

Directorate of Pathology

Laboratory Medicine Service

Job Description Band 5

Name:

Job Title: Biomedical Scientist

Hours:

Division: DT&C

Directorate: Pathology

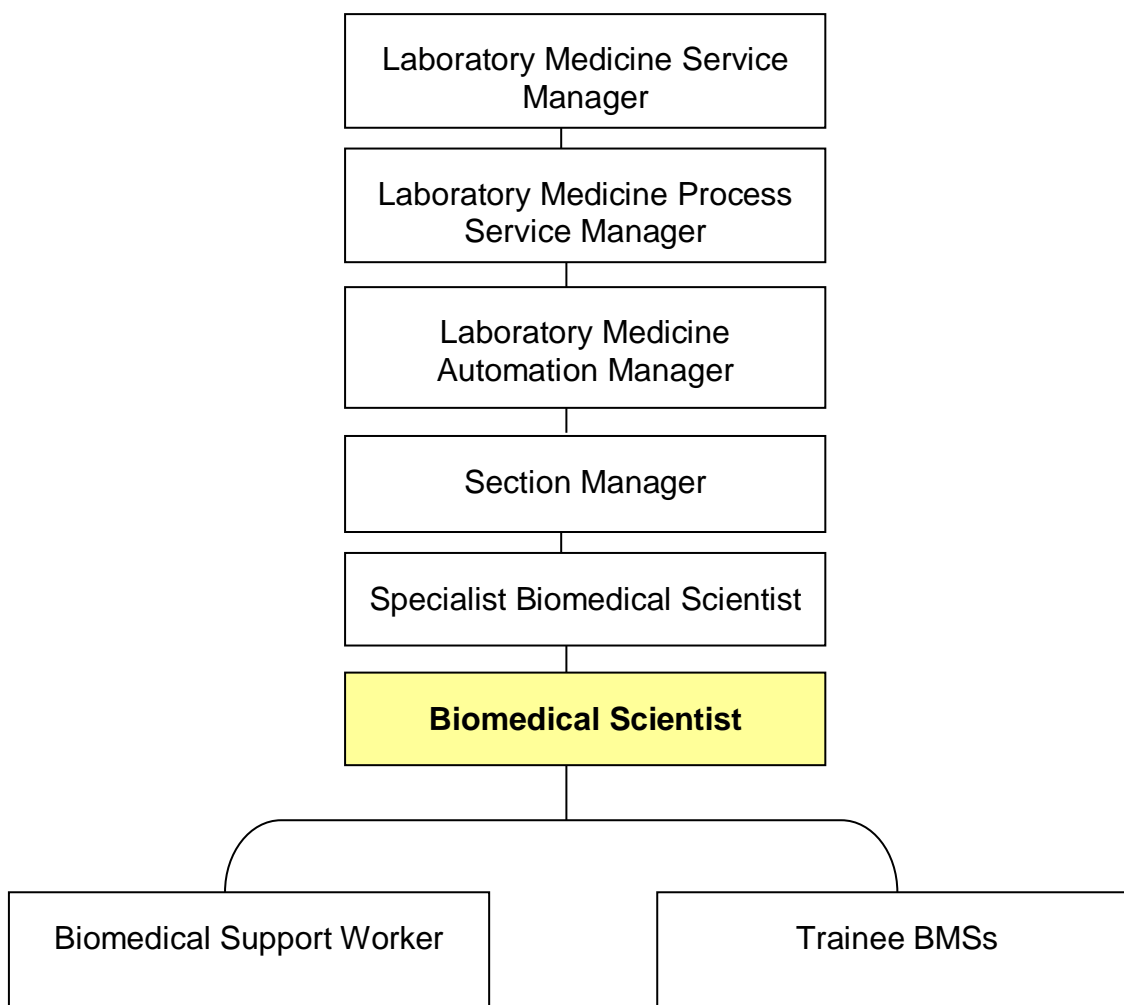
Responsible to: Section Manager

Accountable to: Laboratory Medicine Service Manager

Responsible for supervising: Biomedical Support Workers

Location: Main laboratories at Morriston and Princess of Wales Hospital and the satellite laboratories at Neath Port Talbot and Singleton hospitals

Line Management Chart



Job Purpose:

The post holder will practice as a **HPC registered** biomedical scientist to provide a continuous and comprehensive Laboratory Medicine service as an aid to effective diagnosis and treatment. They will recognise diagnostically critical results, liaising with clinical and Laboratory Medicine staff to ensure diagnostically abnormal results are acted upon urgently. The post holder will also be expected to work on rotation to the various routine and specialised sections across all four laboratory sites. The post holder will maintain personal and professional development and competency to meet the changing demands of the job and participate in appropriate training activities and encourage and support staff development and training.

Technical and Scientific Duties.

1. To work on rotation within sections of the high capacity Laboratory Medicine laboratory and the essential service laboratories.
 - Specimen reception and pre-analysis processing
 - Automation
 - Blood Transfusion
 - Special Analytical Techniques
 - Point of Care
2. To undertake the processing of patient samples referred to the laboratory for analysis and all peripheral tasks necessary for that purpose, within approved Clinical Pathology Accreditation (UK) standards.
3. To carry out routine preventative maintenance, troubleshooting and repair.
4. To implement department backup procedures in the event of technical failures e.g. laboratory information system, analysers, water purification system.

Responsibility for resources

1. Monitor, receive and appropriately store consumables and reagents to avoid critical stock levels being reached, reporting deficiencies in accordance with departmental protocols. This ensures that the high level of service provided by the Laboratory Medicine service continues uninterrupted.
2. May be required to complete internal supply requisition orders.
3. To manage resources economically, paying particular attention to stock rotation.
4. To be fully conversant with Health Board policy on Waste management e.g. disposal of clinical waste and disposal of chemical effluent.

Communication

1. To deal with telephone calls and enquiries from partner organisations, other enquiries, individual professionals, carers and the general public.
2. To understand the need for effective communication throughout the care of the patient, client or user. To be able to demonstrate effective and appropriate skills in communicating information to colleagues, patients, clients, users, their relatives and carers.
3. To communicate effectively with other professionals within the department and the Trust as a whole

Analytical, judgement and interpretive duties.

1. To prioritise investigations appropriate to clinical need and be able to reschedule work plans to accommodate acute requests, taking into account instrument capability and potential malfunction.
2. To undertake specialised and developmental work, preparing, storing and analysing samples suitably for the purposes of drug and clinical trials and/or research and development.
3. To participate in the assessment and evaluation of new diagnostics/biomedical instrumentation prior to routine use.
4. To be able to recognise analytical errors and atypical test results. Taking corrective action to prevent inappropriate medical intervention. For example, a falsely high potassium level, resulting in inappropriate treatment of the patient.
5. To be able to recognise non-analytical interferences, such as sample collection, preservation and storage errors and take appropriate corrective action. For example, some anti-coagulants can produce grossly erroneous results if used inappropriately.
6. To identify any specimens and/or requests that may cause problems, such as health & safety, sample quality and non-compliance with minimum acceptance criteria e.g. the minimum requirement for patient information.
7. To be able to recognise and interpret test results that need to be communicated to clinicians, in particular unexpectedly abnormal results that may need urgent clinical action.

Service administration and liaison.

1. To recognise complex situations outside the remit of Standard Operating Procedures and, if necessary, liaise with specialist biomedical scientists for resolution.
2. Monitoring workflow and outstanding work, initiating rectifying measures and alerting specialist biomedical scientists of any possible problems.
3. To ensure that appropriate Clinical staff are notified of critical results immediately.
4. To have the knowledge and skills to be able to advise clinical staff when required of the appropriate use of tests and their interpretation e.g. correct timing of samples in suspected paracetamol overdose.
5. To be fully conversant with Health Board and Departmental Major Incident procedures.
6. Acquire an understanding of procedures relating to specimen reception, IT and general office to enable assistance to be offered when required.

