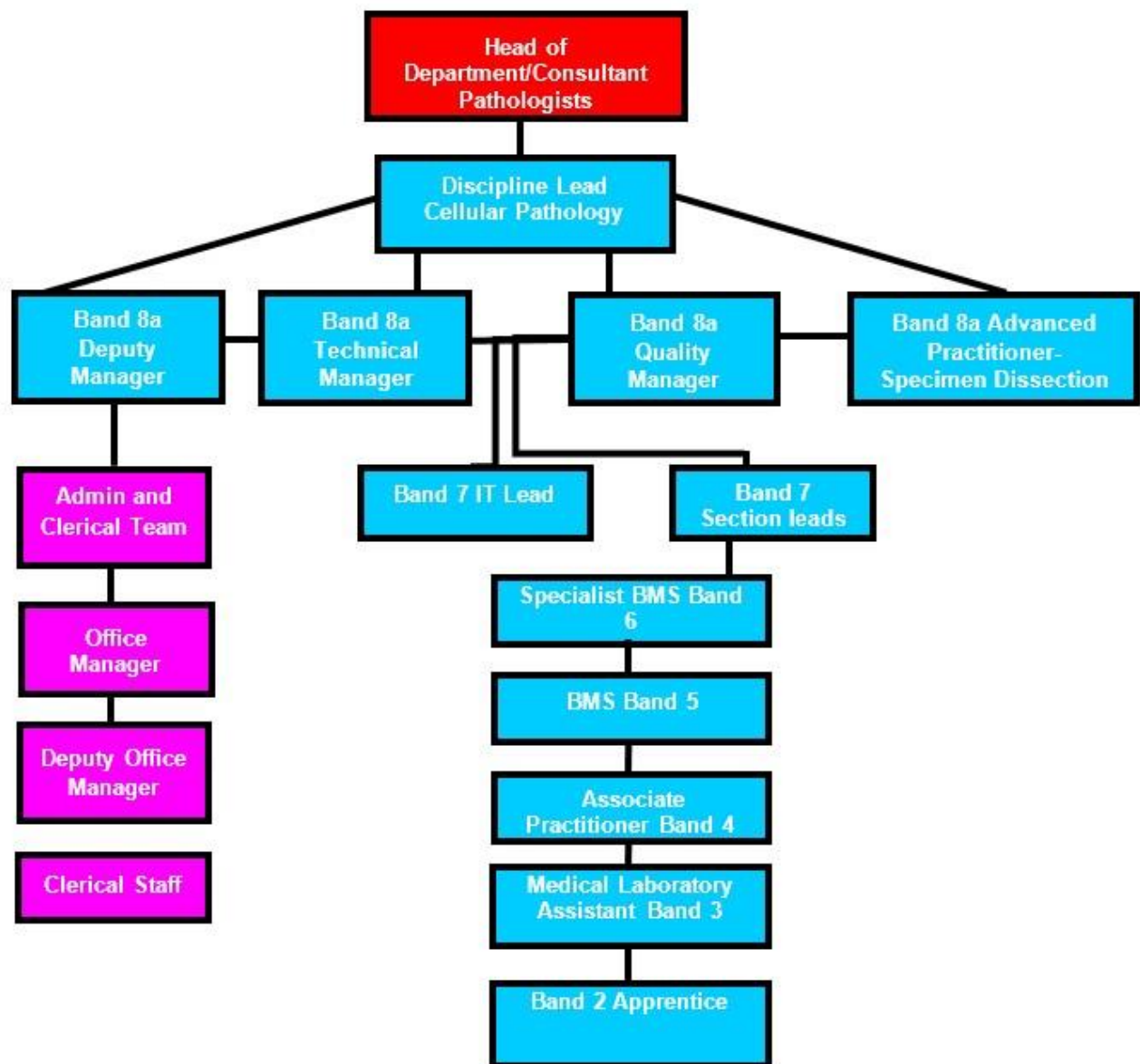
All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient and staff records.

All employees have a responsibility under the Trust's Health and Safety Policy, to be aware of and conform to the policy, ensuring all health and safety rules are adhered to and ensuring that all accidents, incidents, near misses, damages and irregularities are documented and reported to a Manager in accordance with Trust policy.

All employees must comply with the Trust's Harassment and Bullying Policy and Equal Opportunities Policy.

This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

#### 4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

#### **Infection Prevention**

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control policies.

control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

### **Equal Opportunities Policy**

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection**

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

### **Customer Care**

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### **Safeguarding**

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

### **Smoking Policy**

The Trust provides a smoke-free work environment.

### **Confidentiality**

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to,



information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

### **Development**

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

### **NHS Constitution**

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to [NHS Constitution for England - Publications - GOV.UK](#) that essentially provides further and more detailed explanation of each of the rights and pledges.

### **Criminal Records**

This post is not subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions is not necessary.

