



CAJE REF: 2019/0105

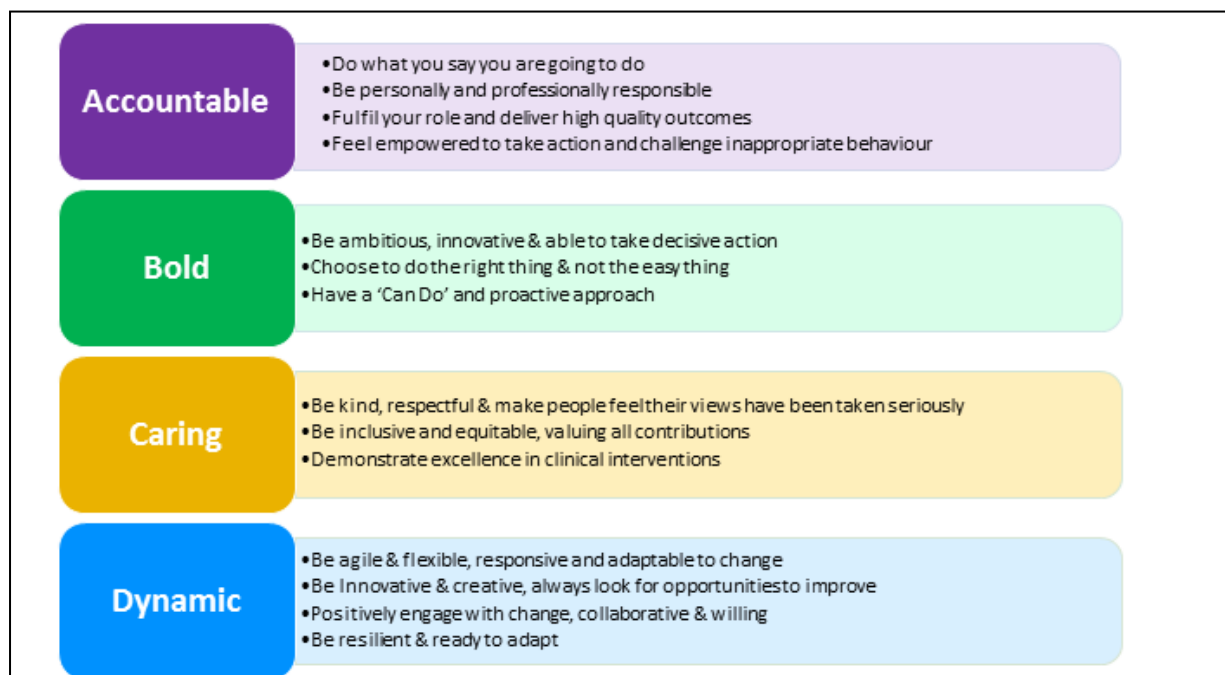
VELINDRE UNIVERSITY NHS TRUST JOB DESCRIPTION TEMPLATE

JOB DETAILS:

Job Title	Rotational Biomedical Scientist (BMS)
Pay Band	5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Welsh Blood Service
Department	Laboratory Services
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Laboratory Services Manager
Reports to: Name Line Manager	Section Leader
Professionally Responsible to:	Head of Department



Job Summary/Job Purpose:

The Post holder will be required to work across Laboratory Services including the Red Cell Immunohematology Laboratory, Quality Assurance Laboratory, Manufacturing & Distribution Laboratory and the Automated Testing Laboratory. They will be required to perform technical, scientific and associated procedures in accordance with their post once fully trained and authorised as competent to do so. This will be under the direction of the appropriate senior staff and Laboratory Manager.

There will be a contractual requirement to participate in a 24/7 on-call rota and variable shift patterns including weekend working.

DUTIES/RESPONSIBILITIES:**Communications**

Required to demonstrate effective communication and team working skills with colleagues in their own team/department and staff in other departments of the WBS, utilising a variety of communication methods such as telephones, e-mail and verbal.

Communicate, liaise and exchange complex technical information on a daily basis with peers and supervisors within the WBS.

Communicate, liaise and exchange complex technical information with external customers (e.g. Hospital Staff, Medical staff and Contractors) regarding any issues/queries with hospital orders and/or equipment.

Use tact and empathy along with negotiating/persuasive skill when dealing with staff and external customers/contractors.

