Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

Swydd Ddisgrifiad

MANYLION SWYDD

Teitl Swydd: GWYDDONYDD BIOFEDDYGOL

Graddfa: Band 5
Graddfa Gyflog:
Oriau Gwaith: 37.5 Awr yr Wythnos

Adran / Ward: **Grŵp Rhaglen Glinigol Patholeg**
Lleoliad: **Patholeg**

Trefniadau Sefydliadol

ATEBOL I: **1.** (Yn rheolaethol) Rheolwr Gwasanaeth

2. (Adrodd) Arweinydd Adran

3. (Yn Broffesiynol) Rheolwr Gwasanaeth

YN GYFRIFOL AM: Goruchwylio

1. Gwyddonwyr Biofeddygol a Gwyddonydd Gofal Iechyd dan hyfforddiant Gweithwyr cefnogi mewn maes penodol o waith.

PWRPAS Y SWYDD

Fel Gwyddonydd Biofeddygol bydd disgwyl i ddeilydd y swydd weithio o fewn y safonau proffesiynol disgwyliedig gan un wedi cofrestru gyda'r Cyngor Proffesiynau Iechyd (HPC) a chynnal portffolio o dystiolaeth sy'n cefnogi Datblygiad Proffesiynol Parhaol (CPD).

Bydd dyletswyddau Gwyddonydd Biofeddygol yn cynnwys gwneud ystod o weithdrefnau gwyddonol sy'n golygu prosesu samplau biofeddygol i gyfrannu at wneud diagnosis o glefydau, eu trin a'u monitro ac ymchwilio i brosesau patholegol.

Bydd gofyn i ddeilydd y swydd gydymffurfio â gweithdrefnau gweithredol safonol a gytunwyd, polisïau ac arfer da labordy a hefyd i weithio o fewn dyletswyddau eu gwaith, cydymffurfio â safonau angenrheidiol Achrediad Patholeg Glinigol (y D.U.) a chyrff proffesiynol a deddfwriaethol perthnasol eraill (e.e. H.T.A., B.S.Q.R.)

Bydd gofyn i ddeilydd y swydd weithio ar sail cylchdro trwy wahanol rannau'r adran, ac efallai bydd gofyn iddo/iddi weithio ar unrhyw safle yn ardal Bwrdd Iechyd Lleol Prifysgol Betsi Cadwaladr (BIPBC) er mwyn sicrhau gwasanaeth cyson.

Yn amodol ar ateb y gofynion angenrheidiol o ran gallu, bydd disgwyl i ddeilydd y swydd weithio ar sail cylchdro er mwyn sicrhau y darperir gwasanaethau labordy 24 awr priodol, fel sy'n addas i ofynion defnyddwyr y gwasanaethau clinigol.

Dyletswyddau A Chyfrifoldebau

CYFATHREBU

- Cyfathrebu'n effeithiol yn fewnol yn yr adran a chydag adrannau eraill ac asiantaethau allanol, yn lledaenu cyngor a gwybodaeth yn effeithiol. Delio'n gwrtais gyda holl ddefnyddwyr y gwasanaeth, gan ddangos sensitifrwydd fel bo'n briodol.

- Mynd i gyfarfodydd adran a thiwtorialau a chymryd rhan ynddynt fel bo gofyn gan Reolwr y Gwasanaeth.

- Cynnal cysylltiadau da gyda phob aelod staff a hybu gwaith tîm effeithiol.

- Delio ag ymholiadau ffôn gan gynnwys rhoi canlyniadau i wardiau, clinigau a meddygfeydd meddygon teulu yn unol â Gweithdrefn Weithredol Safonol y Labordy.

Dadansoddol, Gwyddonol a Thechnegol

- Yn unol â Gweithdrefnau Gweithredol Safonol (SOPs) ac o fewn gallu'r unigolyn, paratoi, cynnal a chadw a graddnodi amrywiaeth o offer gwyddonol a dadansoddwyr. Cynnal gwiriadau o adweithyddion a nwyddau traul, cyflenwi, cynnal gwiriadau o systemau, gan weithredu ar ganlyniadau'r gwiriadau hyn, prosesu samplau rheoli ansawdd i sefydlu perfformiad derbyniol system a chymryd unrhyw gamau i'w cywiro.

- Cynnal ymchwiliadau â llaw, hanner-awtomataidd a chwbl awtomataidd yn y labordy, gan gadw at SOPs yr adran ac yn amodol ar asesiad o allu. Creu canlyniadau profion er mwyn cynhyrchu adroddiadau sy'n gywir, yn amserol ac yn berthnasol i staff clinigol.
- Yn unol â phrotocolau'r adran, a lle bo gofyn, canllawiau cenedlaethol, cynnal profion labordy â llaw, paratoi adweithyddion a samplau cyn-triniaeth. Tablu a dehongli canlyniadau a gwneud profion er mwyn cadarnhau pan fo gofyn.

- Mesur a monitro ansawdd ymchwiliadau labordy, gan ddefnyddio gweithdrefnau ansawdd mewnol ac allanol addas. Cymryd camau i gywiro pan fo gweithdrefnau rheoli neu sicrhau ansawdd yn dangos diffyg perfformiad yn unol â phrotocolau'r labordy.

- Yn unol â gweithdrefnau labordy, gwirio canlyniadau'n dechnegol i'w rhyddhau i system gyfrifiadurol y labordy. Cofnodi canlyniadau a gynhyrchir yn bersonol a'u rhoi ar System Rheoli Gwybodaeth y Labordy (LIMS).

- Defnyddio barn wyddonol wedi ei seilio ar ganlyniadau labordy (yn unol â phrotocolau'r adran) i benderfynu a oes angen rhagor o brofion, dehongli'r profion hyn a gwneud penderfyniadau ar sail canlyniadau'r profion (er enghraifft os oes gwaith ar ddewis trallwyso priodol, paratoi a darparu cynhyrchion gwaed addas a chydnaws). Gwneud penderfyniadau ynghylch a oes angen cyfeirio canlyniadau at uwch staff, clinigwyr neu ffonio'r meddyg a ofynnodd amdanynt, a gweithredu ar y penderfyniad.

- Ymateb i geisiadau brys am waith oddi wrth ddefnyddwyr cydnabyddedig y gwasanaeth.

- Yn unol â gofynion yr adran, paratoi samplau cyn eu dadansoddi: - derbyn, gwirio a phrosesu samplau. Bydd hyn yn golygu gwirio'r holl fanylion ar ffurflenni cais a samplau yn llym ac yn ofalus; hysbysu staff y ward, clinig neu feddygfa o unrhyw gamgymeriadau a cheisio eu datrys (e.e. i ail gymryd sampl); taflu samplau anaddas fel bo'n briodol.

- Cyfeirio samplau i labordai eraill i ymchwilio iddynt yn unol â phrotocolau labordai.

Cynllunio a threfnu

- Bydd deilydd y swydd yn ymwybodol o bolisïau'r BILl a'r adran o ran iechyd a diogelwch, cyfrinachedd, rheoli ansawdd a gwarchod data.

- Bydd deilydd y swydd yn parhau'n ffit i arfer, gan gydymffurfio â chôd ymddygiad y Cyngor Proffesiynau Iechyd (HPC) a sicrhau y cedwir cofrestriad.

- Dilyn polisïau a gweithdrefnau diogelwch y Bwrdd Iechyd a'r adran. Deall dyletswydd gofal statudol ar gyfer diogelwch personol ac eraill a allai gael eu heffeithio gan ei weithredoedd neu ei ddiffyg gweithredoedd.

- Adrodd am unrhyw ddigwyddiadau anffafriol neu anffodus a allai beryglu lles staff, ymwelwyr cleifion neu gleientiaid y sefydliad. Sicrhau y cofnodir y digwyddiadau hyn trwy'r peirianwaith swyddogol ar gyfer adrodd.

- Cymryd rhan mewn cynhyrchu asesiadau risg o ddulliau, offer newydd, dulliau newydd o weithio neu a ddynodwyd o archwiliadau iechyd a diogelwch.

- Oherwydd y dull annisgwyl y cyflwynir gwaith i'r labordai, bydd gofyn i ddeilydd y swydd ddefnyddio barn broffesiynol i flaenoriaethu tasgau.

DATBLYGU POLISI A GWASANAETH

- Cyfrannu at adolygiadau o arfer labordy ac argymell newidiadau i Weithdrefnau Gweithredol Safonol.

- Cymryd rhan yn y gwaith o gyflwyno offer a methodoleg newydd i'r adran fel bo'n briodol.

- Cadw'n gyfarwydd â datblygiadau gwyddonol a thechnegol cyfredol fel bo gofyn gan yr adran.

- Ymgymryd â hyfforddiant a ystyrir yn addas ar gyfer datblygiad personol, proffesiynol a datblygiad y gwasanaeth.

Adnoddau Ariannol a Ffisegol

- Cymryd cyfrifoldeb dros fonitro deunydd dyddiol o lefelau stoc. Yn dibynnu ar ofynion yr adrannau, byddai hyn yn cynnwys: adweithyddion, eitemau traul, gwaed a chynnyrch gwaed (sy'n golygu cysylltu â chanolfan ranbarthol yr Awdurdod Gwaed Cenedlaethol). Tynnu sylw uwch aelod o staff at unrhyw brinder, materion storio neu bryderon fel bo'n briodol.

- Derbyn, cofnodi, gwirio, storio a diweddaru cofnodion o stoc yn unol â SOPs yr adran.

- Defnyddio offer a nwyddau traul mewn modd cyfrifol a chost effeithiol. Cymryd camau priodol neu adrodd i uwch aelod o staff ynglyn ag unrhyw namau neu gamgymeriadau a ddynodir o ran unrhyw system neu offer a allai beryglu staff neu ddiogelwch staff neu ddilysrwydd canlyniadau.

Adnoddau dynol

- Cymryd rhan yn rhaglen gynefino staff newydd a'u hyfforddi yn ôl cyfarwyddyd uwch staff gwyddonol yr adran.

- Cymryd rhan yn rhaglen gynefino Gwyddonwyr Biofeddygol a Chynorthwywyr Labordy Feddygol a'u hyfforddi.

- Cymryd rhan yn y gwaith o hyfforddi a goruchwylio myfyrwyr lleoliad gwaith/profiad gwaith ac ymwelwyr eraill â'r adran.

- Cofnodi pob hyfforddiant a gafwyd yn unol â phrotocolau'r adran.

Adnoddau Gwybodaeth

- Defnyddio system reoli Gwybodaeth y Labordy yn unol â phrotocolau a gytunwyd sy'n cynnwys: cofnodi data a chanlyniadau a galw'n ôl.

- Cadw cywirdeb cronfeydd data'r labordy.

- Cydymffurfio â deddfwriaeth gwarchod data

- Cydymffurfio â pholisïau lleol a chenedlaethol ar gyfer prosesu gwybodaeth am gleifion a gwybodaeth arall y labordy yn ddiogel, yn sicr ac yn gyfrinachol.

- Yn ôl cyfarwyddyd uwch staff yr adran, casglu neu adalw data sydd eu hangen ar gyfer ymchwil, datblygu neu archwilio.

Ansawdd ac Archwiliad

- Rheoli digwyddiadau, camgymeriadau neu adweithiau anffafriol yn gyflym ac yn effeithiol.

- Dilyn system rheoli ansawdd wedi ei dogfennu

- Dilyn protocolau ar gyfer trin, storio, symud ac olrhain cyfansoddion gwaed (lle bo'n briodol)

GOFYNION CYFFREDINOL

Gallu
Rydych yn gyfrifol am gyfyngu eich gweithredoedd i'r hyn y teimlwch y gallwch eu gwneud. Os oes gennych unrhyw amheuaeth am eich gallu yn ystod eich gwaith dylech gael gair â'ch rheolwr llinell/goruchwyliwr ar unwaith.

Gweithiwr Iechyd Proffesiynol Cofrestredig
Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth
Lle mae'r sefydliad proffesiynol priodol yn gofyn am oruchwyliaeth, cyfrifoldeb deilydd y swydd yw sicrhau cydymffurfiad â hyn. Os bydd gennych unrhyw amheuaeth ynghylch gofyniad fel hyn, siaradwch gyda'ch Rheolwr.

RHEOLI RISG
Elfen safonol o rôl a chyfrifoldeb holl staff y Bwrdd Iechyd Lleol yw eu bod yn cyflawni rôl weithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, methiant agos a pherygl.

Rheoli Cofnodion
Mae gweithwyr Bwrdd Iechyd Lleol Betsi Cadwaladr yn gyfreithiol gyfrifol am yr holl gofnodion y maent yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'u gwaith (gan

gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylech ymgynghori â'r rheolwr os bydd gennych unrhyw amheuon am reoli'r cofnodion rydych yn gweithio gyda nhw'n gywir.

