



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

CAJE REF:

JOB DESCRIPTION

JOB DETAILS:

Job Title	Biomedical Scientist
Pay Band	Band 5
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Pathology
Department	TBC
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Pathology Directorate Manager
Reports to: Name Line Manager	Operational Manager
Professionally Responsible to:	Service Manager

Job Summary/Job Purpose:

To contribute to the provision of health care to the people of the Cwm Taf Morgannwg University Health Board (CTMUHB) in the role of a HCPC Registered Biomedical Scientist. This involves the provision of high quality, reliable and efficient Blood Sciences laboratory services, from UKAS accredited laboratories.

The post holder will undertake routine analyses and laboratory procedures, and perform duties commensurate with the training and qualifications of a registered HCPC Registered Biomedical Scientist.

The post holder will be supported to work towards achieving the IBMS Specialist Diploma.

The post holder will be required to work shifts to cover 24/7 service and to work at both laboratories on rotation

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DUTIES/RESPONSIBILITIES:

Principal Duties:

- Perform routine analytical work, developing expertise in specialist biochemistry techniques, following departmentally agreed Standard Operating Procedures.
- Deputise, short term, for more senior staff, as required.
- Maintain adequate stocks of laboratory consumables.
- Data input and retrieval of information from laboratory computer system.
- Technical validation of results within recognised scope of practice.
- Perform routine maintenance on laboratory equipment, as directed, following departmental and manufacturers' procedures
- Assume responsibility for specific tasks/projects (commensurate with experience) delegated by senior staff for career development.
- Maintain clean working areas in accordance with local Health and Safety policy.
- You will fully participate in the departmental out of hours rota and work a designated shift pattern.
- Participate in research, development and audit activities as required,
- Actively contribute to the Departmental Quality Management processes.
- Assist in the supervision and training of trainee technical and laboratory support staff.
- Assist in the monitoring and evaluation of work.
- Participate in the CTMUEB's performance review/staff appraisal scheme.

Communications and Relationship Skills:

- Provide advice, technical support, and guidance to clinical staff in relation to the laboratory services available from the department, information about sample suitability, availability of tests, within recognised scope of practice.
- Provide detailed explanations on specialised laboratory procedures, within recognised scope of practice.
- Liaise with service users on problems relating to samples and requests within the scope of practice expected of a registered biomedical scientist.
- Liaise with other pathology departments and IT Department staff on issues relating to laboratory services.

Knowledge, Training and Experience:

- BSc approved and accredited by the Institute of Biomedical Sciences.
- Registration with the Health and Care Professions Council (HCPC)
- Knowledge of medical laboratory sciences and techniques commensurate with a HCPC registered Biomedical Scientist.

Analytical & Judgemental Skills:

- Make judgements on suitability of samples, and appropriateness of requests, compliance with procedures. Decide if samples and/or requests are suitable for processing e.g. correct labelling and identification. Post holder is required to notify and advise clinical staff if a repeat sample is required.

Planning and Organisational Skills:

- Required to plan and organise own work activities in line with departmental requirements.
- Required to plan and organise work of more junior laboratory staff as designated by Section Leader.

Physical Skills:

- Post holder requires highly developed technical skills to operate laboratory

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equipment.

- Requires keyboard skills for accurate entry of patient and test request information to laboratory information systems.

Patient/Client Care Responsibilities:

- The post holder will provide a specialist clinical technical service to patients.
- Will be required to analyse a variety of test results, using technical laboratory equipment and explain test outcomes to other health professionals.

Policy and Service Development:

- Responsible for the implementation of, and to contribute constructively to, the development of laboratory policies and procedures.

Financial and Physical Resources:

- Responsible for ensuring the maintenance of laboratory consumables and supplies.
- Operates expensive laboratory equipment, ensuring that it is safe to use by others.

Human Resources:

- Required to supervise less qualified and more junior laboratory support staff.
- Contribute to the training and development of trainees and more junior staff, as directed by Section Leaders.

Information Resources:

- Required to comply with CTMUHB information governance policies and procedures.
- Responsible for personally generated information and data.
- Responsible for data entry and for correcting data input errors and merging of duplicate data records.
- Responsible for ensuring the accuracy and integrity of data entry to information systems e.g. WCP, Trakcare LIMS, Myrddin.

Research and Development:

- Required to actively participate and contribute to the Departmental audit processes and activities.
- Regularly participates in research and clinical trial work.

Freedom to Act:

- Post holder will work as an independent practitioner within professional codes and procedures; work is managed rather than supervised.