Explain complex scientific and technical information to staff as part of training.

Required to discuss complex scientific and technical information in regard to the interpretation of data including but not limited to test results and equipment data logs.

Provide information to staff from scientific conferences and peer reviewed papers in a number of formats including presentations and posters.

Take active part in departmental meetings to include chairing morning huddles as and when required.

Work as a member of a team, valuing the contribution of others and forming co-operative working relationships with all colleagues.

Leadership/Service Management

Manage own work and take responsibility for completing it.

Required to supervise, organise and provide guidance to the AP/SATO and MLA staff providing clear instructions, supervision and allocation of duties.

Complete work within specified timescales.

Provide leadership within the laboratory, setting an example of a good work ethic with care towards the quality of work.

Identify, plan and provide training to new or less experienced staff along with refresher training for existing staff and work experience students.

Take responsibility for the smooth running of the laboratory in the absence of the Section Leader and Specialist BMS, including trouble shooting operational issues that arise to ensure production/testing may continue appropriately.

Along with MLA's/SATO's/AP be the first point of contact for customer complaints that may be contentious while taking appropriate action/decision making to resolve queries/issues/complaints for internal and external queries, escalating to Specialist Seniors appropriately.

Provide support and mentor staff across the laboratories.

Ensure work is completed within specified timescales by assessing workloads and prioritising work depending on urgency and staff availability.

Organise and prioritise own workload/tasks and delegate to less qualified staff.

Responsible for the supervision and co-ordination of staff performing routine laboratory work.

Work autonomously within operating procedures where work is managed rather than supervised.

Able to identify own training development needs and that of less qualified staff.

Required to have a relevant understanding of the principles of Good Manufacturing Practice (GMP) and its role in the WBS Quality Management System (QMS).

Follow departmental procedures, having the freedom to act within these established procedures.

Follow SOPs and policies.

Service Improvement

Make suggestions for improving services and procedures through the appropriate channels.

Participation in service improvement programs.

Participate and assist in updating/implementing, procedures, comment on policies and propose changes to working practices within own working area.

Implement changes to service under the direction of senior staff.

Provide input into the Integrated Medium Term Plan (or equivalent document) for Laboratory Services.

Report and escalate incidents and participate actively in any subsequent investigation.

Report/identify any non-compliance/conformances to the department seniors and assist with any investigations required.

Participate in new practices/developments within the transfusion science field. This will include attendance at relevant lectures/seminars etc providing feedback where necessary.

Participate in trial and project work as directed by the appropriate Laboratory Manager.

Participate in validation of new and existing equipment and processes.

Expected to review and write simple SOPs.

Finance and Resources

Ensure prudent use of resources and avoid waste where possible, recycling as appropriate, along with ordering goods and services where appropriate.

Reporting of any equipment failures and maintaining accurate equipment logs to record that servicing is performed to agreed schedules.

Assist in the safe use of complex equipment, ensuring such equipment is operated correctly in accordance with Health & Safety guidance and manufacturers operating instructions, including maintenance to agreed protocols by themselves and others.

Participate/supervise weekly departmental stock audits raising concerns around stock issues to Senior staff.

Maintain good levels of stock control for all equipment used within the laboratory area, ordering all laboratory supplies when necessary.

Ensure stock is stored in appropriate storage facilities.

Ensure correct use of equipment within own area reporting any equipment failure to senior members of staff, resolving issues or problems with noncomplex equipment, trouble shooting and escalating further where necessary.

Responsible for ordering expensive commercial products for routine stock along with placing ad-hoc orders for specific patients as and when requested or in the absence of the Specialist BMS/Section Leader when working in Hospital Services Department.

Personal and People Development

Required to participate in own training and be responsible for the completion of training records and competency assessments for staff within own department.

Demonstrate competence in own tasks.

Demonstrate work tasks and related departmental procedures to new members of staff, other WBS staff, students and visitors, carrying out training where there is a requirement.

Work as both a member of a team and a supervisor, valuing the contribution of others and forming co-operative working relationships with all colleagues.

Contribute to personal objective setting in development reviews, taking responsibility for own continuing personal development (PADR), also supporting staff with their own personal developments.

HCPC registered Biomedical Scientist.

Information Processing

Ability to use various IT systems.

