

JOB DESCRIPTION

JOB DETAILS

Job Title: Biomedical Scientist

Grade: Band 5 (C1502)

Salary Scale:

Hours of Work: 37.5 hours per week

Department / Ward: Generic
Base: Pathology

ORGANISATIONAL ARRANGEMENTS

Accountable to:

1. (Managerially) Lead Biomedical Scientist
2. (Reporting) Section Leader
3. (Professionally) Clinical Head of Department

Responsible for: Supervising

1. Trainee Biomedical Scientists and Healthcare Scientist
Support workers within allocated area of work.
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JOB PURPOSE

As a Biomedical Scientist the post holder will be expected to work within the professional standards expected as a registrant of the Health Professions Council (HPC) and maintain a portfolio of evidence supporting Continuing Professional Development (CPD).

Duties as a Biomedical Scientist will include performing a range of scientific procedures involving the processing of biomedical specimens to contribute to the diagnosis, treatment and monitoring of diseases and investigation of pathological processes.

The post holder will be required to conform to agreed standard operational procedures, Health & Safety procedures, departmental and organisational policies and good laboratory practice. Within their work duties the post holder will be expected to comply with the standards as required of Clinical Pathology

Accreditation (UK) and other relevant professional and Legislative Bodies (e.g. H.T.A., B.S.Q.R.)

The post holder will be required to work on a rotational basis through the different sections of the department, and may be required to work on any site within the Aneurin Bevan Local Health Board (ABLHB) to enable continuity of service throughout core and unsocial hours. Where necessary cross-discipline working will be required.

Subject to meeting the necessary competence requirements, the post holder will be required to participate in patterns of work which are in place to ensure the provision of appropriate 24 hour laboratory services, in accordance with the requirements of the clinical services users.

DUTIES AND RESPONSIBILITIES

Communication

- Effectively communicates internally within the department as well as with other departments and outside agencies, disseminating advice and information efficiently. Deals politely with all service users, showing sensitivity as appropriate.
- Attends and participates in departmental meetings and tutorials as required by the departmental manager.
- Maintains good relations with all members of staff and promotes effective teamwork as required within the Dignity at work policy
- Deals with telephone enquiries including provision of results to wards, clinics and GP surgeries as per the laboratory Standard Operating Procedure.
- Ensures organisational regulations regarding appraisal, sickness, annual leave, special and study leave etc are followed.

Analytic, Scientific and Technical

- According to departmental Standard Operating Procedures (SOPs) and within the individuals competence limits, prepares, maintains and calibrates a variety of scientific equipment and analysers. Performs reagent and consumable inventory checks, replenishment, performing system checks, acting on the results of these checks, processing quality control samples to establish acceptable system performance and taking any corrective action.
- Performs manual, semi-automated and fully automated laboratory investigations, adhering to the departmental SOPs and subject to competency assessment. Undertakes the generation of test results to produce reports that are accurate, timely and relevant to clinical staff.
- As per departmental protocols, and where required, national guidelines, performs manual laboratory tests, reagent preparation and sample pre-

treatment. Tabulates and interprets results and performs confirmatory testing when required.

- Measures and monitors the quality of laboratory investigations using appropriate internal and external quality procedures. Takes corrective action when quality control or assurance procedures show loss of performance according to laboratory protocols.
- According to laboratory protocols technically verifies results for release into laboratory computer system. Records all personally generated results and enter onto the Laboratory Information Management System (LIMS).
- Uses scientific judgements based upon laboratory results (as per departmental protocols) to determine whether further testing is required, interprets these tests and makes decisions based upon the tests results (for example if working in transfusion appropriate selection, preparation and provision of appropriate and compatible blood products). Makes decisions on whether results need to be referred to senior staff, clinicians or telephoned to requesting Doctor, and act upon decision.
- Responds to urgent requests for work from recognised service users.
- According to departmental requirements performs pre analytical sample preparation: - sample reception, checking and processing. This will involve stringent and careful checking of all details on request forms and specimens; informing ward, clinic or surgery staff of any errors and seeking a resolution (e.g. to repeat the sample collection); discarding unsuitable specimens as appropriate.
- Refers samples to other laboratories for investigation as per laboratory protocols.
- Works safely with micro-organisms in Hazard groups 2 and 3 (where appropriate).

Planning and Organisational

- The post holder will be aware of LHB and departmental policies on health and safety, confidentiality, quality management, and data protection.
- The post holder will maintain fitness to practice, conforming to the code of conduct of the Health Professions Council (HPC) and ensure that registration is maintained
- Follows organisational and departmental safety policies and procedures. Understands the statutory duty of care for personal safety and that of others who may be affected by their acts or omissions.

- Reports any adverse or untoward occurrences that may compromise the wellbeing of staff, patient's visitors or clients of the Organisation. Ensures that these events are recorded via the official reporting mechanism.
- Participates in producing risk assessments of new methods, equipment, new methods of working or identified from health and safety audits.
- Because of the unpredictable way work is presented to the laboratories, the post holder will be required to use professional judgment to prioritise tasks.

Policy and Service Development

- Contributes to reviews of laboratory practice and propose changes to Standard Operating Procedures.
- Participates in the introduction of new equipment and methodologies to the department as appropriate.
- Keeps up to date with current scientific and technical developments as required by the department.
- Undertakes training which may be deemed appropriate for personal, professional and service development.

Financial and Physical Resources

- Takes responsibility for monitoring use on a daily basis of all stock levels. Depending upon the requirements of the departments this would include; reagents, consumable items, Blood and blood products (involves liaison with the Welsh Blood Service. To escalate to a senior member of staff any shortages, storage issues or concerns as appropriate.
- Receives, logs, checks, stores and updates records of stocks in line with departmental SOPs
- Uses all equipment and consumable in a responsible and cost effective manner. Takes appropriate action or reports to a senior member of staff any faults or errors identified with any system or equipment that may compromise staff, the service, patient safety or validity of results.

Human Resources

- Participates in the induction and training of new staff as directed by senior scientific staff in the department.
- Participates in the training and induction of trainee Biomedical Scientists and Medical Laboratory Assistants.
- Participates as directed in the training and supervision of work placement/work experience students and other visitors to the department.

- Records all training undertaken according to departmental protocols.
- Participate and contribute to own appraisal and perform appraisal as required for junior staff.

Information Resources

- Uses Laboratory Information management system and Quality management system according to agreed protocols which includes; data input and result entry and recall.
- Maintains the integrity and accuracy of laboratory databases
- Complies with data protection legislation
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.
- As directed by senior departmental staff to participate in the collection or retrieval of data required for research, development or audit purposes.
- Appropriately use other organisational systems as required e.g. PAS, WCP, DAWN AC.

Quality and Audit

- Prompt action and reporting of incidents, errors or adverse reactions and assisting with performing any corrective and preventative actions as directed.
- To comply with all aspects of the departmental quality management system following departmental policy
- To be fully aware and compliant with the principles of Good Manufacturing Practice and follow protocols regarding the handling, storage, movement and traceability of blood components (where appropriate)

GENERAL REQUIREMENTS

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.

REGISTERED HEALTH PROFESSIONAL

All employees of the Local Health Board 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.

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 Local Health Board 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.

RECORDS MANAGEMENT

As an employee of the Aneurin Bevan Local Health Board, you are legally responsible for all records that you gather, create or use as part of your work (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 organisation). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the ABLHB 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 Organisation to meet its own legal duties and to report any hazardous situations or defective equipment.

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

All employees of the Local Health Board 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 Organisations policies.

PROBATIONARY PERIOD [if appropriate]

Appointment to this post is subject to the satisfactory completion of a probationary period of 3 months. During this time your Manager will have the opportunity to review and assess your suitability.

Reviewed By:

Agreed By:
Employee's Name and Signature:

Date:

Agreed By
Manager's Name and Signature:

Date:

Date Reviewed

Aneurin Bevan Local Health Board.
PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, interests, other requirements which as post holder requires to perform the job to a satisfactory level.

Job Title: BIOMEDICAL SCIENTIST

Grade: Band 5

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	BSc in Biomedical Science or equivalent. State Registration with the Health Professions Council (HPC) as a Biomedical Scientist. Willingness to undertake the IBMS specialist portfolio.	Able to provide evidence of ongoing personal development (essential development) IBMS Specialist portfolio	Certificates Application Form Interview CPD portfolio
EXPERIENCE	Experience of automated and manual laboratory investigations and procedures (minimum of 1 year's pre registration training). Experience of using Laboratory information system	General familiarity with common computer software (Microsoft office) Ability to work autonomously. Multi disciplinary experience	Application Form/Interview
SKILLS	Ability to supervise others Ability to pick up techniques quickly following a training program. Computer literate Good verbal and written communication skills Good interpersonal skills		Application Form/Interview References
KNOWLEDGE	Basic and specialist knowledge across the range of work procedures undertaken in the department. Knowledge of quality control and assurance Good understanding of Health & safety issues	Knowledge of Clinical Laboratory Accreditation requirements. Knowledge of quality management systems. Knowledge of Laboratory Information management systems.	Application Form/Interview

PERSONAL QUALITIES <i>(Demonstrable)</i>	Ability to work without supervision and as part of a team Ability to work under pressure. Punctual and reliable		Application Form/Interview References
OTHER RELEVANT REQUIREMENTS <i>(Please Specify)</i>	Good telephone manner. A commitment to contribute to health care. To be able to work flexible hours)	Welsh speaking Ability to drive a car.	Application Form/Interview.