### **AfC PERSON SPECIFICATION**

*This document describes the qualities required for a post-holder that are not captured by the JD.*

<b>PERSON SPECIFICATION – Specialist Biomedical Scientist (BMS 1 - Band 6)</b>			
<b>CRITERIA</b>	<b>DETAIL</b>	<b>REQUIREMENT</b>	<b>ASSESSMENT</b>
<b>QUALIFICATIONS</b>	BSc. (Hons.) Biomedical Science or equivalent	Yes	A
	Institute of Biomedical Science (IBMS) Specialist Diploma in Cellular Pathology <b>or</b> equivalent	Yes	A
	Registration with the Health and Care Professions Council (HCPC)	Yes	A & I
<b>KNOWLEDGE</b>	Interest/ experience in molecular testing.	Yes	A & I
	Evidence of active participation in Continuing Professional Development (CPD)	Yes	A, I & S
	Working and theoretical knowledge of all sections of Histopathology as a laboratory discipline	Yes	A & I
	Understanding of the role of diagnostic Cellular Pathology in a clinical setting	Yes	I
	Knowledge of Health and Safety in relation to clinical laboratories	Yes	A & I
	Understanding of laboratory accreditation and Quality Management Systems (QMS)	Yes	A
	Understanding of confidentiality	Yes	A & I
<b>PREVIOUS EXPERIENCE</b>	Have at least 2 years post HCPC Registration experience in the relevant Biomedical Science discipline	Yes	A & I
	Have experience of supervising trainee and support grade staff	Yes	A & I
	Experience of planning and managing a daily workload and ensuring completion in a timely manner and to required Standards of quality		
	Experience of planning and delivering training to trainee and support grade staff		
<b>SKILLS</b>	Ability to communicate with users of the service both appropriately and professionally	Yes	I
	Ability to communicate complex and sensitive information accurately, appropriately and professionally, both orally and in writing	Yes	I & S
	Have good manual dexterity and coordination pertaining to the manipulation of histopathological specimens	Yes	I

	Ability to develop and work with Standard Operating Procedures (SOP)	Yes	A & I
	Have keyboard and basic Information Technology (IT) skills including working with Laboratory Information management Systems (LIMS) and standard Microsoft packages such as Word, Excel and PowerPoint	Yes	I

**KEY:** A = Application form I = Interview R = References S = Skills Test / Presentation

**PERSON SPECIFICATION – Specialist Biomedical Scientist (BMS 1 - Band 6)**

CRITERIA	DETAIL	REQUIREMENT	ASSESSMENT
	Innovative and self motivating	Yes	I
	Ability to work individually as well as to supervise and motivate as part of a team when required	Yes	I
	Be accurate with good attention to detail	Yes	I
	Be able to work within safe systems of work and report any deficiencies in those systems	Yes	I
	Ability to work systematically and under pressure to meet deadlines	Yes	I
	Ability to concentrate for long periods whilst carrying out investigations	Yes	I
	Have proven organisational skills	Yes	I
	Willingness to learn new skills	Yes	I
<b>WORKING ENVIRONMENT AND CONDITIONS</b>	Laboratory based – ability to work with controlled chemicals, body fluids, cellular samples and human tissues	Yes	I
<b>FLEXIBILITY</b>	Willingness to work weekends and statutory holidays if required	Yes	I
	Willingness to participate in extended working day if required	Yes	I
<b>PHYSICAL REQUIREMENTS</b> <i>(Reasonable adjustments will be made under the Disability Discrimination Act)</i>	Good attendance record	Yes	R
	Ability to perform a wide range of duties according to the Job Description	Yes	
	Satisfactory Occupational Health screen	Yes	
	Non-patient lifting is a requirement of this post – training will be provided	Yes	

**KEY:** A = Application form I = Interview R = References S = Skills Test / Presentation

NHS KSF DIMENSIONS	Specialist Biomedical Scientist (BMS 1 – Band 6)				
CORE DIMENSIONS	1	2	3	4	Suggested Evidence
1. Communication			X		
2. Personal and people development			X		
3. Health, safety and security			X		
4. Service improvement		X			
5. Quality			X		
6. Equality and diversity		X			
SPECIFIC DIMENSIONS	1	2	3	4	Suggested Evidence

<b>HEALTH AND WELLBEING</b>					
<b>HWB1</b> Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing					
<b>HWB2</b> Assessment and care planning to meet people's health and wellbeing needs					
<b>HWB3</b> Protection of health and wellbeing					
<b>HWB4</b> Enablement to address health and wellbeing needs					
<b>HWB5</b> Provision of care to meet health and wellbeing needs					
<b>HWB6</b> Assessment and treatment planning					
<b>HWB7</b> Interventions and treatments					
<b>HWB8</b> Biomedical investigation and intervention			X		
<b>HWB9</b> Equipment and devices to meet health and wellbeing needs					
<b>HWB10</b> Products to meet health and wellbeing needs					
<b>ESTATES AND FACILITIES</b>					
<b>EF1</b> Systems, vehicles and equipment					
<b>EF2</b> Environment and buildings					
<b>EF3</b> Transport and logistics					
<b>INFORMATION AND KNOWLEDGE</b>					
<b>IK1</b> Information processing					
<b>IK2</b> Information collection and analysis					
<b>IK3</b> Knowledge and information resources					
<b>NHS KSF DIMENSIONS</b>					
<b>Specialist Biomedical Scientist (BMS 1 – Band 6)</b>					
<b>SPECIFIC DIMENSIONS</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Suggested Evidence</b>

<b>GENERAL</b>					
<b>G1</b> Learning and development					
<b>G2</b> Development and innovation		X			
<b>G3</b> Procurement and commissioning					
<b>G4</b> Financial management					
<b>G5</b> Services and project management					
<b>G6</b> People management					
<b>G7</b> Capacity and capability					
<b>G8</b> Public relations and marketing					

This Job Description may be revised by agreement between the Post Holder, Head Biomedical Scientist, Pathology Services Manager and the Consultant Head of Department as appropriate.

This Job Description will be reviewed annually as part of the Trust KSF (Knowledge and Skills Framework) appraisal process to ensure that the needs of the service are satisfied.

Signed: ..... (Post Holder)  
.....

Date:

Signed: ..... (Manager)  
.....

Date: