Job Description

Job Title:	Haematology Clinical Scientist (CSci)
Band:	7
Hours:	37.5
Base:	Luton & Dunstable University / Bedford Hospital, and any other associated Trust establishments across the Bedfordshire Hospitals NHS Foundation Trust including outreach clinics and establishments used in the course of Trust business (if necessary for the role).
Reporting to:	Clinical Lead for Laboratory Haematology
Terms and Conditions of Service	Currently those of Agenda For Change and other local agreements

1. JOB SUMMARY

1.1 Details of specific service/department responsibilities, accountabilities and objectives are listed in the Role Descriptor document incorporated with this Haematology Clinical Scientist job description.

1.2 The post holder will perform a broad and demanding range of scientific work in order to understand and improve working practices in the Clinical Haematology (Blood Sciences) Laboratory and throughout the hospital.

1.3 The post holder will work with the clinical haematology, laboratory manager and seniors in the provision of a comprehensive and quality assured clinical consultative and scientific service within the department.

1.4 The post holder will maintain areas of specialised knowledge and take responsibility for provision of scientific services in those areas.

1.5 The post holder will deliver, on his/her own responsibility, a range of complex scientific work demanding skilled performance.

1.6 The post holder will maintain state registration as a Clinical Scientist in Clinical Haematology.

1.7 The post holder will undertake an appropriate scheme of training to achieve Fellowship of the Royal College of Pathologists (FRCPath).

1.8 The post holder will work with considerable autonomy, but the ultimate responsibility for the quality of work will lie with the Haematology Consultant.

1.9 The post holder will assist the laboratory manager and Haematology Consultant in the delivery of a high quality, efficient and effective service, through the Quality Management System [QMS] and quality monitoring process using key performance indicators. They will be responsible for implementing change as directed by the national guidelines, when delegated or appropriate to service needs.

1.10 The post holder is expected to implement policies and procedures ensuring that the service complies with current UKAS standards, national and European legislation and discipline specific regulatory bodies.

2. OBJECTIVES, PURPOSE & RESPONSIBILITIES OF THE POST

2.1 To be involved in all aspects of the day-to-day operation to UKAS standards of the Clinical Haematology (Blood Sciences) Laboratory with appropriate technical support. This will include:

- Running and maintenance of specialised instrumentation as required;
- Using relevant Pathology and Trust IT systems (e.g. LIMS, ICE);
- Performance monitoring and EQA;
- Demand management of haematology assays and subsets of blood transfusion requests;
- Training of pre-registration Clinical Scientists, Biomedical Scientists and others as appropriate.

2.2 As a Clinical Scientist registered with the Health and Care Professions Council (HCPC). The post holder will provide appropriate advice and result interpretation on the tests performed within the department under the overall supervision of the Haematology Consultant.

2.3 To be responsible for clinical oversight of tests, changes to tests and newly introduced tests within the laboratory service pertinent to Haematology.

2.4 To review the impact of changes on existing clinical guidelines and to develop new guidelines where required.

2.5 To be the clinical lead for quality control in liaison with the senior team.

2.6 To contribute to the development and selection of analytical methods employed and to maintain awareness of their reactions, limitations and causes of interference or error. This knowledge is essential for the validation of reports, identifying errors and explaining anomalous results to clinical staff.

2.7 To be involved in a medium-term service development and enhancement including:

- Setting of service standards for the laboratory, particularly those related to automated testing;

- Participation in clinical audit within Clinical Haematology (Blood Sciences) and in liaison with other departments;
- Attending Clinical Haematology (Blood Sciences) Senior Staff Meetings;
- Equipment selection and evaluation;
- Evaluation and implementation of new methods;
- Making recommendations on clinical protocols;
- Evaluation of published developments and innovations;
- Regular research and development.

2.8 Where delegated, to be responsible for the formulation and implementation of Standard Operating Procedures [SOP] for the department utilising the Document Management Module of the Q-Pulse system.

2.9 Participate in the general clinical support rota during the working day under the supervision of the Haematology Consultant. This includes clinical validation of haematology results and dealing with telephone enquiries concerning the use and interpretation of pathology tests.

2.10 To contribute on matters of quality assurance related to laboratory analysis and to take appropriate action when errors are identified.

2.11 To use patterns of abnormalities in laboratory results together with clinical details on a patient and general clinical knowledge and experience to formulate advice on differential diagnoses and the appropriateness of treatment.

2.12 To maintain an up-to-date knowledge in procedures associated with clinical haematology in order to give scientific and clinical advice.

2.13 To ensure clinical incidents and complaints are reported and investigated.

2.14 To communicate verbally and in written reports the results of scientific investigations to clinicians and other healthcare professionals.

2.15 Participate in local and National training and to work towards professional qualification e.g. FRCPath. The Trust will provide appropriate study leave and support, as this is a training post.

2.16 Participate in national activities, where requested.

2.17 In order to fulfil the requirements of the post a period of secondment to a specialist laboratory may be necessary.

2.18 Attend appropriate clinical meetings including outpatients' clinics and wards of specialised interest. This will comprise adult and neonatal intensive care and Haematology's outpatient clinics.

2.19 To bring to the attention of the laboratory manager and Haematology Consultant any problems or difficulties encountered in the performance of their duties.

2.20 To participate in evidence based training and maintain a level of knowledge to fulfil this role through Continual Professional Development [CPD] for retention of HCPC Registered Clinical Scientist status.

2.21 Bridge the gap between the clinical team and the laboratory and offer opportunities to interact with users of the Service.

2.22 To participate in repatriation of assays and enhancement of testing repertoire within the laboratory.

2.23 Be the first point of call for GPs and clinicians (particularly junior doctors) to ask advice and guidance regarding interpretation of test results, referral to Haematology outpatient clinics, and tests requirement prior to the clinic appointment. This will prevent unnecessary referrals and ensure Consultants have relevant results when seeing a new patient in clinic.

2.24 To attend an annual appraisal from your line manager.

2.25 Undertake other duties commensurate with the post as directed.

N.B. This job may involve the manual handling of heavy loads, for which training will be given. If there is any reason why you should not do this, it is your responsibility to inform your manager immediately.

3. GENERAL:

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.

4. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

5. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

6. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

7. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary

action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

8. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

9. INFECTION CONTROL

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

10. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures