

Cellular Pathology Department

Swansea Bay University HB

Job Description

Job Title	Entry Level Biomedical Scientist
Hours	37.5
Directorate	Clinical support
Responsible to	Assistant Service Manager
Accountable to	Service Manager
Responsible for supervising	Trainee BMS, Biomedical Support Workers

Job Summary

The post holder will provide a continuous, comprehensive Cellular Pathology service as an aid to effective diagnosis and treatment. To undertake routine preparatory and interpretive techniques, performing technical duties as required in Cellular Pathology to necessary standards, and within the guidelines of Health and Safety regulations, in support of the provision of a diagnostic service to patients. The post holder practises as a Health Professions Council registered Biomedical Scientist performing routine tasks as directed by their Section Managers, with rotation of duties according to the operational requirements of the service .

The post holder will maintain personal and professional development and competency to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

Duties and Responsibilities:

Clinical/Technical

1. To undertake routine and specialised laboratory techniques in the processing of diagnostic Histology specimens including:
 - Receipt of specimens ensuring that they meet quality standards of identification and preservation as defined in Standard operation procedures. This includes sorting, labelling and computer data entry, cataloguing and storing paraffin wax blocks and microscope slides.
 - Routine and urgent fixation, processing and presentation of specimens for reporting by a Consultant Pathologist.
 - To work in rotation within sections of the main Cellular pathology laboratory and satellite laboratory at Morriston.
 - Participate in specialist demonstration and processing techniques to include specialised staining techniques, frozen sections and Immunocytochemistry following Standard operating procedures.

- Responsibilities for resources by monitoring, receiving and appropriately storing consumables and reagents and to alert senior staff if critical stock levels are reached.
 - Accurate, safe use and maintenance of chemicals, materials and equipment in the laboratory. .
 - Maintain clean working areas in accordance with Health and Safety policy.
 - To prioritise workload appropriate to clinical need, arranging work flow to optimise turnaround times for urgent requests.
 - To prepare and store samples suitably for the purposes of trials and/or research and development.
 - To be able to recognise technical errors and take appropriate corrective action for example staining procedures.
 - Participate in dissection of tissue under the supervision of section manager and as instructed by consultant pathologist
 - To Liaise with Wales Cancer Bank Co-ordinator to identify operative specimens suitable for the Wales Cancer Bank.
 - To assist the pathologist with obtaining and documenting specimens for the Wales Cancer Bank.
 - To ensure that specimens are appropriately labelled and stored.
2. To perform computer data entry and retrieval of information including precise patient matching to ensure the accuracy of permanently stored patient records.
 3. To record all test results and workload data onto the Masterlab computer system.
 4. To carry out preliminary maintenance, troubleshooting, repair, keeping complex equipment in optimal condition.
 5. To collect and collate information for audit and to present findings to Quality Manager or Departmental Manager.

Health and Safety

- To comply with all Health and Safety requirements during the handling of all pathological specimens, with reference to COSHH assessments available within the departmental Standard Operation Procedure's.
- To report all accidents or potential hazards as soon as possible to senior staff.

Professional

- To perform routine Internal Quality Control procedures on specimens and preparations prepared or handled by other qualified staff and to initiate corrective action as required.
- To undertake Continuing Professional Developments in order to maintain technical competence, knowledge of new techniques and HPC registration.
- Ensure that accurate records of patient information are maintained at all times.

Education and Training

- To participate in training schemes as and when required to retain and develop professional skills and to enable the introduction of new techniques into the department.
- To be involved in the demonstration of techniques and carrying out practical training for less experienced qualified staff, trainee BMS and Biomedical Support Workers .
- To act as a mentor for new staff.
- Participate in CPD activities to satisfy HPC requirements.
- Update personal development plan in line with National Quality Standards.
- Attend Internal, Local, Regional and National Training or formal Accredited Courses.
- Development of Key Skills
- Acquire workplace based technical skills to monitored professional standards.
- Training required for additional responsibilities associated with molecular services.

Organisational

- To plan own daily workload, co-ordinate junior staff and carry out the tasks and instructions of senior staff to ensure that the Histology/Cytology service is adequately provided and developed.
- To assist in the accurate filing, safe storage and retrieval of glass microscope slides, specimen blocks and patient specimen request forms.
- Assist in general duties, including transportation of samples and slides for clinical diagnosis between departments.
- Participate in departmental meetings called by senior staff concerning technical, managerial and organisational issues.

Service Administration and liaison

- The postholder needs to be able to communicate clearly, verbally and in writing, to external and internal colleagues.
- To provide Clinicians and other service users with advice on specimen requirements, turnaround times and availability of results.
- To communicate with colleagues in other pathology disciplines under the direction/agreement of senior staff regarding technical and quality issues.

Supervisory Duties

- Under the direction of the Training Officer to monitor and record the work standards of trainee BMS as defined in the departmental training manuals for HPC registration.
- To supervise Biomedical Support Workers and trainee BMS staff
- Ensure the maintenance of adequate stocks of reagents, chemicals and consumable used, informing the senior BMS of stock levels as required

May be required to work in other Cellular Pathology departments within the Health Board and to undertake any other duties under supervision or those that require further professional or in-house training as defined and required by senior Biomedical Scientists.

Postscript:

This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation with the post holder.

The Trust operates no smoking and no alcohol policies whilst on duty in the workplace.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Approved Biomedical Science Degree or Other Science degree + approved HPC top up qualification State Registration	Evidence of CPD Associate of IBMS	Certificates
Experience	Satisfactory completion of Departmental Training Program Sufficient scientific experience to develop a wide understanding and practice of Cellular Pathology techniques.	Has gained relevant experience in Cellular Pathology.	Application Form Interview References
Skills	Able to carry out routine and specialised procedures in laboratory. Use of equipment associated with Cellular Pathology	Computer literate, ability to communicate clearly to colleagues within laboratory and externally	Application Form Interview References
Knowledge	Health and Safety Awareness Confidentiality CPD Has knowledge of routine and specialist procedures used in Cellular Pathology		Application Form Interview References
Personal Attributes	Motivated, enthusiastic, open to ideas and further training. Able to concentrate, work as part of a team.	Manual handling, dexterous, good communication skills	Application Form Interview References
Other (Please Specify)	Able to work at other sites within Health Board as required.		Application Form Interview Document Check