Using the IT systems, accurate recording of patient demographic and sample numbers as well as other laboratory generated data.

Create, produce, analyse and interpret statistical reports using IT software packages

Read, understand and follow written standard operating procedures.

Ensure that paper records are completed and stored correctly in accordance with current GMP/GDP guidelines.

Required to maintain confidentiality of all information in accordance with information governance, records management.

Required to have scientific and technical understanding of results and incidents and their consequences.

Follow instructions from staff with the correct authority.

Work in a precise and accurate manner.

Health Safety & Security

Be responsible for own Health & Safety and that of others.

Follow organisational and department safety and security policies and procedures and to report health and safety incidents via the WBS Risk Management System.

Quality

Maintain all required records following Good Documentation Practice.

Undertake work in line with WBS Quality Systems.

Required to have a relevant understanding of the principles of Good Manufacturing Practice (GMP) and its role in the WBS Quality Management System (QMS).

Ensure work is performed to required quality standard and within required time frames as identified in current Red Book Guidelines.

Required to assist with Laboratory audits (internal and external).

Report quality incidents using the WBS incident management system.

Participate in departmental audits and undertake equipment testing when necessary.

Complete competency assessments.

Maintenance of the cold chain, responding to temperature alarms.

Required to follow GDP (Good Distribution Practice) principles.

Effort & Environment

Work is predominantly laboratory based with frequent use of laboratory equipment and machinery.

Daily exposure to low temperatures when using fridges and -40°C freezers to load and unload stock.

Required to handle controlled hazardous materials.

Concentration for long periods interpreting complex scientific and technical data.

Requirement for time critical decision making under pressure to deliver.

Working within a laboratory with a small team of MLA/SATO/AP staff to supervise.

Frequent requirement for periods of concentration where work pattern is predictable with competing demands and frequent interruptions from colleagues and external customers/contractors.

Frequent requirement for standing/sitting, sometimes in a restricted position along with frequent light/moderate physical effort.

Highly developed physical skills, dexterity and accuracy are essential particularly when completing GMP critical tasks.

Frequent periods of moderate concentration while performing tasks such as issuing hospital orders, loading/unloading/reading sample results on analysers.

Lone working while undertaking on-call duties through evenings and weekends.

Ensure the safe processing of blood, samples and packaging of blood products to hospitals. Provide technical services for hospitals.

Requirement to resolve issues with customer hospitals and or other laboratory staff.

Any potential emotional effort may be as a result of urgent requirement to provide blood for difficult cases and issues from this.

Laboratory Skills

Managed rather than supervised and will be able to organise own workload accordingly and delegate workload/tasks to lower grade staff appropriately.

Understanding of logistics and supply/cold chain management.

Provide complex scientific and technical knowledge required by each of the laboratories across the WBS.

Perform technical scientific procedures for the processing/testing/preparation of blood samples, blood components, distribution of blood components and non-clinical components dependent upon the area of work.

Plan routine maintenance on equipment including but not restricted to laboratory equipment, freezers and cold rooms liaising with contractors where necessary.

Operate and maintain complex laboratory equipment dependent upon the area of work, to include but not limited to the following equipment (blood presses, centrifuges, testing on Semi-Automated/Automated Analysers for blood borne viruses, NAT, fridges and freezers).

Responsible for supervising, planning of activities and organising workload for team of staff when necessary.

Planning and organising activities, some of which may be ongoing (e.g. validation, batch acceptance of reagents).

Undertake all aspects of indirect laboratory work including but not limited to, completion of all documentation, commenting on policies and procedures, Datix, simple Change Controls, problem solving

Perform post maintenance checks/test on all equipment following engineer interventions completing appropriate documentation.

Trouble shoot and resolve/make decisions regarding complex issues within the laboratory or escalate where appropriate.

Monitor and analyse the performance of complicated and complex laboratory equipment such as machine analysers and blood presses and interpret results when required.

Identifying problems and reporting accordingly, analyse and resolve issues with complex and non-complex equipment.

Preparation of laboratory reagents and other laboratory solutions.

Maintain a clean and safe working environment following policy when disposing of all waste including all blood components.

Safe handling of blood and blood components.

Provide technical knowledge to external customers (Hospital Staff, engineers) regarding stock management/queries

Sample preparation, distribution and testing dependent on area of work. Identification of the need for further specialist component preparation and / or testing.

Able to make decision in own area, deciding which procedure to use following analysis of information gathered

Analyse and resolve issues with all queries and order discrepancies.

Identification of the need for further specialist component preparation and / or testing. Performing routine and non-routine scientific procedure, sample preparation, distribution and testing dependent on area of work.

Manage stocks on a day to day basis reducing hospital order quantities where necessary and escalating to the specialist BMS/section leader if required.

Ensuring stock rotation systems are maintained.

Control the supply of blood components and commercial products to customer hospitals.

Assess and monitor the cold chain for all blood components, reagents, test kits, commercial products and any other temperature-controlled goods as required. Take necessary action as required and escalate as per laboratory process.

Assist senior staff and or take the lead in the analysis and impact of incidents to determine escalation required.

Highly developed physical skills, dexterity and accuracy are essential particularly when completing GMP critical tasks; these include but not limited to, issuing hospital orders, pipetting, verification of blood components and samples.

Able to deal with competing demands and frequent interruptions from colleagues and external customers.

Responsible for completion of product recalls within the appropriate timescale.

Receipt deliveries onto department including but not limited to stores and samples and commercial products. Checking items against paperwork and storing goods in appropriate storage conditions.

Responsible for the receipt/logging in of expensive commercial products into the computer system and storing

goods in appropriate storage conditions.

Ensure all documentation is recorded accurately regarding laboratory housekeeping/decontamination of equipment's and laboratory areas.

Participate in autonomous working which will involve infrequent the need to use scientific knowledge to subjectively assess non routine requests within the defined procedures and protocols of the department.

Flexible Working

The post holder will be required to work between Red Cell Immunohematology Laboratory, Quality Assurance Laboratory, Manufacturing & Distribution and Automated Testing Laboratories following full training and competency assessment.

Participation in variable working patterns including the on call rota requiring lone working, weekend and unsocial hours working.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>BSc Hons in Biomedical Sciences or other honours degree approved by IBMS for registration with HCPC</p> <p>HCPC Registered Biomedical Scientist</p>	<p>Degree Grade 2.2 or above</p> <p>A willingness to undertake further academic specialist training e.g. IBMS specialist portfolio/BBTS Certificate of Expert Practice</p> <p>Knowledge of Good Manufacturing Practice (GMP)</p>	<p>Application form</p> <p>Pre-employment checks</p>
Experience	<p>Previous work in Laboratory environment (including University placement)</p> <p>Experience of team working</p> <p>Experience of supervising others</p> <p>Evidence of Continuing Professional Development</p>	<p>Previous laboratory work in a NHS Pathology Dept.</p> <p>Experience of supervising others</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Aptitude and Abilities	<p>Computer literate</p> <p>Ability to communicate effectively both orally and in written format</p> <p>Ability to work effectively as part of a team</p> <p>Ability to prioritise work of self and others</p> <p>Dexterity</p>	<p>Evidence of problem solving skills.</p> <p>Presentation skills.</p> <p>Training & Competence Assessment skills</p> <p>Willingness to develop IT skills to include NWA quality Analyst to enable Statistical Process Monitoring.</p> <p>Knowledge of WBS computer packages e.g. Microsoft office excel/word</p> <p>Knowledge of requirements of MHRA, BSQR, COE, GMP & GDP</p> <p>Knowledge of a Blood Establishment function</p> <p>Knowledge of QMS including change control, CAPA & incident reporting</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

		Knowledge of validation principles and life cycle of equipment	
Values	<p>Able to work to required timescales and deadlines</p> <p>Ability to work on own initiative</p> <p>An interest in the field of Blood transfusion & GMP</p> <p>Able to take responsibility for own work</p> <p>Recognise the impact of own actions on the blood supply chain</p>	<p>Ambition to progress in Transfusion Science & GMP as a career.</p> <p>Awareness of the Trust Values</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	Ability to be flexible in accordance with exigencies of the service	Ability to speak Welsh at level 1	Application form Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Trust are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers 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.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is 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. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

