

## Job Description

<b>Job Title:</b> Specialist Biomedical Scientist	<b>Band:</b> 6
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<b>Accountable to:</b> Laboratory Manager
<b>Reporting to:</b> Advanced Biomedical Scientist
<b>Responsible for:</b> Biomedical Scientists, Trainees and non-registered support staff
<b>Key Relationships with:-</b> Laboratory manager, Biomedical Scientist, Senior Biomedical Scientist, Clinicians, Pathology colleagues, and other Healthcare colleagues

### Job Summary:

- Processes specialist investigations in department
- Provides specialist advice to clinicians as to appropriateness of tests and timescales
- Provides specialist service e.g. training, problem solving for specialist requirement
- Work independently and lead on specialist area as directed by Lead BMS
- Acts as mentor for more junior scientific and support staff
- To work flexibly in reflection of service needs this may include an extended working day and/or participation in delivery of a 24 hour, 7 days per week service
- Supervises and/or trains less experienced staff in own area of work
- The work of the service brings staff into constant contact with human body fluids, tissues and hazardous chemicals.
- This may include blood, pus, urine, faeces, and respiratory secretions
- Maintain and promote professional image of the pathology department.
- Where required, to lead and supervise a section of the laboratory.

NB: Post holder must not work outside their defined field of competence

### Key Duties of the role

#### Technical and scientific:

- Resolution of complex equipment or process problems.
- Perform manual, semi-automated and fully automated laboratory investigations, including specialist investigations, within defined service area accurately and efficiently.
- Participate in the day to day management of stock control and usage. This may include maintaining Blood Transfusion stock levels and records and monitor usage to ensure efficient use where appropriate.
- Undertake quality control procedures and the processing of quality control material as per established protocols.
- Be aware of current advances and appraise new techniques.
- Validate test results, including specialist tests, and escalate where appropriate in line with established protocols.
- Clean and maintain equipment, including specialist equipment, to achieve the optimum instrument performance and maintain a clean and safe working environment.
- Perform troubleshooting in line with established protocols and report any faults to a senior member of staff.
- Participate in Research and Development, clinical trials and equipment testing.

#### Communication

- Communicates with colleagues, clinicians about investigations required, explains complex information and results, provides instruction to groups of health service staff.
- Influence clinicians regarding appropriate test usage and to inform of result or technical requirements of a sample.
- Liaises with other departments, agencies, suppliers in relation to tests and services required.

- Communicates with service users, including patients as appropriate.

#### **Information resources**

- Records and interprets test results/ maintains integrity, accuracy of laboratory data, including data entered by others
- Responsible for laboratory data and creation of specialist reports
- Be able to record and collate test results on the computer and manual systems in accordance with agreed standard operating procedures.
- To ensure patient confidentiality and conformance to Data Protection Act and Caldicott Guidelines.
- Be able to use Laboratory Information system, email, internet and automated operating systems, and other software packages as required to create specialist reports

#### **Quality/ Governance/ Risk Management**

- Follow policies and procedures ensuring that the quality management system of the Trust is complied with.
- Propose and implement changes to policies and Standard Operating Procedures within own area.
- Participate in audits and where appropriate, propose service improvements for own area.
- When incidents occur, take immediate appropriate action and ensure incident forms and risk assessments are completed. Contribute to investigations and implement recommendations as directed.
- Where appropriate, complies with statutory requirements, e.g. NHS Cervical Screening Programme, MHRA.

#### **Education, Training and Development**

- Supervise and mentor staff as appropriate, including trainees, support workers, students, provides practical and theoretical training to groups.
- Participates in appraisal process in line with current policies.
- Responsible for personal education, training and competencies to ensure recorded continual professional development.
- Maintain registration with Health and Care Professions Council.

#### **Leadership and line management responsibilities:**

- Plans and prioritises own workload and co-ordinates the work of junior staff.
- Be involved in the induction of new staff.
- Undertake appraisals in line with current policies.
- To supervise and lead a section of the laboratory as required.

#### **Other responsibilities:**

The post-holder will be expected to participate in the delivery of specific duties and/or specialised responsibilities in line with the banding of the post. Additional responsibilities will be assigned to the post holder depending on the needs of the Board. These responsibilities will be agreed with the post holder, will be subject to regular review and may be amended at any time with the post holder's agreement. These responsibilities may be associated with specialised roles.

#### **General**

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.

- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

## Person Specification

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**Band:** 6

Criteria	Essential	Desirable
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>Theoretical knowledge and practical experience of specialist biomedical procedures relevant to post.</li> <li>Substantial practical experience of working in a Biomedical Science laboratory.</li> <li>Experience of Pathology IT systems.</li> <li>Experience of Quality Management Systems.</li> <li>Experience of performing Risk Assessments.</li> </ul>	<ul style="list-style-type: none"> <li>European Computer Driving Licence or equivalent</li> <li>Previous relevant experience of working in the NHS</li> <li>Previous experience of line managing staff</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>HCPC Registration as a Biomedical Scientist</li> <li>Biomedical Science Degree or equivalent</li> <li>Additional appropriate specialist qualification if required</li> <li>Evidence of CPD</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate Post Registration IBMS Specialist Diploma or IBMS diploma in Biomedical Science</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>Willingness to undertake cross training to extend skill set to deliver role.</li> <li>Excellent communication skills, both written and verbal</li> <li>Interpretation and analytical skills</li> <li>Demonstrable interpersonal skills - can work as part of a team or independently</li> <li>Able to prioritise own workload and that of others to meet needs of the service</li> <li>Ability to concentrate for prolonged periods of time</li> <li>High degree of manual dexterity to perform complex laboratory techniques</li> </ul>	<ul style="list-style-type: none"> <li>Proven influencing and negotiating skills at all levels</li> <li>Demonstrable mentoring skills</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>High level of accuracy and attention to detail</li> <li>Integrity and personal credibility.</li> <li>Strives for excellence.</li> <li>Self-motivated and able to motivate others.</li> <li>Ability to be flexible and respond to the needs of the service.</li> </ul>	<ul style="list-style-type: none"> <li>Credible and effective leadership qualities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work with minimal supervision.</li> <li>• Ability to work under pressure and meet deadlines where there are competing demands.</li> <li>• Puts the patient first in everything that is undertaken</li> <li>• Awareness of self and impact on others</li> </ul>	
<b>Values and Behaviour</b>	<ul style="list-style-type: none"> <li>• Team working <ul style="list-style-type: none"> <li>○ Provide support to one another, working collaboratively</li> <li>○ Be honest, open and respect everyone by using the appropriate language</li> <li>○ Treating all people with high regard, respect, consideration and appreciation, acknowledging individual diversity, contributions and successes</li> <li>○ Respect everyone's strengths and use them whenever possible</li> <li>○ Go the extra mile for customers (internal and external)</li> </ul> </li> <li>• Quality <ul style="list-style-type: none"> <li>○ Think "quality" for all you do</li> <li>○ Keep a clean, healthy and safe work environment</li> <li>○ Understand the performance levels and standards required within own role</li> <li>○ Strive to achieve business excellence and, where possible, exceed performance and standards</li> <li>○ Find new ways to deliver improvements, efficiencies and value for money</li> </ul> </li> <li>• Reliability <ul style="list-style-type: none"> <li>○ Deliver a high quality service that is consistently timely and accurate</li> <li>○ Have a common understanding and agreement about our performance and targets</li> <li>○ Take pride and ownership in all that you do</li> <li>○ Be honest and truthful</li> </ul> </li> <li>• Focus on customers and their changing needs</li> </ul>	