

**CANDIDATE INFORMATION PACK
FOR
REGISTERED BIOMEDICAL SCIENTIST (BMS)**



Andover War Memorial Hospital

Basingstoke and North Hampshire Hospital

Royal Hampshire County Hospital

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack.

We hope this exciting and rewarding role catches your imagination and that you are encouraged to apply.

Hampshire Hospitals NHS Foundation Trust is committed to providing patients, visitors and staff with a high quality and safe environment. Patient care is at the heart of what we do. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to people living in Hampshire and parts of West Berkshire.

We provide some specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

Hampshire Hospitals NHS Foundation Trust provides one service from multiple locations including our own hospitals.

Basingstoke and North Hampshire Hospital (BNHH) and Royal Hampshire County Hospital (RHCH) both provide a full range of planned and emergency services including accident and emergency, general and specialist surgery, general medicine, intensive care, rehabilitation, chemotherapy, diagnostic services, maternity, neonatal, gynaecology, paediatric care and outpatient clinics. Andover War Memorial Hospital (AWMH) provides community and hospital services including a minor injuries unit, outpatient clinics, diagnostic imaging, day surgery, rehabilitation and maternity services.

The Trust employs around 5,000 staff and has a turnover of over £323 million a year. There are over 18,000 public and staff members. As a Foundation Trust it is directly accountable to its members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

The post holder will uphold the Trust's core values:

Compassion caring about our patients and our staff

Accountable and responsible, always improving

Respect for all colleagues, patients and their families

Encouraging and challenging each other to always do our best

The following is included in this information pack to help you with your application:

- Job Description
- Person Specification
- Additional information applicable for all posts

We look forward to receiving your application.

JOB DESCRIPTION	
Job Title:	Registered Biomedical Scientist (BMS)
Department:	Blood Sciences, (Haematology and Blood transfusion) Pathology Department
Division:	Family and Clinical Services
Salary Band:	Band 5
Accountable To:	Scientifically accountable to: Section Senior BMS Blood Sciences Managerially accountable to: Operational Manager Blood Sciences
Hours per week:	37.5
Location:	Hampshire Hospitals NHS Foundation Trust
JOB SUMMARY	
<p>A registered Biomedical Scientist delivering Blood Sciences services which contributes to the diagnosis, treatment and clinical care of the patient.</p> <p>The work involves the examination and processing of a wide range of samples submitted for diagnostic and screening purposes.</p> <p>A wide range of techniques are performed to detect, identify and monitor various pathological conditions. Biomedical Scientists will process the workload to the required standards using their skills to interpret and assess the significance of test results.</p> <p>They will ensure adherence to the department policies, procedures and methods.</p> <p>They will be committed to formally maintaining their skills and knowledge by appropriate training and self-education, thus allowing them to apply skills to the latest techniques and complex procedures.</p> <p>The post holder will be competent to work independently in all areas of the laboratory and be able to work as an autonomous practitioner participating in the out of hours /shift rota enabling a full 24 hour pathology service to be provided to the Trust.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<p>Principal responsibilities:</p> <ul style="list-style-type: none"> • Work flexibly to provide a service that is in the best interests of the department. • Be competent to work unsupervised in the laboratory and rotate through sections within the department in order to develop a multi-skilled and flexible approach. • To assess and interpret test results. • Responsible for the operational maintenance of laboratory equipment and environment. • Participate in all required internal & external quality assurance schemes. • Take appropriate action should the quality assurance systems be outside acceptable limits. • Assist the senior BMS staff with the development of the Blood Sciences services. • Contribute to the evaluation of working practices, laboratory protocols and SOP's. • Support the effective processing of the department workload. • Reception, preparation and processing of specimens. • The post holder will process the workload to the required high standard, whilst ensuring adherence to Trust and departmental policies, protocols and procedures applying their professional judgement and knowledge working within their boundaries. 	

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS	
Scientific & Technical Duties	<ul style="list-style-type: none"> Assess suitability of samples submitted for testing ensuring reliability of test results. Select and perform appropriate tests based on the request, clinical information, knowledge and experience ensuring accuracy of results. Select and perform additional tests as required based on knowledge and experience. Assess the performance of the test with regard to quality control procedures to ensure accuracy of results. Interpret the significance of the results. Report the test results appropriately to produce a meaningful, accurate report. Provide technical advice concerning specimen collection and testing methods to medical, nursing and other health professionals. Provide appropriate information to members of the public. Ensure equipment is maintained in a safe and functioning condition. Ensure stocks of test kits, reagents and stains are maintained. Ensure contaminated waste is disposed of appropriately and safely following laboratory policies.
Procedures	<ul style="list-style-type: none"> Adhere to Trust Health and Safety Regulations and Departmental standard operating procedures (SOP's), ensuring safe working practises are maintained at all times. Contribute to the regular review and developmental update of SOP's and protocols when required.
Quality	<ul style="list-style-type: none"> Follow Quality Assurance procedures, record results and take appropriate action if quality falls outside of acceptable limits. Carry out corrective action or inform senior laboratory staff when quality control procedures indicate a loss of performance. Assist with the review of procedures and SOP's as part of the quality management system.
Validation	<ul style="list-style-type: none"> Undertake technical validation of work being processed, using their knowledge and skills to instigate further techniques.
COMMUNICATION	
Communication	<ul style="list-style-type: none"> There is a considerable amount of liaison with members of the team, other hospital staff and users of the service. It is essential that a friendly, courteous and professional manner is promoted at all times. Strong communication skills are required within the team to ensure the continual and efficient running of the service. Able to respond to result enquiries from clinical staff and give complex information regarding patient results, appropriate samples or other scientific or technical enquires.
PLANNING AND ORGANISATION	
	<ul style="list-style-type: none"> Able to plan the workload within a section of the laboratory.
BUDGETARY AND RESOURCE MANAGEMENT	
Management and leadership.	<ul style="list-style-type: none"> Assist in the supervision and training of trainees and Medical Laboratory Assistants.
TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES	
Education and Training	

- Undertake appropriate training and continuing professional development programmes
- Participate in continuing education by attending regional meetings, update courses, workshops, and lunchtime education seminars.
- Provide support training and development for trainee staff in conjunction with the Training Officer and Senior staff. This may include providing feedback on their progress, and assistance with completion of log books and course work.

Research and audit

- Occasionally participate in evaluation testing and trials of new equipment and technologies as directed by senior staff.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

Information technology & Equipment

- Be familiar with coding, input and retrieval of information using the laboratory computer. Tasks required: data entry, results entry, patient history records and validation of negative results.
- Adhere to Trust Policy regarding the use of Laboratory Information Management System (LIMS) including Data Protection and Caldicott rules.
- Be competent in the use of laboratory equipment (centrifuges, safety cabinets, microscopes and analysers) and be responsible for the first line repair.

Environment and location. Health & Safety

- The job will involve extensive frequent exposure to blood and other body fluid sample that may contain pathogenic micro-organisms/viruses (e.g. Hepatitis, HIV, TB, salmonella, MRSA) and exposure to harmful chemicals.
- Personnel protective equipment to be used whenever appropriate.
- Work will require multitasking abilities both physically and mentally.
- Able to concentrate for prolonged periods on technically demanding procedures with attention to detail.
- Transport of chemicals, reagents and solutions requires some physical effort and adherence to manual handling procedures
- Maintain and promote high standards of health and safety at work.
- Disposal of specimens and used material in accordance with H&S guidelines and Pathology protocols.
- Provide the Health & Safety Officer with support in implementing policies and audit procedures.

Risk Management

- The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.
- Report and remedy where possible any instance or event which may cause a service delivery failure.
- All staff have a responsibility to report any risks, clinical and non-clinical accidents and incidents/potential incidents promptly and co-operate with any investigations undertaken.

Working relationships with

Senior Blood Sciences Staff

Consultant Haematologists

Clinical and non-Clinical Staff within the Trust

Clinical and non-Clinical Staff at other NHS and non NHS hospitals

Senior Pathology Staff

Sarum Rd Private Hospital, Hampshire Clinic Private Hospital, Community Hospitals

GP Surgeries

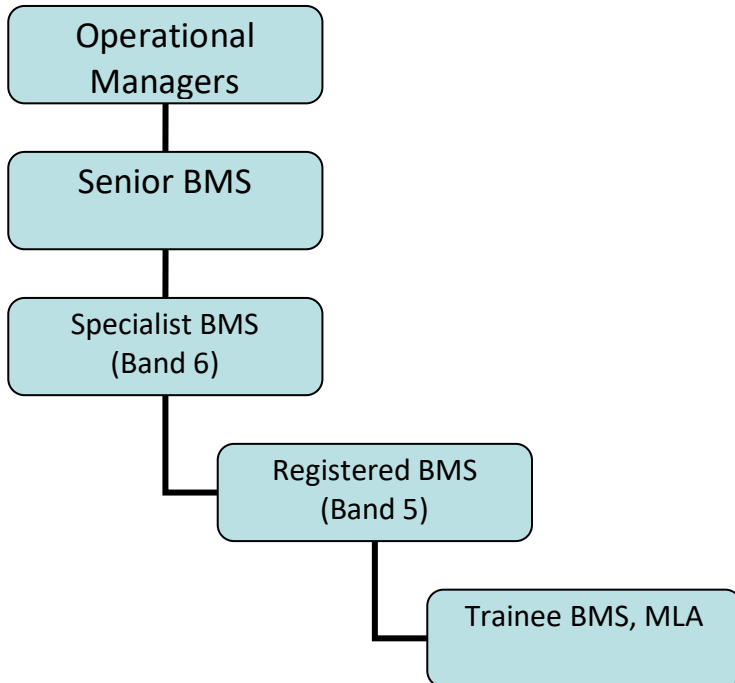
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



PERSON SPECIFICATION	
Job Title: REGISTERED BMS (BAND 5) BLOOD SCIENCES	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • BSc Biomedical Science Degree or equivalent • State registration with the Health and Care Professions Council • Evidence of a Continuing Personal Development Programme 	<ul style="list-style-type: none"> • Membership of a professional body • Committed to Professional development.
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of general Biochemistry or Haematology and Blood transfusion techniques, acquired for example from BSc, lab experience and IBMS registration portfolio. • Ability to work with minimal supervision. 	<ul style="list-style-type: none"> • Basic computer skills an advantage
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> • Able to communicate information clearly and professionally to other Healthcare Professionals. • Be able to follow technically complex protocols and procedures. • Ability to organise own workload • A high degree of manual dexterity is required. 	<ul style="list-style-type: none"> • Keyboard skills and basic computer skills such as European Computer Driving Licence.
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Meticulous, conscientious, enthusiastic and self-motivated. • Ability to use initiative and prioritise work. • Ability to concentrate for long periods performing technically demanding procedures. • Able to work under pressure, meet deadline and targets. • To work both individually and as a team. • Ability to follow a set procedure and follow protocols meticulously. • Able to meet Occupational Health standards • Good attendance record. • Flexibility to adapt quickly and efficiently to 	<ul style="list-style-type: none"> • Willing to work flexibly. • Committed to delivery of Healthcare to approved service levels specifications. • Ability to work alone and under pressure. • Normal colour vision.

changing work practises.	
--------------------------	--

Post holders signature: Date:

Managers' signature: Date:

APPENDIX A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of

conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.