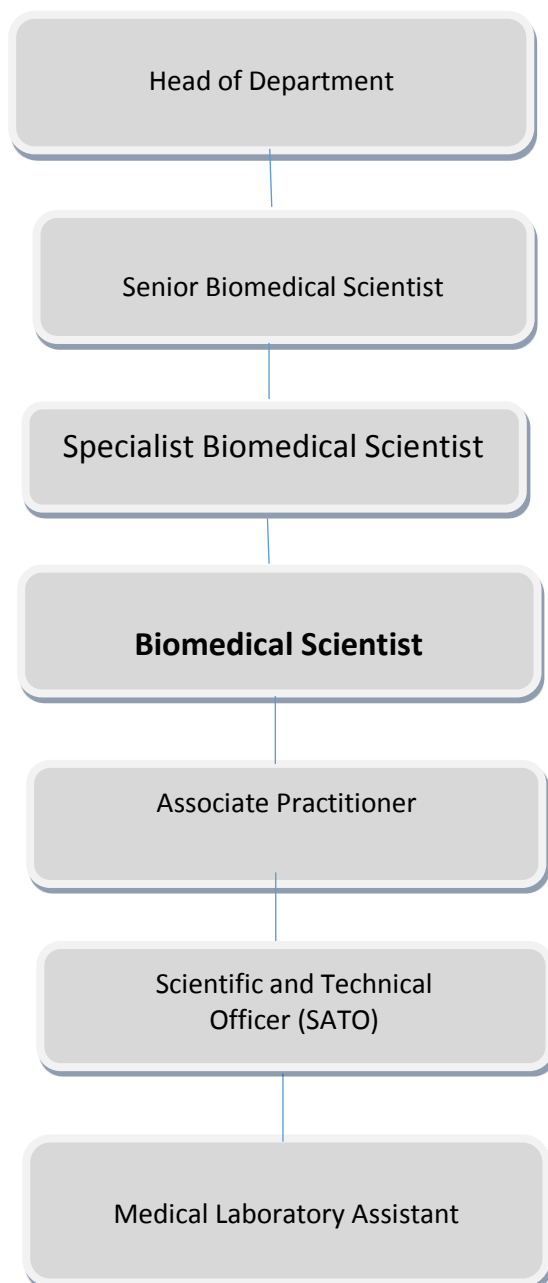
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **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.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. 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.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favour-able treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation 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 and 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 Trust's Disciplinary Policy.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. 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 the content of and consistently observing the Trust's Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Biomedical Scientist**Organisational Chart**

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



Job Title: Biomedical Scientist

Supplementary Job Description Information

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, for example, 'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week /	For how long?	Additional Comments
Handling of small objects, blood tubes, donations packs	Daily	Full Time	
Lifting blood/non clinical components storage and transport boxes, unloading/loading pallets, stock taking/rotation	Daily	During packaging of blood components for shipment to customers 1-4 hrs as and when required	

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines. Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day. For example. 'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Concentrating on specific tasks, eg labelling components, issuing components, running analysers, reagent production, running reports.	Daily	Minimum of 30 minutes, maximum 4-5hrs	Multiple tasks per day
Planning and allocating tasks to a team	Daily	As Required	Multiple tasks per day
Checking and analysing technical and scientific results	Daily	Up to an hour per task	Multiple tasks per day
Supervision of various grade staff	Daily	All day	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with. For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Infrequent low impact emotional effort required	Rare	As Required	Intra staff relationships
Providing support for staff as a supervisor	Daily	Full Time	Supervisory
Potential to resolving difficulties with staff	Daily	As Required	Requires tact and persuasion
Exposure to distressing/emotional circumstances are rare. No direct patient contact. Any exposure would be second hand via the hospitals.	Rare	Minimal	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers. Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month. Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Working in a GMP Laboratory	Daily	Full Time	
Working with Human Blood and Blood Components.	Daily	Full Time	Sealed in donation packs Blood Collection tubes with samples
Work with live bacterial cultures and high risk samples.	Daily	1-2 hrs	
Use of sharps	Daily	1-2 hrs	Bacteriology pouch Sampling,

Working with fridges and freezers (-40c)	Daily	1-3 hrs	
Working in non-air-conditioned environment	Daily	1-3 hrs	
Lone Working	Approximately 3 per month	Up to 24 hrs	As per departmental needs (on-call rota) frequency will depend on the number of staff participating in the on-call rota
Use of VDU	Daily	Half of shift	