

## **JOB DESCRIPTION**

**POST: Advanced Biomedical Scientist Team Leader**

**DEPARTMENT: Cervical Cytology**

**BAND: 7**

**HOURS PER WEEK: 37.5**

**REPORTS TO: Cervical Cytology Senior Management Team**

**RESPONSIBLE FOR: Cervical Cytology technical staff**

**WORK BASE: Oxford Road Campus**

### **JOB PURPOSE**

The post holder must be a Biomedical Scientist (BMS) registered with the HCPC. The Cytopathology Department receives approximately 450,000 cervical screening samples per annum generating approximately 70,000 LBC slides. The department offers a comprehensive cervical screening service in accordance with NHSCSP guidance.

The post holder will assist the Cervical Cytology senior management team in order to maintain a high-quality service within the resources available. The post holder will participate in the duty manager rota for operational issues along with other Advanced BMS staff. They will supervise and perform scientific services to patients and clients as an aid to clinical diagnosis, and access external Trust systems to collate information to aid patient management. Accuracy and attention to detail is essential.

The post holder will provide leadership and day to day support to the technical staff including Cytology screener, BMS and laboratory support teams. Managerial support will be provided to the BMS Team Leader by the Cervical Cytology senior management team, and the post holder may be required to take individual responsibility for the day-to-day management of a section or function within the department.

### **KEY DUTIES AND RESPONSIBILITIES**

The post holder will lead a team of Cytology Screeners, BMS and support staff, ensuring that cervical samples are received, entered on to the LIMS and progressed to Virology for HPV testing, with appropriate cases processed, slides generated and stained for screening, checking and reporting by cytology screeners, Biomedical Scientists, Consultant Biomedical Scientists and the Consultant Cytopathologists. They will have responsibility for the day to day management of the cervical screening service including equipment management, financial management, staff training and supervision and consumables monitoring.

The post-holder will ensure the specialised technical assistance required by Consultants is provided by BMS, Cytology Screeners and MLA staff in the department.

The post-holder will liaise closely with the Cervical Cytology management team, the Cellular Pathology Laboratory Manager and Clinical team to ensure provision of a high-quality service.

## **Responsibilities for Patient Care**

- Ensure that appropriate medical staff are informed of any significant abnormal findings as soon as possible.
- Supervise and perform investigations of varying complexity, this includes both routine and specialist work.
- Ensure the highest scientific standards are maintained and contribute to the improvement of technical and scientific standards within the department.
- Oversee decisions made on the validity of results and the need for further and repeat tests, as well as the interpretation of results carried out in the department.
- Demonstrate extensive use of personal judgement based on advanced experience and knowledge to ensure correct decisions are made by Cytology Screeners, BMS and support staff on all aspects of sample preparation, microscopy and interpretation that may directly affect patient care and management.
- All employees have a duty to develop and deliver a customer focused service.
- Advise clinical and medical staff of the appropriateness of samples to be taken for cervical cytology investigations.
- Oversee the analysis of biological samples including more complex and specialist investigations requiring a high level of skill.
- Exercise judgement and interpretation to validate results and generate laboratory reports in accordance with departmental policies and procedures.
- Responsible for sample receipt and handling, according to departmental and Directorate policies.
- Responsible for maintaining data integrity when enrolling samples on to the laboratory information system according to standard operating procedures.
- Responsible for overseeing sample preparation and reagent preparation following department standard operating procedures.
- Responsible for overseeing the screening of LBC slides to assess their quality and report negative and inadequate samples including a recommendation for recall following written and agreed protocols to NHSCSP standards.
- Responsible for the overseeing screening and referral of samples with abnormalities to the Consultant Cytopathologists and Consultant BMS's in a timely manner, including marking of abnormal cells, providing an opinion on the nature and degree of abnormality, according to written and agreed protocols to NHSCSP standards.
- Responsible for overseeing rescreening of negative and unsatisfactory samples as part of the internal quality control of the department according to written and agreed protocols to NHSCSP standards.
- Responsible for the checking of cervical cytology samples referred by Cytology Screener and BMS staff as potentially abnormal, including review of the slide, subsequent reporting as negative or inadequate or referral of agreed abnormalities to the Consultant Cytopathologists and consultant BMSs in a timely manner.
- Work closely with colleagues in Virology and assist the HPV Lead and Pathway manager to ensure that samples are processed through the appropriate care pathway in a timely manner and to the correct quality standards.
- Responsible for investigating any discrepancies in data transferred between Cytology and Virology.
- Responsible for the correct disposal of records, tissue and patient samples in accordance with relevant guidelines.

## **Responsibilities for Human Resources**

- Ensure Trust Human Resource policies are complied with.

- Responsible for the day to day management of Cytology Screeners, BMS and other support staff.
- Undertake staff appraisals, as required, according to Trust and departmental guidelines in a timely manner.
- To undertake mandatory training according to Trust and departmental guidelines and encourage its completion by all cytopathology staff.
- Undertake appropriate and relevant CPD and encourage all cytopathology staff to do likewise.
- Assist with the investigation of complaints.
- Assist the Cervical Cytology management team and Cellular Pathology Laboratory Manager in dealing with staff grievances and disciplinary issues in accordance with Trust policy.
- Ensure that personal work activity is managed to make effective use of time.
- Ensure appropriate supervision of qualified and unqualified staff
- Support the Cervical cytology management team in the early resolution of potential conflicts.
- Implement effective staff rotas to ensure minimum staffing requirements and skill mix are met.
- Monitor and report staff attendance and sickness.
- Supervise, co-ordinate and monitor the performance of Cytology Screeners, Biomedical Scientists and support staff within the framework of appraisals and personal development plans.
- Supervise, co-ordinate and monitor the performance of Cytology Screeners, Biomedical Scientists and support staff to ensure that established laboratory and Health & Safety protocols are followed.
- Supervise, co-ordinate and monitor the performance of the Cytology Screeners, BMS and other staff to ensure that resources are used to maximum effect.
- Support the Cervical cytology management team with the recruitment, selection and induction process in Cytopathology according to Trust policy.

### **Responsibilities for Physical and Financial Resources**

- Assist the Cervical cytology management team in sourcing the most cost effective consumables and equipment and ensure their most economic use.
- Monitor and maintain appropriate stock levels, placing orders for consumables according to Trust procedures and policies and facilitating deliveries.
- Monitor and report expenditure, work done and invoice information for the Cervical Cytology management team.
- To be accountable to the Cervical Cytology management team for the performance and maintenance of equipment in the department including maintaining records thereof.
- To supervise, co-ordinate and monitor the performance of cytology screeners, Biomedical Scientists and other staff to ensure that resources are used to maximum effect.
- To be responsible for the safe use, by oneself and others, and security of all assets and equipment in the department
- Troubleshoot, repair and maintain specialist instruments for correct operation, keeping equipment in optimal condition for use and making fine adjustments as necessary. Liaise with commercial partners to ensure continuous operation of essential equipment.

### **Communication and Leadership**

- To deputise for members of the Cervical Cytology management team as required including attendance at Cellular Pathology and Divisional meetings.
- Ensure the rules, policies and procedures of the department, the directorate and the Trust are upheld.
- Communicate with colleagues and other professionals regarding specialist investigations.
- To demonstrate good written and verbal communication with medical, scientific and nursing staff, other laboratory staff, patients and other users of the service.
- To provide accurate and timely communication of results and technical advice to all service users, when required, regarding appropriate testing, type of samples required and the collection and transport of clinical samples.

### **Policy and Service Development**

- To monitor Health and Safety issues in Cytopathology, participating in Health and Safety inspections and to disseminate relevant information to staff at departmental meetings.
- To be familiar with and follow health and safety policy and procedures and to be aware of individual responsibilities under legislation, drawing any areas of potential risk to the attention of managers
- To participate in assessing the need for and evaluating additional resources and new developments in the department.
- To ensure the highest scientific standards are maintained and to contribute to the improvement of technical and scientific standards within the department.
- Ensure compliance with ISO standards.
- To assist the Cervical Cytology management team in the formulation, update, review and approval of standard operating procedures (SOPs) and other documentation via the laboratory Quality Management system.
- To assist the Cervical Cytology management team in the formulation, update and approval of risk assessments and COSHH assessments.
- To set up, monitor and maintain quality control procedures as appropriate to the cervical screening service.

### **Clinical Governance**

- To implement policies for own work area and propose changes as necessary.
- To ensure that all work is undertaken in accordance with agreed protocols
- To deal with and resolve technical problems as they arise and report them as appropriate
- To participate in initiating, developing and implementing quality improvement activities in Cytopathology.
- To ensure compliance with local and national safety policies and fire regulations and ensure safe working environment for staff and visitors.
- To participate in the investigations of incidents as required
- To ensure appropriate error logging by staff in Cytopathology.

### **Research and Audit**

- To carry out audits according to the departmental audit schedule, in a timely fashion.
- To participate in research projects as required.
- To ensure the timely provision of archived clinical material when requested for clinical trials and medico-legal cases.

### **Analysis and Data Management**

- To ensure the accuracy of data entered and held on the Cellular Pathology computer database.
- To carry out, as relevant to the post, the processing and production of statistics and laboratory data including laboratory workload and turnaround time for use within the department, Directorate and for other users of the Pathology service.
- To monitor the validity of results and the need for further action, as well as the interpretation of results carried out within the department.

### **Education and Development**

- To undertake mandatory training according to Trust and departmental guidelines and encourage its completion by all staff.
- To assist the Cytology management team in monitoring compliance with mandatory training and competency updates for all technical staff
- To undertake appropriate and relevant CPD and encourage all staff to do likewise.
- Responsible for the supervision and day to day management of cytology screener, BMS and support staff within the framework of appraisals and personal development plans.
- Responsible for managing, co-ordinating and monitoring the performance of cytology screener. BMS and support staff to ensure that established Cellular Pathology and Health & Safety protocols are followed with the resources available, using them to maximum effect.
- To assist in the training and development of cytology screener, BMS and support staff in Cytopathology.
- To contribute to the progression and completion of training and development programmes for cytology screener, BMS and support staff in Cytopathology.
- To demonstrate the work of the Department to medical, nursing staff, students and other visitors as required.
- To keep up to date with new developments and ensure that scientific information reaches the staff to encourage their development.

### **General Duties**

- Regularly review own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To contribute positively to the effectiveness and efficiency of the teams in which he/she works.
- To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work.
- To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity

- This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

### **INFECTION CONTROL**

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

### **HEALTH AND SAFETY**

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

**All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.**

### **SAFEGUARDING**

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

### **SECURITY**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **CONFIDENTIALITY**

The post holder is required to maintain confidentiality at all times in all aspects of their work.

### **TEAM BRIEFING**

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

### **NO SMOKING POLICY**

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

**THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.**