

# **PUBLIC HEALTH WALES**

## **JOB DESCRIPTION**

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### **JOB DETAILS**

<b>Job Title:</b>	<b>Biomedical Scientist</b>
<b>Pay Band:</b>	AfC Pay Band 5
<b>Hours of Work:</b>	37.5
<b>Division:</b>	Public Health Wales Health Protection Service
<b>Base:</b>	PHW Microbiology,

### **ORGANISATIONAL ARRANGEMENTS**

<b>Accountable to:</b>	Laboratory Manager
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<b>Reporting to:</b>	Operational Manager through the Team Leader
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<b>Responsible for:</b>	Own work
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### **JOB PURPOSE**

The post holder works as a Biomedical Scientist and contributes to service delivery under the supervision of Senior Biomedical Scientists. Some rotation of duties will be required according to training needs and the operational requirements of the laboratory.

To undertake aspects of diagnostic laboratory work within the Microbiology department.

To achieve and demonstrate a level of practical ability and academic knowledge sufficient to satisfy and maintain the requirements of professional registration as a Biomedical Scientist.

The post holder will work as part of the laboratory team, where appropriate liaising with medical staff, other laboratory staff, hospital/Trust staff, customers and members of the public.

The Public Health Wales Microbiology regions are part of an all-Wales Microbiology network that provides support for Health Protection across Wales. As such you could be required at short

notice to respond to public health emergencies, including outbreaks and other emergency situations.

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## **1. Communication and Relationship Skills**

- 1.1 To deal helpfully, confidently and efficiently with patients, staff and visitors to the laboratory.
- 1.2 To actively participate in departmental meetings, communicate and liaise effectively with all members of staff in the laboratory.
- 1.3 Undertakes the transmission of authorised laboratory test results (paper, electronic, verbally), including provision of telephoned urgent and emergency results.
- 1.4 Performs specimen reception tasks including receiving, sorting and distribution of specimens from patients, checking specimens against request forms submitted from own and other laboratories/departments.

## **2. Knowledge, Training and Experience**

- 2.1 Trains in laboratory working practice in appropriate sections of the laboratory. Maintain and comply with requirements for registration as a Biomedical Scientist with the Health and Care Professions Council (HCPC). Undertake and establish evidence of continuing professional development and proficiency in order to maintain Health and Care Professions Council (HCPC) registration.
- 2.2 Seeks and completes further academic/practical training as necessary as a condition of professional registration.
- 2.3 Acquires and retains a working knowledge of laboratory operating procedures, quality assurance systems and health and safety policies
- 2.4 To be conversant with and undertake duties in accordance with the agreed guidelines, policies and procedures of the Public Health Wales, Health Protection and the host trust where relevant.

2.5 Participate in the provision of a 24 hour 'Out of hours' service on a rotational basis. Participate in the weekend diagnostic service on a rotational basis and work unsocial hours as required. This will require taking responsibility for the laboratory service and support staff during the shift period without direct supervision.

### **3. Analytical and Judgemental Skills**

3.1 Undertakes routine diagnostic laboratory procedures, with appropriate supervision, to include; Specimen processing, including serum separation, labelling and inoculating of selected clinical samples. (The post holder handles body fluids and materials)

To establish the presence of infection through antibody/antigen detection.

To establish the presence of infection through molecular assays.

To establish the significance of bacterial pathogens, developing the knowledge to use highly specialised manual, semiautomated and fully automated analytical techniques.

3.2 To recognise labelling problems with specimens and reject according to specimen acceptance protocol.

3.3 To recognise relevant clinical details and process specimen accordingly using knowledge and experience.

3.4 To recognise unlabelled high risk specimens and process accordingly.

3.5 To recognise and make senior staff aware of urgent specimens.

3.6 To recognise incorrect specimen types and make staff aware of need for repeat.

3.8 To be adaptable to change and train/work flexibly in all sections of the department as necessary.

3.9 Follows Standard Operating Procedures (SOP), in the performance of laboratory investigations, Quality Management, Health and Safety and other laboratory processes.

## **4. Planning and Organisational Skills**

- 4.1 Prioritise own work.
- 4.2 Assist in demonstration to and guidance of new Medical Laboratory Assistants.
- 4.3 Contribute to organisation of own workload through liaison with senior staff.
- 4.4 Prepares specimens for diagnostic testing according to available algorithm, advice and guidance available from higher level support workers.
- 4.5 Checks all details from form according to specimen acceptance policy, and rejects unsafe specimens.
- 4.6 Checks previous details from patient, and draws attention to (Unlabelled) high risk status
- 4.7 Prepare samples for additional tests at reference laboratories, enter and record data prior to sending.

## **5. Physical Skills**

- 5.1 Perform manual and computerised data entry to ensure data accuracy when entering demographics, specimen related information and results into the laboratory information system.
- 5.2 Use and operate expensive equipment that include: laboratory computer, centrifuge, sample processors, pipettes and molecular diagnostic equipment.
- 5.3 To use varied pipettes requiring high levels of hand eye coordination and accuracy.
- 5.4 Aid in stock control and stock movement

## **6. Responsibility for Patient /Client Care**

- 6.1 Prepares specimens for diagnostic testing according to available algorithm, advice and guidance available from higher level support workers.

- 6.2 Checks all details from form according to specimen acceptance policy, and rejects unsafe specimens
- 6.3 Checks previous details from patient, and draws attention to (unlabelled) high risk status.
- 6.4 Prepare samples for additional tests at reference laboratories, enter and record data prior to sending.
- 6.5 Undertakes more complex specimen processing, under specialised conditions e.g. processing of samples in containment level 3 facilities.
- 6.6 Performs manual and computerised data entry to ensure data integrity when entering demographics, specimen related information and results into the laboratory information system.

## **7. Responsibility for Policy / Service Development Implementation**

- 7.1 Propose changes to methods
- 7.2 Contribute to service development through participation in research, evaluation of laboratory methods/equipment and implementation of new techniques.

## **8. Responsibility for Financial and Physical Resources**

- 8.1 Operates, monitors and undertakes routine daily maintenance of laboratory equipment including, computers, automated analysers and microscopes used by all staff.
- 8.2 Monitors local stock levels of consumables, kits and reagents including taking delivery of, signing for and moving stock as necessary.
- 8.3 Use and operate expensive equipment that include: laboratory computer, centrifuge, sample processors, pipettes and molecular equipment.
- 8.4 Contributes to the care, maintenance and security of laboratory premises and equipment.

8.5 Collects and safely disposes of Laboratory waste with strict adherence to the Laboratory's safe waste disposal policy.

## **9. Responsibility for Human Resources**

9.1 Demonstrates own duties to new staff, under supervision of higher level support workers

## **10. Responsibility for Information Resources**

10.1 Perform manual and computerised data entry to ensure data accuracy when entering demographics, specimen related information and results into the laboratory information system.

10.2 To record names of receivers of verbal reports according to the telephone policy.

10.3 To file and retrieve all specimen forms to ensure information is available, accurate and up to date for future reference and complies with the Data Protection Act.

## **11. Responsibility for Research and Development**

11.1 Undertakes appropriate academic and professional training that will lead to post registration qualification as a Biomedical Scientist.

11.2 Participates in work based research projects, in support of service development/improvement.

11.3 Participates in trials as required.

## **12. Freedom to Act**

12.1 Responsible for own work

12.2 Follows Standard Operating Procedures and Policies, asks advice when necessary.

### 13. Physical Effort

- 13.1 Frequent sitting or standing whilst processing samples and using a computer. Repetitive movements whilst processing some samples.

### 14. Mental Effort

- 14.1 Prolonged concentration is required whilst processing clinical and carrying out complex investigations.

### 15. Emotional Effort

- 15.1 Occasional exposure to confrontational queries from staff involving specimens not received, leaked and not tested.  
15.2 Occasional exposure to similar behaviour from patients not given results due to data protection and Caldicott guidance.

### 16. Working Conditions 15.3

Use of computers on rotation.

- 15.4 Exposure to infectious material (contained and uncontained) when handling cultures and processing specimens.

- 15.5 Exposure to foul smells generated by cultures and certain specimens.

- 15.6 Unpleasant smells from discarded waste.

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### COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager / supervisor.

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### REGISTERED HEALTH PROFESSIONAL

All employees of the Trust 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.

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## **SUPERVISION**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **ANNUAL APPRAISAL**

All staff are required to participate in joint annual appraisal and development reviews.

## **RISK MANAGEMENT**

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## **RECORDS MANAGEMENT**

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work".

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## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with



management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

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### **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

### **CONFIDENTIALITY**

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All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.

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**Public Health Wales NHS Trust is a non-smoking  
environment.**

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