GOFYNION IECHYD A DIOGELWCH.

Mae gan holl weithwyr y Bwrdd Iechyd Lleol ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae gofyn i weithwyr gydweithredu gyda rheolwyr i alluogi'r Sefydliad i gwrdd â'i dyletswyddau cyfreithiol ei hunan ac i hysbysu unrhyw sefyllfaoedd peryglus neu offer diffygiol.

Datganiad Hyblygrwydd

Amlinelliad o'r swydd yn unig ydy'r Disgrifiad Swydd hwn ac felly nid yw'n gatalog manwl gywir o ddyletswyddau a chyfrifoldebau'r swydd. Felly, bwriedir i'r Swydd Ddisgrifiad fod yn hyblyg ac mae'n amodol ar adolygiad a newidiadau yng ngoleuni'r amgylchiadau newidiol yn dilyn ymgynghoriad gyda deilydd y swydd.

Cyfrinachedd

Mae gofyn i holl weithwyr y Bwrdd Iechyd Lleol gadw cyfrinachedd y cyhoedd (cleifion, merched iach a defnyddwyr gwasanaeth ayyb.) ac aelodau staff yn unol â pholisïau'r Sefydliad.

Cyfnod Prawf [os yn briodol]

Penodir i'r swydd hon yn ddibynnol ar gwblhau cyfnod prawf boddhaol o 3 mis. Yn ystod yr amser hwn, bydd eich Rheolwr yn cael y cyfle i adolygu ac asesu eich addasrwydd.

JOB DESCRIPTION

JOB DETAILS

Job Title: **Generic** Biomedical Scientist including out of hours cover

Grade: **Band 5**
Salary Scale:
Hours of Work: hours per week

Department / Ward: **Pathology CPG**
Base: **Pathology**

ORGANISATIONAL ARRANGEMENTS

Accountable to: **1.** (Managerially) Service Manager

2. (Reporting) Section Leader

3. (Professionally) Service Manager

Responsible for: Supervising

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

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, policies and good laboratory practice and also within their work duties, 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 Betsi

Cadwaladr University Local Health Board (BCULHB) area to enable continuity of service.

Subject to meeting the necessary competence requirements, the post holder will be expected to work on a rotational basis as part of a small team to ensure the provision of appropriate 24 hour laboratory services, as appropriate to the requirements of the clinical services users.

The post holder will be required to cover 24/7 out of hour's service working as a registered scientist reporting to a Specialist Scientist and as part of a small team to deliver a safe and effective specialist emergency and core testing service

Out of hours working requires post holder to:

- Support and advise support worker colleagues
- Prioritise investigations in accordance to clinical need, ensuring optimum turnaround for urgent requests
- Manage emergency requests, single or multiple, in liaison with specialist scientist lead
- Liaise with IT and specialist equipment suppliers to resolve system or equipment failures
- To respond to Major incident procedures should the need arise

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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.

- Uses effective communication in emergency situations to assess urgency, prioritise work and deliver rapid results / blood components in response to the clinical situation

- Attends and participates in departmental meetings and tutorials as required by the Service manager.

- Maintains good relations with all members of staff and promotes effective teamwork

- Deals with telephone enquiries including provision of results to wards, clinics and GP surgeries as per the laboratory Standard Operating Procedure.

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.

- Responds appropriately to equipment failures, QC failures or loss of service, manages the impact of the problem and makes rapid, effective decisions to ensure service continuity.

- Investigates failures and, within the scope of laboratory protocols, repairs or corrects instrument failures, maintaining records and completing appropriate re-validation and quality checks

- 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.

- Provides relevant, accurate result interpretation and further investigation advice, referring to specialist scientists, senior colleagues or consultants when applicable.

- Issues blood components, blood products and other pharmaceutical components at request of clinicians and in response to appropriate clinical details and results of relevant laboratory tests

- 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).

- Checks abnormal results, and, in accordance with laboratory protocols, re-tests, performs confirmatory tests and reports findings to relevant scientific and/or clinical staff.

- 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.

- Monitors, maintains, QCs and trains clinical staff in the care & use of point of care testing equipment

- Assists clinical users in problem solving with respect to point of care testing equipment, referring to specialist scientists where necessary

- Process and safely dispose of samples known to be or at risk of containing known high risk pathogens in line with department procedures and health and safety protocols.

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

- Work on a rotational basis through the different sections of the department, to enable continuity of service in all areas and to develop a wide knowledge base of Blood Sciences

- Follows trust 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 regional centre of the National Blood Authority). 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

- Receives, receipts and manages blood stocks in line with BSQR regulations and cold chain requirements

- 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 or 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.

Information Resources

- Uses Laboratory Information management system according to agreed protocols which includes; data input and result entry and recall, blood sticks management & movements and document control .

- 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.

Quality and Audit

- Prompt and effective management of incidents, errors or adverse reactions

- Following documented quality management system

- Following protocols for the handling, storage, movement and traceability of blood components (where appropriate)

- Inputs to data collection and analysis to support audit, service development and research

GENERAL REQUIREMENTS

Competence
At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional
All employees of the LHB 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 employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management
It is a standard element of the role and responsibility of all staff of the LHB 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 LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements
All employees of the LHB 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 postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

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.

Confidentiality
The Postholder 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. The postholder 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.

Promoting Diversity and Dignity at Work
The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

Date Prepared: Jan 2013

Prepared By: R Surridge

Date Reviewed:

Reviewed By:

Agreed By: **Date:**

Employee's Name and Signature:

Agreed By **Date:**

Manager's Name and Signature:

DISGRIFIAD SWYDD

MANYLION Y SWYDD

Teitl y Swydd: **Generig** Gwyddonydd Biofeddygol yn cynnwys gweithio wrth gefn y tu allan i oriau

Gradd: **Band 6**

Adran / Ward: **Patholeg GRhC**

Lleoliad: **Patholeg**

TREFNIADAU SEFYDLIADOL

Yn atebol i:

1. (Rheoli) Rheolwr Gwasanaeth

2. (Adrodd) Arweinydd Isadran

3. (Proffesiynol) Rheolwr Gwasanaeth

Yn gyfrifol am: Goruchwylio

1. Gwyddonydd Biofeddygol Generig yn cynnwys gweithio wrth gefn y tu allan i oriau
2. Hyfforddi Gwyddonwyr Biofeddygol a Gweithwyr Cefnogi Gwyddonwyr Gofal Iechyd o fewn y maes gwaith dynodedig

PWRPAS Y SWYDD

Fel Gwyddonydd Biofeddygol bydd disgwyl i ddeilydd y swydd weithio o fewn y safonau proffesiynol sy'n ddisgwyliedig ohonoch fel cofrestrydd y Cyngor Proffesiynau Iechyd a chadw portffolio o dystiolaeth i gefnogi Datblygiad Proffesiynol Parhaus.

Bydd dyletswyddau fel Gwyddonydd Biofeddygol yn cynnwys cyflawni amryw o weithdrefnau gwyddonol yn ymwneud â phrosesu sbesimenau biofeddygol er mwyn cyfrannu at gynnig diagnosis, trin a monitro afiechydon ac ymchwilio i brosesau patholegol.

Bydd angen i ddeilydd y swydd gydymffurfio â pholisïau a gweithdrefnau gweithredu safonol y cytunwyd arnynt ac arfer da y labordy a hefyd o fewn eu dyletswyddau gwaith, bydd angen cydymffurfio â'r safonau gofynnol Achredu Patholeg Clinigol (DU) a chyrff proffesiynol a deddfwriaethol perthnasol eraill (e.e. H.T.A., B.S.Q.R.)

Bydd angen i ddeilydd y swydd weithio ar sail rota trwy wahanol rannau o'r adran, ac mae'n bosibl y bydd angen gweithio ar unrhyw safle sy'n rhan o ymddiriedolaeth Bwrdd Iechyd Lleol Prifysgol Betsi Cadwaladr i hwyluso parhad gwasanaeth.

Bydd angen i ddeilydd y swydd weithio wrth gefn ar gyfer y gwasanaeth y tu allan i oriau 24/7 gan weithio fel gwyddonydd cofrestredig yn adrodd i Wyddonydd Arbenigol ac fel rhan o dîm bach i ddarparu gwasanaeth profion craidd a brys arbenigol diogel ac effeithlon

Wrth weithio y tu allan i oriau rhaid i ddeilydd y swydd:

- Weithio ar ei ben ei hun gyda lefel uwch o gyfrifoldeb
- Cymryd rôl arweiniol wrth weithio gyda thîm iau
- Blaenoriaethu ymchwiliadau yn unol ag angen clinigol, gan sicrhau eu bod yn cael eu gwneud cyn gynted â phosibl ar gyfer ceisiadau brys
- Darparu gwasanaeth canlyniadau cyflym, dibynadwy ac effeithlon trwy wneud ystod gynhwysfawr o ddadansoddiadau arferol ac arbennig. Disgrifir y profion sydd ar gael mewn gweithdrefnau gweithredu safonol. Yn ystod y gwasanaeth y tu allan i oriau, caiff ceisiadau am brofion eraill eu cyfeirio at uwch aelodau o staff neu staff clinigol i'w cymeradwyo.
- Rhoi cefnogaeth a chymorth proffesiynol i gydweithwyr iau a chydweithwyr o dimau clinigol.
- Rheoli ceisiadau brys, unigol neu luosog, ar y cyd â'r gwyddonydd arbenigol arweiniol
- Cysylltu â chyflenwyr TG ac offer arbenigol i ddatrys problemau os bydd yr offer neu'r system yn torri
- Gwneud trefniadau addas eraill os bydd y gwasanaeth yn methu oherwydd bod systemau neu offer yn torri
- Ymateb i neu weithredu gweithdrefnau digwyddiadau mawr pe bai'r angen yn codi
- Wrth weithio yn y gwasanaeth y tu allan i oriau, bod yn gyfrifol am orffen, gwirio a dilysu gwaith cydweithwyr fel y bo angen.
- Wrth weithio yn y gwasanaeth y tu allan i oriau, bod yn gyfrifol am ddiogelwch y labordy.

DYLETSWYDDAU A CHYFRIFOLDEBAU

Cyfathrebu

- Cyfathrebu'n effeithiol yn fewnol o fewn yr adran yn ogystal â gydag adrannau eraill ac asiantaethau allanol, gan rannu cyngor a gwybodaeth yn effeithiol. Delio'n gwrtais â'r holl ddefnyddwyr gwasanaeth, gan ddangos sensitifrwydd fel y bo'n briodol.

- Cynnig cymorth a gwybodaeth gymhleth i ddefnyddwyr gwasanaeth o safbwynt methodolegau profion, gofynion o ran samplau a chanlyniadau dadansoddiadau.

- Cyfathrebu'n effeithiol mewn sefyllfaoedd brys er mwyn asesu natur y brys, blaenoriaethu gwaith a sicrhau canlyniadau cyflym / cydrannau gwaed mewn ymateb i'r sefyllfa glinigol

- Mynychu a chymryd rhan yng nghyfarfodydd yr adran a thiwtorialau yn unol â chyfarwyddyd y Rheolwr Gwasanaeth.

- Cynnal perthynas dda gyda phob aelod o staff a hyrwyddo gwaith tîm effeithiol, gan arwain tîm o weithwyr cefnogi y tu allan i oriau

- Delio ag ymholiadau ar y ffôn yn cynnwys rhoi canlyniadau i wardiau, clinigau a meddygfeydd yn unol â Gweithdrefn Weithredu Safonol y labordy.

- Cyfrannu at ddatblygu a darparu rhaglenni hyfforddi ar gyfer staff a gwyddonwyr dan hyfforddiant yn cynnwys asesu cymhwysedd staff

Dadansoddol, Gwyddonol a Thechnegol

- Yn unol â Gweithdrefnau Gweithredu Safonol yr adran ac o fewn terfynau cymhwysedd unigolion, paratoi, cynnal a graddnodi gwahanol offer a pheiriannau dadansoddi gwyddonol. Gwirio rhestrau stociau treuliadwy ac ymweithredyddion, adnewyddu stoc, gwirio systemau, gweithredu ar ganlyniadau'r gwiriadau hynny, prosesu samplau rheoli ansawdd er mwyn sicrhau bod y system yn perfformio'n dderbyniol a chymryd unrhyw gamau cywiro.

- Ymateb yn briodol i fethiannau o ran offer, methiannau i systemau rheoli ansawdd neu golli gwasanaeth, rheoli effaith y broblem a gwneud penderfyniadau cyflym, effeithiol i sicrhau parhad y gwasanaeth. Trechu trafferthion, ac os yw'n bosibl, trwsio a chynnal offer i sicrhau eu bod yn gweithio'n iawn, gan wneud yn siŵr bod yr offer yn y cyflwr gorau posibl ar gyfer eu defnyddio. Rhoi gwybod i uwch aelodau o staff am unrhyw broblemau. Gallai hyn gynnwys cydlynu â pheirianwyr cwmnïau i sicrhau bod offer hanfodol yn gweithio'n barhaus.

- Cynnal ymchwiliadau â llaw, lled-awtomatig a chwbl awtomatig yn y labordy, gan gadw at Weithdrefnau Gweithredu Safonol yr adran ac yn amodol ar asesiad cymhwysedd. Paratoi canlyniadau profion er mwyn llunio adroddiadau sy'n gywir, prydlon a pherthnasol i staff clinigol.

- Gweithredu prosesau cyn ymchwilio priodol er mwyn sicrhau ansawdd samplau yn arbennig wrth ymchwilio i lactad, amonia, ACTH, a nwyon gwaed rhydwelïol, y mae angen delio â hwy ar frys.

- Yn unol â phrotocolau'r adran, a chanllawiau cenedlaethol lle y bo angen, cynnal profion â llaw yn y labordy, paratoi ymweithredyddion a chyn-driniaeth i samplau. Tablu a dehongli canlyniadau a chynnal profion cadarnhau lle y bo angen.
- Dehongli canlyniadau mewn dull perthnasol a chywir a chynnig cyngor pellach yn sgil ymchwilio, gan gyfeirio at wyddonwyr arbenigol, uwch gydweithwyr neu ymgynghorwyr os yw'n berthnasol.

- Ymwneud â morffoleg gymhleth, yn cynnwys sylwadau diagnostig a mesur gwaedlif ffeto-famol gan gyfrifo dogn addas o broffylacsis Gwrth-D ac ailadrodd y prawf fel y bo'n briodol.

- Paratoi cydrannau gwaed, cynnyrch gwaed a chydrannau fferyllol eraill ar gais clinigwyr ac mewn ymateb i fanylion clinigol priodol a chanlyniadau profion labordy perthnasol

- Ymwneud â gweithdrefnau dadansoddi cymhleth sy'n galw am sgiliau, gwybodaeth, cywirdeb a medrusrwydd helaeth e.e. canfod, adnabod a mesur sylweddau camddefnyddio.

- Cadw tystiolaeth o ran samplau, dogfennau ac unrhyw dystiolaeth bosibl arall yn gysylltiedig â phrofion a wnaed fel rhan o ymchwiliad parhaus neu bosibl gan yr heddlu e.e. wrth ddelio â cheisiadau gan ddioddefwyr sydd o bosibl wedi cael anafiadau nad oeddent yn ddamweiniol.

- Mesur a monitro ansawdd ymchwiliadau labordy gan ddefnyddio gweithdrefnau ansawdd mewnol ac allanol. Cymryd camau cywiro os yw gweithdrefnau rheoli ansawdd neu sicrwydd ansawdd yn dangos gostyngiad mewn perfformiad yn unol â phrotocolau'r labordy.

- Yn unol â phrotocolau'r labordy mynd ati'n dechnegol i ddilysu canlyniadau i'w rhyddhau i system gyfrifiadurol y labordy. Cofnodi'r holl ganlyniadau yr ydych wedi eu paratoi'n bersonol a'u mewnbynnu i System Rheoli Gwybodaeth y Labordy (LIMS).

- Gwirio canlyniadau hynod o annormal gan gleifion, ailadrodd profion neu eu dilysu'n briodol a rhoi gwybod yn syth i uwch aelod o staff neu staff clinigol beth yw'r canlyniadau.

- Defnyddio barn wyddonol yn seiliedig ar ganlyniadau'r labordy (yn unol â phrotocolau'r adran) i benderfynu a oes angen cynnal profion pellach, dehongli'r profion hyn a gwneud penderfyniadau ar sail canlyniadau'r profion (er enghraifft, os ydych yn gweithio ym maes trallwyso, dewis, paratoi a darparu cynnyrch gwaed priodol a chydnaws). Penderfynu a oes angen cyfeirio canlyniadau i sylw uwch staff, clinigwyr neu ffonio Meddygon sydd wedi gwneud cais i gael gwybod beth yw'r canlyniadau, a gweithredu ar y penderfyniad.

- Mewn sefyllfaoedd brys, ac wrth weithio fel gwyddonydd arweiniol, defnyddio gwybodaeth wyddonol a barn fedrus i asesu a gweithredu ar berthnasedd y canlyniadau, a lle y bo angen, bwrw ymlaen gan ddefnyddio prosesau a phrotocolau ansafonol mewn ymateb i'r sefyllfa glinigol a goblygiadau canlyniadau'r labordy e.e. celloedd coch nad ydynt yn cyfateb neu sy'n anghydnaws
- Cyfleu'r camau, rhesymau a goblygiadau'r camau a gymerir wrth weithio y tu allan i brotocol safonol, gan sicrhau bod clinigwyr cyfrifol a chlinigwyr patholeg sydd ar alwad yn cael eu hysbysu.

- Ymateb i geisiadau brys ar gyfer gwaith gan ddefnyddwyr gwasanaeth cydnabyddedig.
- Yn unol â gofynion yr adran, paratoi'r samplau cyn eu dadansoddi; derbyn, gwirio a phrosesau'r samplau. Bydd hyn yn cynnwys gwirio'r holl fanylion ar ffurflenni cais a sbesimenau'n fanwl a gofalus; hysbysu staff y ward, clinig neu feddygfa ynghylch unrhyw wallau a cheisio eu cywiro (e.e. ailadrodd y broses o gasglu'r sampl); cael gwared ar sbesimenau anaddas fel y bo'n briodol.

- Cyfeirio samplau i labordai eraill i ymchwilio iddynt yn unol â phrotocolau'r labordy.

- Cysylltu â staff o adrannau eraill y labordy a chyfathrebu gyda staff clinigol er mwyn datrys problemau a samplau cleifion, e.e. profion hylif serebro-sbinal.

- Cwblhau prosesau profion pwynt gofal lle mae angen dilyn proses gywir ar gyfer adnabod cleifion, sgiliau rhyngbersonol, sgìl rhoi sicrwydd i gleifion a sicrhau cyfrinachedd cleifion. e.e. Prawf goddefiad glwcos, profion pwynt gofal, iontofforesis ar gyfer casglu chwys o fabanod newydd-anedig a phediatreg.

- Monitro, cynnal, rheoli ansawdd a hyfforddi staff clinigol sut i ddefnyddio a gofalu am offer profion pwynt gofal

- Helpu defnyddwyr clinigol i ddatrys problemau o safbwynt offer profion pwynt gofal, gan gyfeirio at wyddonwyr arbenigol os oes angen

- Monitro a threchu trafferthion yn ymwneud â system rheoli tymheredd y labordy

- Darparu ystod o dechnegau Imiwnoleg arbenigol yn cynnwys paratoi sleidiau, microsgopeg imiwnofflworoleuedd ac adrodd fel rhan o'r drefn rota benodol yn yr Adran

Cynllunio a Threfnu

- Bydd deilydd y swydd yn ymwybodol o bolisïau'r BILl a'r adran ar iechyd a diogelwch, cyfrinachedd, rheoli ansawdd, a diogelu data.

- Bydd deilydd y swydd yn sicrhau addasrwydd i ymarfer, gan gydymffurfio â chod ymarfer y Cyngor Proffesiynau Iechyd ac yn sicrhau ei fod wedi cofrestru

- Gweithio ar sail rota trwy wahanol adrannau'r adran, er mwyn hwyluso parhad gwasanaeth ym mhob maes a datblygu sylfaen wybodaeth eang am Wyddorau Gwaed

- Dilyn polisïau a gweithdrefnau diogelwch yr ymddiriedolaeth a'r adran. Deall dyletswydd gofal statudol ar gyfer diogelwch personol a diogelwch eraill a allai gael eu heffeithio gan eu gweithredoedd neu ddiffyg gweithredu.

- Adrodd ynghylch unrhyw ddigwyddiadau niweidiol neu anffafriol a allai amharu ar les staff, ymwelwyr y claf neu gleientiaid y Sefydliad. Sicrhau bod y digwyddiadau hyn yn cael eu cofnodi trwy'r dull adrodd swyddogol.

- Cyfrannu at baratoi asesiadau risg o ddulliau ac offer newydd, dulliau gweithio newydd neu a gofnodwyd yn sgil archwiliadau iechyd a diogelwch.

- Oherwydd bod gwaith yn cael ei gyflwyno mewn ffordd na ellir ei rhagweld i'r labordai, bydd angen i ddeilydd y swydd ddefnyddio ei farn broffesiynol i flaenoriaethu tasgau.

- Wrth weithio y tu allan i oriau fel gwyddonydd arweiniol, cyfarwyddo a rheoli'r tîm cefnogi a'r llwyth gwaith er mwyn sicrhau'r ymateb gorau posibl i waith brys a gwaith arferol, gan sicrhau bod arfer da a phrotocolau'r labordy'n cael eu dilyn a bod unrhyw wyro ar gyfer rheoli ceisiadau brys yn cael eu cofnodi a'u hadrodd trwy'r system rheoli digwyddiadau

- Deall a gweithredu polisi gwaedlif enfawr y Bwrdd Iechyd pan fo'r sefyllfa glinigol yn galw am hynny

- Pe bai angen, gweithredu a rheoli ymateb Digwyddiad Mawr gan ddilyn protocol yr adran ar gyfer Digwyddiadau Mawr

Datblygu Gwasanaeth a Pholisi

- Cyfrannu at adolygu arfer y labordy a chynnig newidiadau i Weithdrefnau Gweithredu Safonol.

- Cyfrannu at gyflwyno offer a methodolegau newydd i'r adran fel y bo'n briodol.

- Yn gyfarwydd â'r datblygiadau gwyddonol a thechnegol diweddaraf fel y bo'n ofynnol gan yr adran.

- Ymgymryd â hyfforddiant a ystyrir yn addas ar gyfer datblygiad personol, proffesiynol a gwasanaeth.

Adnoddau Ariannol a Ffisegol

- Bod yn gyfrifol am fonitro'r defnydd a wneir yn ddyddiol o holl lefelau stoc. Yn dibynnu ar ofynion yr adrannau byddai hyn yn cynnwys; ymweithredyddion, eitemau treuliadwy, Gwaed a chynnyrch Gwaed (yn cynnwys cysylltu â chanolfan ranbarthol yr Awdurdod Gwaed Cenedlaethol.) Tynnu sylw uwch aelod o staff at unrhyw brinder, materion storio neu bryderon fel y bo'n briodol

- Derbyn, cofnodi, gwirio, storio a diweddaru cofnodion stoc yn unol â Gweithdrefnau Gweithredu Safonol yr adran

- Derbyn, paratoi derbynebau a rheoli stociau gwaed yn unol â rheoliadau BSQR a gofynion tymheredd cyson

- Defnyddio'r holl offer a'r eitemau treuliadau mewn ffordd gyfrifol a chost effeithiol. Cymryd camau priodol neu roi gwybod i staff am unrhyw namau neu wallau a nodwyd o fewn unrhyw system neu offer a allai amharu ar ddiogelwch staff neu gleifion neu ddilysrwydd canlyniadau.

Adnoddau Dynol

- Cyfrannu at drefn gynefino a hyfforddi staff newydd yn ôl cyfarwyddwyd uwch staff gwyddonol yn yr adran.

- Cyfrannu at drefn hyfforddi a chynefino Gwyddonwyr Biofeddygol dan hyfforddiant a Chynorthwywyr Labordy Meddygol.

- Cyfrannu yn ôl cyfarwyddyd at hyfforddi a goruchwylio myfyrwyr ar leoliad gwaith/profiad gwaith ac ymwelwyr eraill i'r adran.

- Cofnodi'r holl hyfforddiant a wneir yn unol â phrotocolau'r adran.

- Efallai bydd angen rheoli isadran, gan ddirprwyo ar gyfer uwch wyddonydd

Adnoddau Gwybodaeth

- Defnyddio system rheoli gwybodaeth y labordy yn unol â phrotocolau y cytunwyd arnynt sy'n cynnwys: mewnbynnu data, cofnodi canlyniadau a galw canlyniadau yn ôl, rheoli samplau gwaed a'u symudiadau a rheoli dogfennau

- Sicrhau bod cronfeydd data'r labordy'n ddilys a chywir

- Cydymffurfio â deddfwriaeth diogelu data

- Cydymffurfio â pholisïau lleol a chenedlaethol ar gyfer prosesu a storio gwybodaeth am gleifion a gwybodaeth labordy arall yn ddiogel a chyfrinachol.

- Yn ôl cyfarwyddyd uwch staff yr adran, cyfrannu at gasglu neu adfer data angenrheidiol ar gyfer ymchwil, datblygu neu i bwrpas archwilio.

Ansawdd ac Archwilio

- Rheoli digwyddiadau, gwallau neu ymateb anffafriol yn gyflym ac effeithiol

- Dilyn system rheoli ansawdd wedi ei chofnodi

- Dilyn protocolau ar gyfer trafod, storio, symud ac olrhain cydrannau gwaed (lle y bo'n briodol)

- Mewnbynnu a dadansoddi data i gefnogi gwaith archwilio, datblygu gwasanaeth ac ymchwil

GOFYNION CYFFREDINOL

Gallu
Ni ddylai deiliad y swydd weithio y tu allan i'w lefel ddiffiniedig o gymhwysedd ar unrhyw adeg. Os oes pryderon ynglŷn â hyn, dylai deilydd y swydd eu trafod ar unwaith gyda'u rheolwr/goruchwyliwr. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/rheolwr os ydynt yn amau eu gallu eu hunain i gyflawni dyletswydd.

Gweithiwr Iechyd Proffesiynol Cofrestredig
Gofynnir i holl weithwyr y Bwrdd Iechyd Lleol y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.

Goruchwyliaeth
Lle mae'r sefydliad proffesiynol priodol yn nodi gofyniad mewn perthynas â goruchwyliaeth, cyfrifoldeb deiliad y swydd yw sicrhau cydymffurfiad â'r gofyniad hwn. Os oes gennych unrhyw amheuaeth ynghylch bodolaeth gofyniad o'r fath yna dylech siarad â'ch Rheolwr.

Rheoli Risg
Elfen safonol o rôl a chyfrifoldeb yr holl staff o fewn y BILl yw eu bod yn cyflawni rôl rhagweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, gweithredu'n briodol ac adrodd ar bob digwyddiad, digwyddiadau y bu ond y dim iddynt ddigwydd a pheryglon.

Rheoli Cofnodion
Fel un a gyflogir gan y Bwrdd, rydych yn gyfreithiol gyfrifol am yr holl gofnodion yr ydych yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'ch gwaith yn y Bwrdd (gan gynnwys iechyd cleifion, ariannol, personol a gweinyddol) p'un ai eu bod ar bapur neu ar gyfrifiadur. Ystyrir pob cofnod o'r fath fel cofnodion cyhoeddus, ac mae gennych ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y Bwrdd). Dylech ymgynghori gyda'ch rheolwr os oes gennych unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion yr ydych yn gweithio gyda hwy.

Gofynion Iechyd a Diogelwch
Mae gan holl weithwyr y BILl ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae gofyn i ddeilydd y swydd gydweithredu gyda rheolwyr i alluogi'r BILl i gwrdd â'i dyletswyddau cyfreithiol ei hunan ac i hysbysu unrhyw sefyllfaoedd peryglus neu offer diffygiol. Mae'n rhaid i deilydd y swydd ddilyn polisïau rheoli risg, iechyd a diogelwch a pholisïau cysylltiedig y BILl.

Datganiad Hyblygrwydd
Amlinellir dyletswyddau'r swydd yn y disgrifiad swydd a'r manylion personol yma a gellir eu newid o dro i dro gyda chydsyniad deilydd y swydd.

Cyfrinachedd
Mae'n rhaid i Ddeilydd y Swydd fod yn ymwybodol ar bob adeg o bwysigrwydd cadw cyfrinachedd a diogelwch yr holl wybodaeth a dderbynnir wrth gyflawni ei ddyletswyddau. Bydd hyn mewn llawer o achosion yn cynnwys mynediad at

wybodaeth bersonol am ddefnyddwyr gwasanaeth. Rhaid i ddeilydd y swydd drin yr holl wybodaeth boed wybodaeth corfforaethol, am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau'r ddeddf diogelu data 1998 a pholisi'r sefydliad.

Hyrwyddo Amrywiaeth ac Urddas yn y Gwaith
Mae'r BILl yn ymrwymedig i hyrwyddo amrywiaeth mewn cyflogaeth ac urddas yn y gwaith. Mae'n cydnabod bod gwahaniaethu ac aflonyddu yn annerbyniol a'i fod er budd gorau'r BILl a'r boblogaeth y mae'n ei gwasanaethu i ddefnyddio sgiliau'r gweithlu cyfan. Mae'n rhaid i ddeiliad y swydd gydymffurfio gyda, a chadw at bolisïau cyfle cyfartal ac urddas yn y gwaith.

Dyddiad y Paratowyd: Ion 2013

Paratowyd gan: R Surridge

Dyddiad yr Adolygwyd:

Adolygwyd gan:

Cytunwyd gan: **Dyddiad:**
Enw a Llofnod y Gweithiwr:

Cytunwyd gan R J Surridge **Dyddiad:**
Enw a Llofnod y Rheolwr:

JOB DESCRIPTION

JOB DETAILS

Job Title: **Specialist** Biomedical Scientist including out of hours cover

Grade: **Band 6**

Department / Ward: **Pathology CPG**

Base: **Pathology**

ORGANISATIONAL ARRANGEMENTS

Accountable to: **1.** (Managerially) Service Manager

2. (Reporting) Section Leader

3. (Professionally) Service Manager

Responsible for: Supervising

3. Generic Biomedical Scientist including out of hours cover
4. Trainee Biomedical Scientists and Healthcare Scientist Support workers within allocated area of work.

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, policies and good laboratory practice and also within their work duties, 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 Betsi

Cadwaladr University Local Health Board (BCULHB) area to enable continuity of service.

The post holder will be required to cover 24/7 out of hours service working alone as lead or as single registered scientist leading a small team of support workers to deliver a safe and effective specialist emergency and core testing service
Out of hours working requires post holder to:

- Function autonomously with enhanced responsibility
- Take the lead when working with a junior team
- Prioritise investigations in accordance to clinical need, ensuring optimum turnaround for urgent requests
- Provide a rapid, reliable and efficient results service by performing a comprehensive range of routine and special analyses. The tests available are described in standard operating procedures. During OOH, requests for other tests are referred to senior or clinical staff for approval.
- Provide professional support and assistance to junior colleagues and colleagues form clinical teams
- Manage emergency requests, single or multiple, in liaison with clinical team
- Liaise with IT and specialist equipment suppliers to resolve system or equipment failures
- Make suitable alternative arrangements in the case of service failure due to system or equipment malfunction
- To respond to or initiate Major incident procedures should the need arise
- When working OOH, responsible for finishing, checking and validating colleagues' work as necessary.
- When working OOH, take appropriate responsibility for the safety and security of the laboratory.

