

JOB DESCRIPTION

Job Title:	Band 5 Biomedical Scientist
Band	Band 5
Care Group	Specialties
Directorate:	Pathology
Department:	Immunology
Location:	Royal Bournemouth Hospitals
Accountable to:	Biochemistry and Immunology Laboratory Manager
Accountable for:	Trainee Biomedical Scientists, Associate Practitioners and Medical Laboratory Assistants
Main Purpose	<p>An HPC registered Biomedical Scientist providing specialist diagnostic investigations within the discipline of Immunology.</p> <p>Once competent the post holder will be able to work independently unsupervised within the laboratory, with guidance when needed from a more senior BMS.</p> <p>The scientist interprets and reports the test results to clinicians in order to assist the diagnosis and management of autoimmune disease and allergy. The post holder will contribute to the supervision and training of medical laboratory assistants and trainee biomedical scientists</p> <p>The post holder may be working towards completion of the IBMS Specialist Portfolio.</p>

General Duties

Duties will include

- Investigation of allergy and autoimmune disease using manual and/or automated methods. This requires advanced level of training to perform, troubleshoot, maintain high quality of processes, and to authorise final test results following clinical approval.
- Training/supervision/ planning workload for a team of (senior) medical laboratory assistants and trainee biomedical scientists
- Provide strong support of the quality management system in the laboratory and monitor/maintain compliance with UKAS standards.

Communication and Working Relationship Skills

1. Employee communicates with all laboratory staff and other staff within Pathology.
2. Communication extends to all health professionals and staff within the trust, external practitioners and their secretaries. Communications will include verbal reporting of results and queries regarding all scientific and technical aspects of the laboratories activity.
3. Commercial companies in the event of mechanical failure of equipment.
4. Employee must attend annual joint review (appraisal)
5. Ability to teach, train and explain procedures to less experienced members of staff

Analytical and Judgemental Skills
<ol style="list-style-type: none"> 1. To work independently and unsupervised in all areas of the laboratory and adapt own daily work schedule to the demands of workload, consultant medical staff and urgent specimens. 2. To ensure the quality of test results through interpretation of controls; provide Interpretation of results for reporting to clinical staff, including the subjective interpretation of fluorescent staining patterns. 3. Uses judgement and discretion when performing additional tests unspecified by the clinician that have the greatest significance to the clinical details provided. 4. Manages own workload. 5. Discusses unusual results with the clinician, clarifying the situation from the perspective of the laboratory which may affect the clinician's decision to request further tests or to change the treatment of a patient. 6. To recognise and communicate any factors which may adversely affect diagnostic results to line manager and medical staff. 7. To ensure that important, unusual or aberrant results are brought to the attention of senior scientific staff 8. To report non-conformities and anomalies as soon as possible 9. To deal appropriately with complex and sensitive specimens / work situations
Planning and Organisational Skills
<ol style="list-style-type: none"> 1. The post holder will be involved in the supervision and training of trainee BMS, and Medical Laboratory Assistants. 2. One of a team of 4 Biomedical Scientists of different grades providing Immunology service for Poole, Bournemouth, Dorchester Hospitals and the surrounding GP network.
Responsibility for Patient/Client Care, Treatment and Therapy
<ol style="list-style-type: none"> 1. To ensure the delivery of a safe, high quality service within Immunology..
Responsibility for Policy / Service Development
<ol style="list-style-type: none"> 1. Continuously monitor the implementation of SOP's and protocols. Interpret, adapt and develop documentation in consultation with senior management
Responsibility for Finance, Equipment and Other Resources
<ol style="list-style-type: none"> 1. Competent in the use of the Trust and laboratory computer systems, to be able to input data and results and extract data and resolve common errors and problems 2. Competent in the use of specialist laboratory instrumentation and be responsible for maintenance and first-line repair 3. Use of office equipment including printers, photocopiers and use of Microsoft Word and Excel. 4. Maintains supplies of consumables in designated area of work. 5. Familiar with hospital ordering system. 6. Liquid nitrogen storage.
Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management
<ol style="list-style-type: none"> 1. Deputise for BMS staff as required. 2. Supervise and train Medical Laboratory Assistants and Trainee Biomedical Scientists. Mentor new Biomedical Scientific staff 3. Participate in appraisals 4. Participate in Continuing Professional Development, including Trust mandatory training programme
Responsibility for Information Resources and Administrative Duties

<ol style="list-style-type: none"> 1. Continuously monitor the implementation of SOP's and protocols. Interpret, adapt and develop documentation in consultation with senior management 2. Attends regular departmental meetings and contributes to quality improvement process 3. Perform audits, Quality management tasks and validation
Responsibility for Research and Development
<ol style="list-style-type: none"> 1. Participate in research projects, developmental work and quality audits.
Freedom to Act
State registered Specialist Biomedical Scientists will be expected to work unsupervised, organising their own workload, reporting on progress and any problems to senior laboratory staff as necessary.
Mental, Physical, and Emotional Effort
<ol style="list-style-type: none"> 1. Frequent exposure to unpleasant bodily fluids including blood, stool, skin biopsies, blister fluids and CSF. 2. Frequent handling of samples likely to cause disease including high-risk organisms (for example those causing HIV, Hep B, Hep C and variant CJD) 3. Handling toxic chemicals and Liquid N2. 4. High level of speed and accuracy required during data input and sample labelling and handling requiring manual dexterity and excellent keyboard skills. 5. Prolonged periods of concentration 6. Extensive use of microscope 7. Multi-tasking to assist in other areas when short-staffed 8. Prioritising and co-ordinating the workload in a small team. 9. Frequent interruptions during periods of intense concentration
Any Other Specific Tasks Required
<ol style="list-style-type: none"> 1. Responsible for the preparation and analysis of specimens using complex diagnostic procedures and equipment in Immunology. 2. Maintain a high standard of professional expertise and scientific skill in the performance of all tests and investigations. 3. Continuous monitoring of the validity and reliability of diagnostic test results. 4. Submit and assess test results for both internal and external quality assurance. 5. Regularly set-up and test equipment for correct operation and maintain necessary maintenance and records. Perform troubleshooting of specialised laboratory equipment including analysers and cryostats. 6. Prepare stool samples for assay on automated analyser 7. Responding to telephone enquiries including contact of trust staff in urgent medical situations. 8. Relaying results to clinicians and forwarding other queries to senior staff when required. 9. Inform line manager of any problem which may affect the quality of work produced. 10. Liaise with other departments to ensure actions are carried-out in a timely and efficient manner 11. Work within established Health and Safety legislation (COSHH, fire safety, manual lifting and handling, infection control) 12. Prepared to study towards an IBMS Specialist Diploma 13. Undertakes any other responsibility which may be reasonably allocated by other Biomedical Scientists or senior staff.

Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals

Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of it's activities on the environment and expects all members of staff to play their part in achieving this goal and in

particular to work towards a 28% reduction in carbon emissions by the end of 2020/21(based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.