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PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>BSc accredited by the Institute of Biomedical Sciences.</p> <p>Documented evidence of on-going participation in CPD.</p> <p>Knowledge of medical laboratory sciences and techniques</p> <p>Knowledge of Clinical Biochemistry.</p>	<p>Registration with the Health and Care Professions Council (HCPC)</p> <p>IBMS Specialist Diploma, or equivalent level of evidenced experience</p> <p>Knowledge of accreditation and quality management requirements</p>	<p>Application Form</p> <p>Interview</p> <p>Production of evidence (certificates etc)</p> <p>References</p>
Experience	<p>Clinical laboratory experience in Clinical Biochemistry or other blood sciences discipline</p>	<p>Clinical laboratory experience, commensurate with an HCPC registered, Biomedical Scientist in Clinical Biochemistry</p> <p>Experience of working with a networked pathology computer</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Aptitude and Abilities	<p>Manual dexterity</p> <p>Ability to organise and plan own work</p> <p>Ability to make judgments and employ analytical skills to determine appropriateness of requests and laboratory testing.</p> <p>Good communication and</p>	<p>Ability to speak Welsh</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

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	interpersonal skills Recognisable team worker, able to meet targets.		
Values	Adaptability, flexibility in approach to work Resilience, Determination, Ability to work under pressure Good communicator Working to own initiative as a lone worker		Application Form Interview References
Other	Ability to travel between sites. Ability to work shifts including nights as a lone worker. Ability to use VDUs and large analysers		Application Form Interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board 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.
- **Registered Health Professional:** All employees 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.
- **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.

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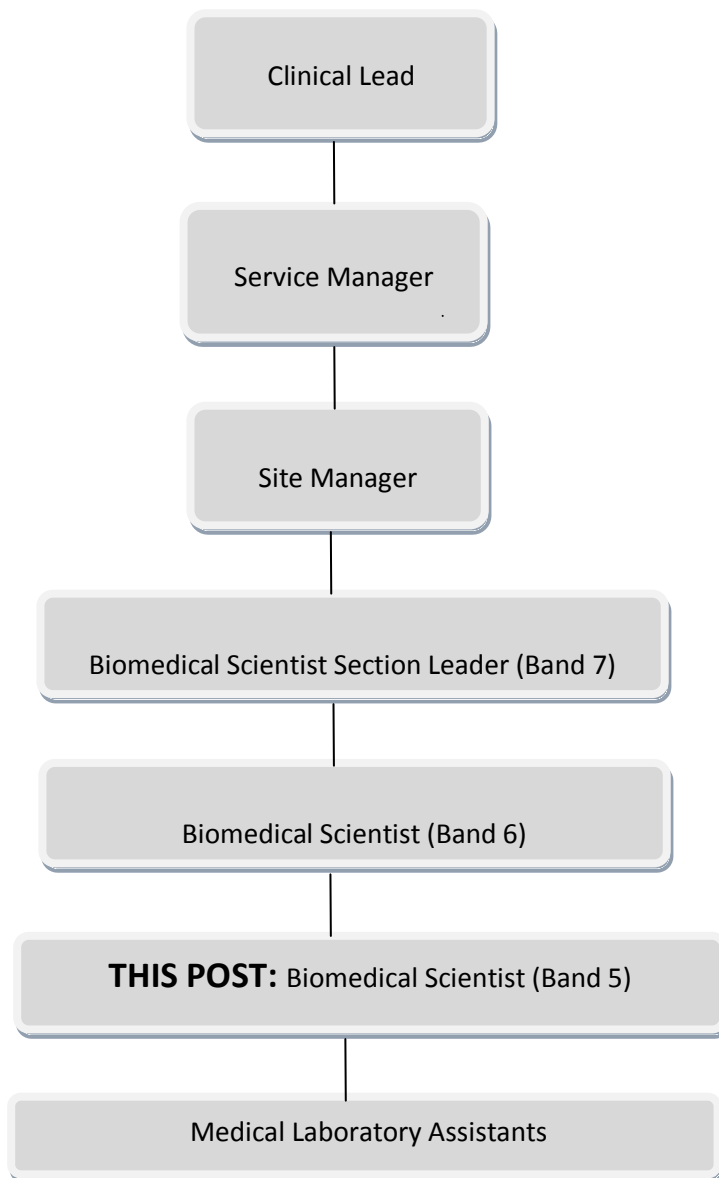
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **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 HB 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 favourable 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 any 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 HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:**
The post holder does not require a DBS Disclosure Check. .
- **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 Health Board 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.

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Job Title: Biomedical Scientist Band 5**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.



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Job Title: Biomedical Scientist Band 5**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, such as:

'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 / month	For how long?	Additional Comments
The post holder will be required to sit for long periods of time using laboratory equipment and processing specimens.	Daily	Varying times (<1hour to 2 hours)	
Will be required on occasion to move boxes using moderate physical effort.	Daily	30 mins	Normally whilst loading and sorting reagents

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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, e.g. :

'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
There will be a requirement for prolonged concentration when undertaking specialist tests or undertaking several tasks at once with frequent interruptions	Daily	Varying times (<1hour to 2 hours)	

Emotional Effort

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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
There will be minimal exposure to distressing or emotional situations as patient contact is rare.			

Working Conditions

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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
There will be daily exposure to blood and bodily fluids; however this exposure will predominantly be under a controlled environment.	Daily	24/7	Handling blood and bodily fluids is a requirement of a Biomedical Scientist

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