

JOB DESCRIPTION

Job Title:	Specialist Biomedical Scientist
Band	6
Care Group	Specialties
Directorate:	Pathology
Department:	Haematology, Coagulation and Transfusion
Location:	Royal Bournemouth Hospital
Accountable to:	Haematology and Transfusion Laboratory Managers
Accountable for:	Not applicable
Main Purpose	A HCPC registered, experienced scientist providing a specialised, diagnostic, clinical Haematology, Coagulation and Transfusion service contributing to clinical care of patients within the hospital and community.

General Duties

To carry out, unsupervised, routine and more complex investigations and analyses, which enable population screening for inherited or malignant disorders. They use acquired specialist knowledge of the latest biomedical techniques such as gene probe/molecular technology and complex instrumentation alongside more traditional manual methods of investigation.

To be responsible for delegated tasks, involved in the day-to-day organisation and delivery of a clinical pathology service that enables high standards of patient care. They assist in the teaching and development of staff. They are expected to maintain an up to date knowledge of developments in Haematology / Blood Transfusion as part of their continuing professional development (CPD).

To be an autonomous specialised practitioner on the out of hour's rota to provide a 24-hour pathology service for the Trust.

Communication and Working Relationship Skills

- To communicate effectively with all members of the Haematology, Coagulation and Transfusion teams, other disciplines within Pathology and other health professionals as appropriate.
- To respond to enquiries from clinical staff regarding - patient results, appropriate test requests, samples required, and other technical or scientific queries.
- Responding to telephone enquiries from patients with appropriate action - in line with

professional registration body regulations.

- To actively participate in team meetings and to inform effectively at handover.
- To contact service users in case of any problems with received samples.
- Liaise with the National Health Blood and Transplant Service.

Analytical and Judgemental Skills

- To provide specialist analysis of specimens received using complex diagnostic procedures in all areas of the laboratory.
- To maintain a high standard of professional expertise and scientific skill in the performance of all tests and investigations.
- To interpret results of tests and produce reports for clinical staff which are accurate, relevant and timely.
- To recognise and communicate to clinical staff test results requiring urgent action by clinical staff.
- To ensure that important, unusual or aberrant patient results or Quality Control results are brought to the attention of senior staff.
- To report non-conformities and anomalies as soon as possible.
- To deal appropriately with complex or sensitive test results.
- To participate in internal quality control and external quality assessment Schemes.
- Participate in Haematology / Coagulation / Transfusion Point of Care Testing schemes, including Quality Control, routine maintenance and patient testing.
- To follow the standard operating procedures (SOPs). To participate in the regular review and update of SOPs. Suggest changes to work practices within the section and assist implementation.
- Monitor and Refer inappropriate requests to senior/ consultant staff.

Planning and Organisational Skills

- To be skilled in the day to day organisation of work.
- To be committed to acquiring new skills in response to a changing work environment.

Responsibility for Patient/Client Care, Treatment and Therapy

- Issue Factor Concentrates directly to patients on demand.
- Provision of compatible blood and blood products in emergency situations.
- Visits to clinical areas for routine maintenance and checking of remote blood fridges.
- Examination of normal and abnormal blood smears using microscopy.
- To perform specialised coagulation tests and to use specialist knowledge and experience in the interpretation and authorisation of such tests adding appropriate comments, initiating further testing or referring to consultants where appropriate and to ensure these investigations are reported in a timely fashion.

Responsibility for Policy / Service Development

- To contribute to the development and implementation of standard operating procedures and protocols.
- To assist Section Leader in method and instrument validation, verification and the introduction of approved methods into the laboratory.
- To maintain an awareness of developments and provide suggestions for implementation as appropriate.
- To assist the Section Leader in preparing, writing, reviewing and amending SOPs and other documents on a regular basis within the section.

Responsibility for Finance, Equipment and Other Resources

- To be competent in the use of complex analysers and equipment and be responsible for maintenance, trouble-shooting and first line repair of analysers and equipment.
- Maintain appropriate stock levels of reagents and consumables within the specialist area following appropriate policies and procedures, under the direction of the section leader.

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- In conjunction with the Senior BMS and Chief BMS, the Specialist BMS will have responsibility for the day to day supervision, education and training of Trainee BMS and laboratory MLAs.
- To deputise for a Senior BMS in their short term absence
- To assist the Senior and Laboratory Managers with training, development of all grades of staff.
- To act as mentors for Trainee Biomedical Scientists.
- Provide orientation and introductory training to new laboratory staff as directed.

Responsibility for Information Resources and Administrative Duties

- To be competent in the use of each of the laboratory information systems (LIMS) in each of the three departments, to be able to input data and results and extract data and resolve common errors and problems.
- To ensure that records are kept up to date and stored safely to ensure compliance with ISO15189 standards and MHRA.
- To comply with good laboratory practices required for the ISO15189 standards and MHRA.
- To undertake work file management to ensure that reporting of results are carried out in a timely fashion.
- To enter their own results and those obtained by others into the LIMS.
- Check, and correct if necessary, information input by other laboratory staff.
- To maintain the integrity and accuracy of laboratory databases.
- To use Trust wide IT systems as appropriate following Trust Policies, guidelines and procedures.
- To assist in the audit of data held on the pathology laboratory information system.

Responsibility for Research and Development

- To participate in research projects and quality audits.

Freedom to Act

- To be competent to work unsupervised in all areas of the laboratory.
- To be competent to work alone during out of hours duties.

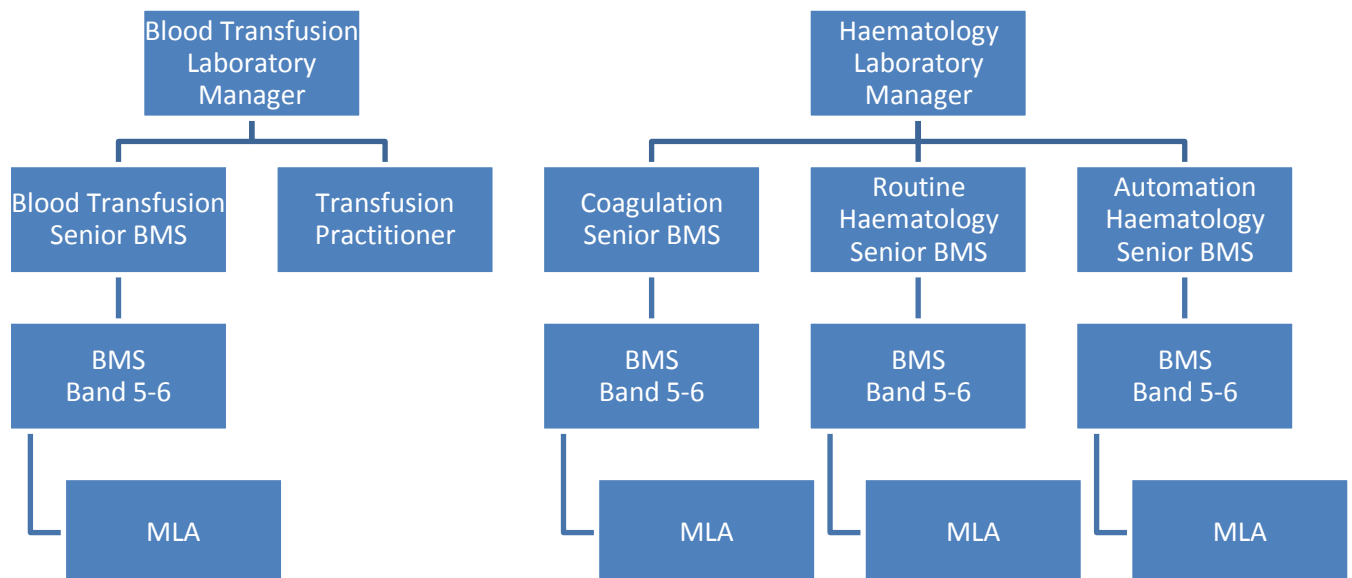
Mental, Physical, and Emotional Effort

- Frequent exposure to unpleasant bodily fluids including blood, urine, and CSF.
- Frequent handling of samples likely to cause disease including high-risk organisms (for example those causing HIV, Hep B, Hep C and variant CJD)
- High degree of manual dexterity and accuracy required
- Prolonged periods of concentration
- Extensive use of microscopes
- Extensive use of computers and DSE
- Working alone out of normal hours covering the departments of Haematology, Coagulation and Blood Transfusion.

Any Other Specific Tasks Required

None

Organisational Structure of Department



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 £147 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 as our two hospital trusts also merge.

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 its 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.