

## JOB DESCRIPTION

### CARDIFF AND VALE UNIVERSITY HEALTH BOARD

#### JOB DETAILS

<b>Job Title:</b>	Biomedical Scientist
<b>Pay Band:</b>	Agenda for Change Band 5
<b>Department:</b>	Medical Biochemistry and Immunology
<b>Directorate:</b>	Medical Biochemistry and Immunology
<b>Clinical Board:</b>	CD&T
<b>Base:</b>	UHW

#### ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Laboratory Service Manager
<b>Reports to:</b>	Lead Biomedical Scientist of current section of work
<b>Professionally Responsible to:</b>	Laboratory Service Manager

#### Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.



## **JOB SUMMARY/JOB PURPOSE**

To provide, in a professional manner, quality analysis of biochemistry tests for patients of the Cardiff and Vale University Health Board, Cardiff and Vale Local Health Boards, and for tertiary referral samples from other UK laboratories sent for specialist investigations.

## **DUTIES AND RESPONSIBILITIES**

1. Works to defined departmental protocols to produce accurate and quality analytical results necessary for the monitoring and treatment of patients
2. Uses and maintains laboratory equipment safely and competently (on a 24hour basis).
3. Will participate in the departmental 24/7 shift service in order that essential analyses can be made available at all times for patient care.
4. Accurately records all patient test results and quality control data using the laboratory computer system(s)
5. Liases closely with section Senior Biomedical Scientist for advice and guidance on clinical and technical matters
6. Rotates through the various sections of the department to develop a wide knowledge base of Medical Biochemistry.
7. Whilst working in certain sections of the laboratory undertakes point of care services to other professionals by maintaining and checking equipment in use in ward areas.
8. Attends meetings and seminars for Continuing Professional, and Scientific Development
9. Maintains patient confidentiality at all times in accordance with Health Profession Council guidelines
10. Maintains a clean and tidy work space and works safely at all times, abiding by current H&S requirements, protecting him/herself and others from the enhanced risks associated with the handling of human body fluids, waste material and dangerous chemicals.
11. Communicates patient test results to clinical staff as required
12. Maintains state registration with the Health Professions Council
13. Follows the policies and procedures of the Health Board, and Codes of Conduct and professional guidelines as laid down by the Institute of Biomedical Science and the Health Professions Council.
14. To rotate through the routine sections of the laboratory, as required.
15. To perform any other duties commensurate with the post as mutually agreed

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy

and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared:** 17<sup>th</sup> April 2009

**Prepared By:** Nigel Roberts

**Date Reviewed:** 04/04/2019

**Reviewed By:** Nigel Roberts

## PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

<b>Job Title:</b>	Biomedical Scientist	<b>Department:</b>	Medical Biochemistry and Immunology
<b>Band:</b>	AFC Band 5	<b>Clinical Board:</b>	CD&T

<b>Base:</b>	UHW
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	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Honours science degree recognised for HCPC registration  HCPC Registration Certificate.	Degree in Biomedical Sciences  Membership of professional body	Application Form Certificate Check   Registration Card – Nurse/PAM*
<b>EXPERIENCE</b>	Basic laboratory skills.	Experience of working in a Medical Biochemistry laboratory	Application Form Interview References
<b>SKILLS</b>	Good keyboard skills. Good spoken and written English Manual dexterity	Good working knowledge of Microsoft Office programs (i.e. Word, Excel, Powerpoint)	Application Form Interview References
<b>SPECIAL KNOWLEDGE</b>			Application Form Interview References
<b>PERSONAL QUALITIES</b> (Demonstrable)	Good communication skills. Ability to work as member of a team. Dependable		Application Form Interview References
<b>OTHER</b> (Please Specify)		Ability to speak Welsh	Pre-employment health assessment

<b>Date Prepared:</b>	17/4/2009	<b>Prepared By:</b>	Nigel Roberts
<b>Date Reviewed:</b>	04/04/2019	<b>Reviewed By:</b>	Nige Roberts