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.

- Provide complex information and support to service users regarding test methodologies, sample requirements and results of analysis.

- Uses effective communication in emergency situations to assess urgency, prioritise work and deliver rapid results / blood components in response to the clinical situation as single registered scientist covering an out of hours service

- Attends and participates in departmental meetings and tutorials as required by the Service manager.

- Maintains good relations with all members of staff and promotes effective teamwork, leading a team of support worker out of hours

- Deals with telephone enquiries including provision of results to wards, clinics and GP surgeries as per the laboratory Standard Operating Procedure.

- Input to the development and delivery of training programmes for support staff and trainee scientists including assessment of staff competence

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.

- Responds appropriately to equipment failures, QC failures or loss of service, manages the impact of the problem and makes rapid, effective decisions to ensure service continuity. Troubleshoot, and if possible, repair and maintain instruments for correct operation, keeping equipment in optimal condition for use. Report any problems to senior staff. This may include co-ordinating with company engineers to ensure continuous operation of essential equipment.

- 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.

- Implements appropriate pre examination processes to ensure the quality of samples especially in the investigation of lactate, ammonia, ACTH, and arterial blood gases, which need to be dealt with urgently.

- 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.

- Provides relevant, accurate result interpretation and further investigation advice, referring to senior colleagues or consultants when applicable.

- Performs complex morphology including diagnostic comments and quantification of feto-maternal haemorrhage with calculation of appropriate dose of Anti-D prophylaxis and appropriate repeat testing.

- Issues blood components, blood products and other pharmaceutical components at request of clinicians and in response to appropriate clinical details and results of relevant laboratory tests

- Preforms complex analytical procedures requiring extensive skill, knowledge, accuracy and dexterity e.g. extraction, identification and measurement of substances of misuse.

- Maintains sample, document and other potential evidence in relation to tests performed as part of any on-going or potential police investigation e.g. when handling requests from possible non-accidental injury victims.

- 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).

- Check grossly abnormal patient results, completes appropriate repeat or verification tests and promptly reports findings to appropriate senior or clinical staff.

- 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.

- In emergency situations, and when working as lead scientist, uses scientific knowledge and skilled judgement to assess and act on the relevance of results, where necessary, proceeding to non-standard processes and protocols in response to the clinical situation and implications of the laboratory findings. E.g. issue of unmatched or incompatible red cells.

- Communicates actions, reasoning and implications of actions taken when working outside standard protocol, ensuring responsible clinician and on-call pathology clinicians are informed.

- 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.

- Liaise with staff from other laboratory departments and communicate with clinical staff to resolve patient and patient sample issues, e.g. cerebro-spinal fluid testing.

- Completes near patient testing processes requiring positive patient identification, interpersonal skills, reassurance skill and maintaining patient confidentiality. E.g. Glucose tolerance testing, Point of Care INR, iontophoresis for collection of sweat from neonates and paediatrics.

- Monitors, maintains, QCs and trains clinical staff in the care & use of point of care testing equipment

- Assists clinical users in problem solving with respect to point of care testing equipment, referring to specialist scientists where necessary

- Monitor and troubleshoot the laboratory temperature control system

- Provide a range of specialist Immunology techniques including slide preparation, Immunofluorescence microscopy and reporting as part of scheduled rotation within the Department.

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

- Work on a rotational basis through the different sections of the department, to enable continuity of service in all areas and to develop a wide knowledge base of Blood Sciences.

- Follows trust 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.

- When working out of hours as lead scientist, directs and manages support team and workload to best deliver on urgent and routine work demands, ensuring best practice and laboratory protocols are followed and deviations to manage

emergencies are recorded and reported through the incident management system

- Understands and implements Health Board Massive haemorrhage policy when the clinical situation requires

- Should it be required, initiate and manage Major Incident response of the service, following departmental MI protocol

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 regional centre of the National Blood Authority). 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

- Receives, receipts and manages blood stocks in line with BSQR regulations and cold chain requirements

- 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 or 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.

- May be required to manage a section, deputising for the senior scientist

Information Resources

- Uses Laboratory Information management system according to agreed protocols which includes; data input and result entry and recall, blood sticks management & movements and document control.

- 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.

Quality and Audit

- Prompt and effective management of incidents, errors or adverse reactions

- Following documented quality management system

- Following protocols for the handling, storage, movement and traceability of blood components (where appropriate)

- Inputs to data collection and analysis to support audit, service development and research

GENERAL REQUIREMENTS

Competence
At no time should the postholder work outside their defined level of competence. If there are concerns regarding this, the postholder should immediately discuss them with their manager/supervisor. Employees have a responsibility to inform their supervisor/manager if they doubt their own competence to perform a duty.

Registered Health Professional
All employees of the LHB 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 employees are in any doubt about the existence of such a requirement they should speak to their Manager.

Risk Management
It is a standard element of the role and responsibility of all staff of the LHB 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 LHB, the postholder is legally responsible for all records that they gather, create or use as part of their work within the LHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and the postholder has a legal duty of confidence to service users (even after an employee has left the LHB). The Postholder should consult their manager if they have any doubt as to the correct management of records with which they work.

Health and Safety Requirements
All employees of the LHB 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 postholder is required to co-operate with management to enable the LHB to meet its own legal duties and to report any hazardous situations or defective equipment. The postholder must adhere to the LHB's risk management, health and safety and associated policies.

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.

Confidentiality
The Postholder 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. The postholder 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.

Promoting Diversity and Dignity at Work
The LHB is committed to promoting diversity in employment and dignity at work. It recognises that discrimination and harassment is unacceptable and that it is in the best interests of the LHB and the population it serves to utilise the skills of the total workforce. The postholder must comply with and adhere to the equal opportunities and dignity at work policies.

Date Prepared: Jan 2013

Prepared By: R Surridge

Date Reviewed:

Reviewed By:

Agreed By: **Date:**
Employee's Name and Signature:

Agreed By R J Surridge **Date: 16/04/2013**
Manager's Name and Signature: