

## JOB DESCRIPTION

(Core job description)

### JOB DETAILS

**Job Title:** Specialist Biomedical Scientist (Core JD)

**Pay Band:** Band 6

**Directorate:** Unscheduled Care

**Department:** Blood Sciences

### ORGANISATIONAL ARRANGEMENTS

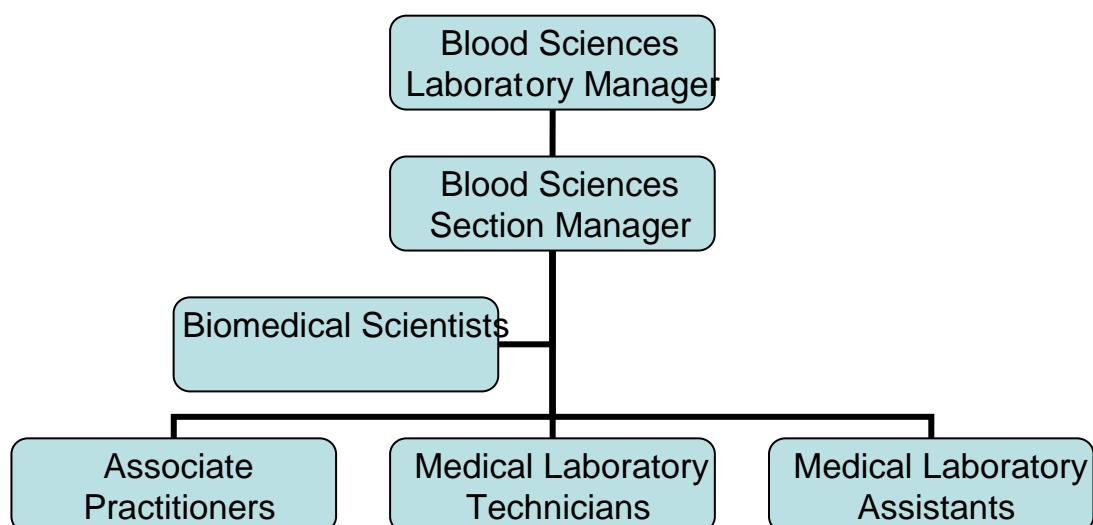
**Managerial Accountable to:** Blood Sciences Laboratory Manager

**Reports to:** Blood Sciences Laboratory Manager

**Professionally Responsible to:** Blood Sciences Laboratory Manager

**Responsible For:** Basic / Trainees BMS grades, Associate Practitioners, Healthcare Science Support Staff

**Organisation chart:**



## **JOB SUMMARY / PURPOSE**

A HCPC registered Biomedical Scientist providing a comprehensive 24/7 Blood Science service on a Hywel Dda Health Board wide basis\*.

A post holder with post registration experience to undertake a specialist role within the service.

To effectively communicate information, advice, instruction and professional opinion to colleagues and Pathology service users in both primary and secondary care.

(\* You may be required to provide cover for other Health Board sites)

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Technical**

To undertake manual, semi-automated and fully automated laboratory investigations.

To undertake operative maintenance of complex laboratory instrumentation.

To undertake technical validation of complex results from laboratory investigations.

To prepare reagents required for laboratory investigations.

### **Scientific**

To undertake method and laboratory instrumentation evaluation as required.

### **Diagnostic**

To determine the pathological / clinical significance of diagnostic results and use interpretative skills to assess the validity of laboratory results.

To interpret diagnostic laboratory results and take action i.e.

- a. Authorisation of results
- b. Suggesting / ordering follow-up investigations
- c. Referring for a second opinion
- d. Informing the requestor / medical staff of clinically significant results
- e. To communicate patient results by telephone

To support POCT systems operated by the laboratory.

### **Service Management**

To deputise for the Section Manager in their absence.

### **Service Improvement**

To participate in clinical audits, trials and research projects as required.

To undertake research and development of new technologies.

To provide advice on the suitability of new reagents / methodologies in the context of laboratory need for own specialist area.

To liaise with Section Manager to develop, maintain and implement the Standard Operating Procedures and section plans.

To maintain an awareness of developments in Blood Sciences and provide suggestions for implementation as appropriate.

### **Communications**

To provide advice on sample requirements, patient preparation and timescales for the full repertoire of analyses available for the department.

To provide specialist advice on the appropriateness of tests and interpretation of results.

To provide advice and guidance on reference ranges and diagnostic panic limits

### **Finance and Resources**

To provide a high quality clinical service within the resources allocated, and to work closely with colleagues to promote cost savings and ensure value for money.

To be responsible for maintaining stocks of reagents and consumables for own specialist area.

### **Personal and People Development and People Management**

To undertake the role of lead trainer for all grades of staff for a specified area of Blood Science.

To assist the Training Officer in the development of training programmes.

To arrange and undertake competency based assessments relevant to the specialist area.

To organise in-house troubleshooting workshops.

To attend laboratory instrumentation provider training courses, updates and user meetings to develop personal skills and provide feedback and mentoring to colleagues.

To participate in the day to day supervision of Pathology Support Staff, basic grade Biomedical Scientists, locum staff and student / trainees.

To participate in mandatory CPD and maintain an up to date personal development portfolio in order to maintain HCPC registration.

The postholder will be required to attain proficiency in the relevant Clinical Chemistry, Haematology and Transfusion subject areas essential to support 24/7 Blood Science working.

### **Information Processing**

To be proficient in the use of the HDUHB Pathology Information system(s) e.g. LIMS, WCP, Q-Pulse, POCT software etc. as required.

To be proficient in the use of e-based Quality Assurance Schemes (NEQAS, WEQAS etc.) as required.

To input personally generated test results and research data.

To maintain the integrity and accuracy of laboratory databases.

To ensure that records are kept up to date and stored safely to ensure good working practice required by BSQR (2005), United Kingdom Accreditation Standards (UKAS) and ISO 15189:2012.

### **Health, Safety and Security**

Be familiar with Health and Safety (H&S) policies.

To co-operate in ensuring that all H&S regulations are implemented, and be aware of hazards, Risk Assessments and COSHH evaluations before starting procedures.

To take appropriate action if there is a spillage of body fluids or hazardous chemicals in order to minimise the risk to staff and the public.

### **Quality**

To ensure accuracy and precision as specified by laboratory protocols and quality assurance procedures and protocols.

To perform corrective action when quality control procedures indicate a loss of performance.

To participate in WEQAS / NEQAS schemes.

To liaise with Quality Assurance personnel regarding External Quality Assessment performance and be engaged in the decision making process should a change of practice / method be required for tests performed.

To undertake work file management to ensure that all results are reported within the agreed turnaround time.

To comply with good working practices required for compliance with ISO 15189:2012 and other regulatory requirements.

### **Equality and Diversity**

To actively promote equality of opportunity and diversity in own area of responsibility and practice in accordance with HCPC Standards of Proficiency & Standards of Conduct, Performance and Ethics.

### **Effort and Environmental**

Frequent need to move heavy boxes of reagents, chemicals, consumables & waste.

Manipulation of fine tools, pipettes and machinery.

Frequent requirement to stand for long periods of time when receipting and preparing samples for analysis, and in the course of operating analysers.

Frequent requirement to sit for long periods of time with VDUs.

Frequent handling of blood and other body fluids.

Intensive concentration required to evaluate and interpret complex laboratory investigations, calibration data and QC data.

During OOH the postholder is a lone autonomous practitioner responsible for the delivery of the service.

## PERSON SPECIFICATION

| ATTRIBUTES                          | ESSENTIAL   | DESIRABLE   | METHOD OF ASSESSMENT            |
|-------------------------------------|---|---|---------------------------------|
| <b>Qualifications and Knowledge</b> | <p>Hons. Degree in Biomedical Science / Life Science</p> <p>Specialist Diploma or equivalent</p> <p>HCPC Registration</p> <p>Evidence of CPD</p> <p>Knowledge of Pathology Quality Assurance</p>  |   | Application form                |
| <b>Experience</b>                   | <p>Prior experience as a Registered Biomedical Scientist</p> <p>In-depth knowledge of complex laboratory instrumentation</p> <p>Technical ability to troubleshoot, repair, advise or provide in-depth information relevant to speciality</p>  |   | Application form and interview. |
| <b>Aptitude and Abilities</b>       | <p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> <li>• Dignity, Respect and Fairness</li> <li>• Integrity, Openness and Honesty</li> <li>• Caring, Kindness and Compassion</li> </ul> <p>Ability to demonstrate a commitment to our</p> | <p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p> | Interview                       |

|              |  |  |  |
|--------------|--|--|--|
|              | <p>organisational values -</p> <ul style="list-style-type: none"> <li>• Working together to be the best we can be</li> <li>• Striving to develop and deliver excellent services</li> <li>• Putting people at the heart of everything we do</li> </ul> <p>Excellent communications skills</p> <p>Manual dexterity</p> <p>IT literate</p> <p>Ability to assess priorities</p> <p>Team working skills</p> |  |  |
| <b>Other</b> | <p>Ability to travel between sites in a timely manner</p> <p>Flexible approach to needs of the service</p>   |  |  |

### **Level 1 Welsh**

*(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)*

**Listening/Speaking:** Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

**Reading/Understanding:** Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

**Writing:** Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

## **GENERIC STATEMENTS**

### **NHS CODE OF CONDUCT FOR MANAGERS**

**\*\* For Managers only:**

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

### **REGISTERED HEALTH PROFESSIONAL**

**\*\* For Registered Health Professionals only:**

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

### **HEALTHCARE SUPPORT WORKERS**

**\*\* For Healthcare Support Workers only:**

All healthcare support workers should be familiar with and must comply with the Code of Conduct for Healthcare Support Workers in Wales.

### **COMPETENCE**

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.



## **OUR VALUES**

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

## **TEAM BRIEF**

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

## **RISK MANAGEMENT/HEALTH & SAFETY**

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

## **HARRASSMENT & BULLYING**

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

## **RECORDS MANAGEMENT**

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

## **FLEXIBILITY STATEMENT**

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

## **CONFIDENTIALITY**

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times

whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

### **EQUAL OPPORTUNITIES**

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

### **OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

### **ENVIRONMENTAL**

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

### **SMOKE FREE POLICY**

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients\*, visitors and the public.

**\*Those patients staying in residential mental health units will be exempt under the Smoke-Free Premises (etc) Wales Regulations 2007.**

### **SAFEGUARDING ADULTS AND CHILDREN**

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing

- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

### **INFECTION CONTROL**

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

### **GENERAL**

The postholder needs to ensure they are familiar with their terms and conditions of service.