



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN **ANCHOR**
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY

NHS
North West Anglia
NHS Foundation Trust

Information pack for the post of

Senior Biomedical Scientist

Clinical Biochemistry & Immunology

Division of FISS

November 2023



GOOD TO
OUTSTANDING



Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWA AngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink, appearing to read 'Hannah Coffey', with a stylized flourish at the end.

Hannah Coffey
Chief Executive Officer

Job Description

JOB TITLE	Senior Biomedical Scientist
GRADE	Band 7
HOURS OF WORK	
DEPARTMENT	Clinical Biochemistry
BASE	Peterborough City Hospital, there may be a requirement to work at Hinchingsbrooke Hospital when required. Will be expected to travel between all sites.
RESPONSIBLE TO	Biochemistry Manager and Immunology Manager (Technical and scientific issues) Consultant Pathologists (Clinical Issues)
ACCOUNTABLE TO	Biochemistry Manager and Immunology Manager

Background and Context

Job Summary

To work closely with the Biochemistry Manager, Immunology Manager and the Consultant Pathologists to deliver a quality-driven, safe, cost effective, timely, responsive and customer focused Clinical Biochemistry and Immunology (the Service).

To practice as a HCPC Registered BMS and contribute to the scientific output of the Service in a manner appropriate to the professional experience of the post holder.

To assist with any realignments of service provision development that reflects changes in local or national policies.

To perform test procedures, when required, often of a complex nature, accurately recording and reporting results.

To supervise a Section of the Service (may be rotational) in order to provide a timely and responsive diagnostic service to patients.

To ensure the introduction and maintenance of programmes so that all staff are appropriately trained and developed.

To provide technical and clinical authorisation to agreed protocols as required.

Key Working Relationships (organisational chart)

Key Responsibilities:

General Management

To be responsible for the administration, management and development of a Section of the Service, taking due account of statutory regulations, agreed quality standards and the clinical direction provided by the Consultant Chemical Pathologists/ Consultant Immunologist.

To cover other Sections as required.

Supervises, participates, promotes and develops the training of staff in specialist topics and complex issues within a section of the service and the wider laboratory as required.

To be an active member of the Clinical Biochemistry & Immunology Departmental Management Team

To deputise for the Biochemistry Manager and Immunology Manager in their absence as required.

Supervises the staff of a section of the Service, encouraging the highest levels of personal and professional standards.

Monitors staff performance within a section of the Service, advising the Biochemistry Manager and Immunology Manager as appropriate.

Ensures that all staff within their sections are regularly appraised and developed through the Trust's Joint Review and Development Programme, and that individual objectives are in line with the Department's business plan.

To assist in devising and maintaining a programme for the education, training and development of all staff in a Section of the service including evidence of Continuing Professional Development for HCPC (Health and Care Professions Council) registration.

To assist and support the Biochemistry Manager and Immunology Manager, in service human resource issues as appropriate.

To participate in the recruitment and selection of staff as required.

To supervise the co-ordination of staff leave within a section of the Service, with due regard to departmental staffing levels, ensuring adequate staffing to maintain the Service.

To continually monitor and assess the needs of a section and plan to accommodate any changes in workload taking due account of staffing levels.

Liaises with commercial operators in relation to on-site and off-site biomaterials processing.

To monitor stocks within a section and prepare requisitions to maintain adequate levels to ensure continued service delivery.

Technical/Scientific Services

Supervises and participates in the routine and specialist work of the department coordinating the work of a section, ensuring the continued production of laboratory data to an agreed standard and quality in a safe and productive manner, in line with departmental protocols, which often involves work requiring a high level of manual dexterity and mental concentration. This includes:

- Sample preparation
- Sample processing using manual and automated techniques
- Performing complex procedures
- Processing of post analytical data
- Technical Authorisation of own work and work of other scientific staff

Co-ordinates and participates in departmental research as required.

Maintains personal professional and technical competence and awareness by mandatory CPD in accordance with the continuing registration requirements of the Health and Care Professions Council (HCPC).

Maintains personal and departmental professional standards as required by the Trust, by the HCPC, Institute of Biomedical Science (IBMS) and the Royal Colleges.

Provides technical specialist information and advice, often of a highly complex nature, to service users and within protocols advice of a limited clinical nature including the requirement for further investigations.

Technical authorisation of section work, including the addition of general and/or interpretive comments where necessary, working to agreed protocols.

To liaise with other Senior BMS staff and the Consultant Chemical Pathologists/Consultant Immunologist, highlighting any grossly abnormal results or problems.

Interpretation of test results, recording data and issuing reports.

Verbal communication of abnormal results.

To assist to ensure the Section participates in all appropriate QC programmes, to monitor performance in these programmes and to help arrange adequate display and review of performance. Liaise with Biochemistry Manager and Immunology Manager, and other staff as appropriate when poor performance is recognised.

To liaise with the Pathology Quality Manager and Senior Departmental staff to ensure the maintenance of standards required for UKAS ISO15189 accreditation.

To assist senior technical and medical staff with the interpretation of test data, highlighting any grossly abnormal results or problems, and communicating such as appropriate.

To suggest and support quality improvements.

Information Technology

To develop a good working knowledge of the Laboratory Information Management Systems (LIMS) for Clinical Biochemistry and Immunology and other aspects of Pathology and appropriate Trust IT.

To work with the Biochemistry Manager and Immunology Manager to ensure optimal use of departmental IT systems and develop robust systems that ensure data demands are met in a comprehensive and timely manner.

To have a sound working knowledge of PC office applications to assist in the production of correlation adapt or method comparison and SOP maintenance. To develop an understanding of the Quality Management Software for the maintenance and access of SOPs, maintaining equipment and training information to support the Service.

To be part of the Departmental IT team and take an active role in maintaining the integrity of patient data.

Management of Staff

To manage the staff of a section of the Service, encouraging the highest levels of personal and professional standards.

To be responsible for the day to day management of the Section, to include initial stages of grievance, and discipline, MPA (appraisal), reviewing training needs including mandatory training and work performance.

To monitor staff performance within a Section and to ensure that all staff are regularly appraised and developed through the Trust's staff appraisal (MPA) programme, that individual objectives are in line with the Department's business plan and to participate in the appraisal process as appraiser and appraisee.

To be responsible for the co-ordination of staff leave within the Section, ensuring adequate staffing to maintain the Service.

To participate in the recruitment and selection of staff as appropriate.

Financial Management

To collaborate with the Biochemistry Manager and Immunology Manager in the introduction of new techniques and technologies and of changing workloads with due regard for budget implications and local need.

To assist in identifying priorities for cost improvement initiatives.

Negotiates with suppliers, in liaison with the Biochemistry Manager and Immunology Manager, to obtain the best possible quotes for all purchases.

Responsible for ensuring that equipment and supplies within the section are used effectively.

Management of Support Services and Equipment

Monitors equipment performance, maintenance and function within a section of the Service, effecting or organising repairs as necessary to maintain the service, advising the Biochemistry Manager and Immunology Manager as appropriate.

Ensures that all equipment is maintained and used appropriately in accordance with departmental protocols.

Assist in maintaining an equipment inventory.

Keeps abreast of equipment developments and innovations to ensure that service developments and equipment replacement can be prepared for.

Participates in the organisation of meetings for staff and external visitors relating to equipment demonstration and training.

To work with data managers to ensure optimal use of IT within a Section of the Service, with particular regard to the Departmental IT platform(s).

Healthcare Governance

To ensure, with delegation as appropriate, a safe working environment for a section of the Service by maintaining adequate levels of safety and security within the laboratory according to laboratory and Trust policies and procedures. There is a duty to maintain the health, safety and welfare of staff, patients or other third parties visiting the department or general areas of the Trust.

Monitors and reviews systems of work within a section including the use of equipment to ensure safety and good practice are maintained in accordance with appropriate legislation.

To assist in setting up, monitoring and reviewing health and safety and risk management procedures within sections supervised.

Ensures that adverse events are documented for any accidents, incidents or near misses and that the causes of adverse events are thoroughly investigated.

Carries out H&S inspections within the department as required.

Ensures that departmental H&S information and risk assessments are regularly reviewed.

To implement and maintain safe systems of work in a section and the Department in accordance with current Health and safety and COSHH systems, advising line manager of any concerns identified.

Maintains high personal standards of work and promotes a similar level of achievement by other staff and junior staff.

Committees and Working Parties.

To attend appropriate meetings inside and outside the Trust, providing and disseminating information and advice within their expertise.

General Employment Responsibilities

Ensures confidentiality and conformity with the requirements of the Data Protection Act, in collaboration with the Caldecott Guardian, Data Protection officer, and the Security of Information Officer.

Maintains portfolio evidence of CPD in order to comply with mandatory HCPC registration regulations.

Develops professional and management expertise by undertaking further training as appropriate.

Adheres to Trust policies and procedures.

Performs any other duties commensurate with the grade as required.

As a line manager you are responsible for the implementation of Health & Safety policies, safe systems etc. within your department or area. You have a duty to maintain the health, safety and welfare of your staff, patients and any visitors to your department. You are specifically responsible for:

- Ensuring all employees within your area are aware of the Trust and relevant departmental health and safety policies. You will need to draw their attention to areas which may require extra care.
- The production and monitoring of safety standards within your area.
- Regularly reviewing the departmental policy, updating and communicating any changes to your employees.
- Ensuring equipment and working conditions are safe and that defects are reported and remedial action taken.
- Taking steps to ensure all visitors to your area are made aware of potential hazards bringing to the attention of your senior manager all hazards which cannot be rectified and advising them of the degree of urgency required.
- Assessing, recording and managing any residual risks within your area.
- Ensuring regular consultation with safety representatives on health and safety matters.
- Following up any suggestions from employees on improving health and safety in the workplace.
- Ensuring that employees are issued with, trained on the use of and wear appropriate personal protective clothing (PPE). If an employee refuses to wear PPE, ascertain the reasons and notify your senior manager immediately. Failure to comply to wear PPE could result in disciplinary action. If an individual has a medical condition which may affect the wearing of PPE, specialist advice can be obtained from the Occupational Health Department.
- Ensuring that prior to the introduction of new equipment or procedures, potential hazards are discussed with your departmental safety representative.
- Ensuring employees receive training in health and safety issues and are given the appropriate release time to attend. Records of local training must be kept.
- Ensuring employees are aware of the adverse event and near miss reporting system.
- Investigating all adverse events and near misses and recording details of such onto the Trust's adverse event investigation form.
- Inspecting the work area regularly at least on an annual basis, ideally accompanied by your departmental safety representative. To identify hazards and appropriate remedial action - before an accident occurs.

- Ensuring contractors work in accordance with the Trust's and your departmental policy.
- Liaising with Occupational Health & Safety on staff health matters.
- Ensuring communications on all health and safety issues are maintained.
- Ensuring risk assessments are completed and with copies available for inspection in the workplace.
- Notifying the Health & Safety Advisor of any outstanding safety concerns.
- Notifying the Health & Safety Advisor of any adverse events resulting in Sickness Absence.
 - Notifying Occupational Health of any staff who:
 - Work Nights
 - Suffer from Occupational illness such as asthma, dermatitis, or musculo-skeletal problems
 - Pregnant workers
 - Young persons (under 18)
 - Workers coming up to their 65th birthday who will not retire on their next birthday

Infection Control

To comply with the Trust's Infection Control Policies, in order to prevent and / or control the spread of infection throughout the Trust and wider healthcare community.

This job description is not an exhaustive list of the main duties and responsibilities of the post. The modern NHS is constantly evolving, thus the contents of this job description are likely to change to meet the developing needs of the Pathology Department and the Trust. Any changes would, however, only be made after consultation with the post holder.

Additional Duties

The post holder is expected to fully participate in Emergency Out-of-Hours service in accordance with the departmental Out of Hours policy working unsupervised, providing test results for the immediate management of a patient.

The department may require rotation through the different sections of the service.

Each section of the service carries additional responsibilities which each post holder may undertake in turn:

Departmental Training Officer: responsible for overseeing and implementing training programmes for BMS staff to meet the needs of the Service, reporting to Deputy Head BMS Clinical Biochemistry and Lead BMS Immunology . Also to work with the BMS Band 6, the Biochemistry Manager and Immunology Manager to maintain the training of ATO support staff in both pre analysis and the department. To be an active member of the Pathology Training Group.

Departmental Quality Officer: responsible for internal and external quality assurance schemes and to oversee the participation and performance of both schemes working closely with Biochemistry Manager and Immunology Manager and the Pathology Quality Manager. Also to participate in the Pathology Quality Forum and to play a leading role in all UKAS ISO15189 requirements of the Service.

Health and Safety Officer: responsible for overseeing and implementing health and safety practices within the department, working closely with the Biochemistry Manager and Immunology Manager. Also to participate in the Pathology Health and Safety Forum and to play a leading role in all Health and Safety requirements of the Service.

The roles of Departmental Officers are assigned to individual Senior BMS and are expected to remain with the individual, irrespective of any Section rotation. The Immunology Senior may be required to be involved with all additional duties depending upon the level of specific Immunology knowledge required for the task.

The modern NHS is constantly evolving, thus the contents of this job description are likely to change to meet the developing needs of the Pathology Department and the Trust. Any changes would, however, only be made after consultation with the post holder.

Working Conditions

Predominantly works within laboratory environment as required.

In laboratory exposed to body fluids and tissues, some of which may be of high risk (i.e. contain Hazard Group 3 Pathogens).

Also exposed to COSHH regulated chemicals on a daily basis.

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery

- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

C. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.