Quality

1. To apply departmental Quality Control (QC) procedures and investigate QC problems.
2. To have the experience to check the validity and reliability of analytical processes, maintaining and monitoring performance within specification by internal and external quality assessment.
3. To ensure completion and validation of routine and specialist analyses to a high specification.
4. When analysing samples, to have thorough knowledge of that instrument's current Quality Control status and trends.
5. Participate in the development, and maintenance of standard operational procedures (SOPs). May also be required to assess SOP usability including communication of deficiencies to document owners.
6. Participate in routine vertical and horizontal audits of Laboratory processes and analytical quality.
7. To maintain an up to date knowledge and awareness of the Department's External Quality Assurance performance and audit conclusions.
8. To read and understand all quality management communications relating to service policies and procedures
9. To comply with standards relating to Laboratory Medicine practice so that required CPA accreditation is maintained.
10. To comply with all departmental policies, protocols and standard operating procedures, using appropriate judgement commensurate with knowledge and experience, to provide the diagnostic service of the Department; testing of clinical samples will be conducted in such a way as to produce and issue accurate reports in a timely fashion.
11. To assist in implementing strategies needed to support external Quality Initiatives e.g. CPA, IIP etc.

IT Skills

1. To ensure data integrity when entering results and reports into computer held patient records.
2. To possess a good working knowledge of all operator modules within the Laboratory Information System (LIS)
3. To have a good operating knowledge of system control and monitoring software on all main Laboratory instruments.
4. To possess a good working knowledge of the departmental interfacing software and its configuration.

5. To liaise with specialist biomedical scientists in resolving any computer interfacing or instrument difficulties.
6. To be fully conversant with the computer based departmental quality management system for accessing controlled documentation and standard operating procedures and be able to advise document authors where revisions may be required.
7. To understand that access to information must be on a need to know basis for the purpose of using this information in the direct discharge of duties. To comply at all times with the standards outlined by the Data Protection Act, Freedom of Information Act and Caldicott Committee's principles on information handling.
8. To possess a good working knowledge of the Microsoft software packages required to perform routine duties within the laboratory e.g. Word, Powerpoint and Excel.

Supervisory Duties

1. To supervise biomedical support staff, checking and validating their work where appropriate.

Teaching and training responsibilities

1. To participate in the training of biomedical support staff.
2. May be required to act as a mentor for trainee biomedical staff.
3. To participate in the delivery of presentations and tutorials for educational, training and audit purposes.

Personal training and development responsibilities

1. To acquire workplace based technical skills to monitored professional competency standards.
2. To participate in Continuing Professional Development (CPD) activities to satisfy Health Professions Council (HPC) requirements.
3. To develop key skills and update personal development plan in line with National Quality Standards and be able to personally identify training requirements through reflective practice. To participate in the individual performance review systems in accordance with Health Board guidelines.
4. Attend internal and external training and education courses and where required to do so, and demonstrate that an agreed competency standard has been attained.
5. To acquire and maintain the skills to fulfil the responsibilities associated with working unaccompanied out of hours.
6. To develop and maintain communication skills to deal directly and effectively with medical and nursing staff.

Professional responsibilities

1. To be responsible for the maintenance of their Health Professions Council (HPC) registration by compliance with the professional code of conduct and standards of proficiency laid down by the HPC.
2. To comply with Health Board policies as appropriate to the job/grade. This includes compliance with all aspects of the Bro Morgannwg University Health Board's contract and conditions of employment, employee's code of conduct and standards of business conduct for staff. They must also comply with Bro Morgannwg University Health Board's Sickness/absence policies, Information Technology policies, Health and Safety policies and Security policies as well as those which are more general to the Health Board.
3. To practice within the legal and ethical boundaries of the profession. To be able to exercise a professional duty of care and to understand the professional and personal scope of their practice and be able to make referrals.
4. To be aware of the limits of their practice and when to seek advice. To be responsible for the effective self-management of workload and be able to practice accordingly. To understand and fulfil the obligation to maintain fitness to practice. To understand the need for, and demonstrates a willingness to participate in, career long self-directed learning.
5. To maintain confidentiality regarding information generated in regard to requests received whilst dealing courteously with requests from appropriate sources for results and other information pertaining to investigations carried out.

Code of Conduct and Accountability

1. You are expected to comply with relevant Health Board codes of conduct and accountability and the Codes of Conduct and professional guidelines as laid down by the Institute of Biomedical Science (IBMS) and the HPC.
2. To act in accordance with the Health Board's financial procedures.
3. To have a duty of care for all patients, relatives and visitors.

Health and Safety

1. In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of your work and co-operate with the Health Board and others in meeting statutory regulations. You are also required to attend statutory training as required to fulfil your duties.
2. To be responsible for their own health and safety and that of their colleagues, notifying the line manager if unsafe equipment or unsound practices are noticed, e.g. manual handling issues, faulty equipment etc. Staff are expected to undertake appropriate training to work safely at Containment level 2 following Departmental

Health and Safety policies and protocols. Appropriate training must also be undertaken to understand and apply COSHH regulations, HSE, HSAC, ACDP and all other relevant UK health and safety legislature and EU health and safety Directives competently.

3. Exposure to hazardous materials such as chemicals with MELs and OESs, carcinogens and pathogens will frequently occur. Will be required to know the correct risk reduction procedures to include PPE, RPE and containment equipment.
4. To keep up to date with general Health and Safety issues and specific Health and Safety training.
5. To comply with Health Board safety instructions, policies and procedures and departmental procedures laid out in the Laboratory Medicine Safety Manual
6. To use in a proper safe manner the equipment and facilities provided.
7. To refrain from wilful misuse of or interference with, anything provided in the interest of health and safety and any action that might endanger yourself and others.
8. To report as soon as possible any hazards and defects to the section manager or laboratory manager.
9. To report as soon as possible accidents and untoward incidents and ensure that accident forms are completed.
10. To ensure departmental and Health Board security policies are adhered to at all times.

Confidentiality

Working with the Health Board you may gain knowledge of confidential matters, that may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

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 duties commensurate with the level of responsibility and after discussion with the post holder.

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

Signed.....

Date.....

Print Name.....

Manager's Signature.....

Date.....

Print Name.....

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • IBMS accredited BSc in Biomedical Science or equivalent • Registration with Health Professionals Council (HPC) • Evidence of ongoing participation in compulsory CPD 	<ul style="list-style-type: none"> • Membership of The Institute of Biomedical Science 	<ul style="list-style-type: none"> • Application Form • Certificate Check • HPC on-line registration check • HPC audit
EXPERIENCE	<ul style="list-style-type: none"> • Experience in an accredited training pathology laboratory 	<ul style="list-style-type: none"> • Experience in a Laboratory Medicine laboratory 	<ul style="list-style-type: none"> • Application Form • Interview • References
SKILLS	<ul style="list-style-type: none"> • Ability to prioritise and organise workload. • Manual dexterity. • Laboratory skills commensurate with HPC registration • Effective communication skills. • Good data interpretation, presentation and audit skills • Good spoken & written English. • Good document skills 	<ul style="list-style-type: none"> • To be able to recognise and assess personal training and development needs and embrace training opportunities as appropriate • First aid • Welsh language skills • Foreign language skills 	<ul style="list-style-type: none"> • Application Form • Interview • References
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the pathological basis of disease and the purpose and practice of the main specialities within pathology 	<ul style="list-style-type: none"> • IT skills including a good working knowledge of Microsoft Office programs (i.e. Word, Excel, PowerPoint). • Background knowledge other Pathology disciplines, e.g. Haematology. • Background knowledge of hospital specialties 	<ul style="list-style-type: none"> • Application Form • Interview • References
PERSONAL QUALITIES (Demonstrable)	<ul style="list-style-type: none"> • Composed and professional. • Good communication skills. • Ability to work as member of a team. • Resilience, determination and ability to work under pressure. • Conscientious and dependable • Sense of responsibility • Willing to learn 	<ul style="list-style-type: none"> • Ability to think originally and creatively to solve problems • Adapt to change positively. 	<ul style="list-style-type: none"> • Application Form • Interview • References
OTHER (Please Specify)		<ul style="list-style-type: none"> • Ability to travel between sites in a timely manner • Ability to speak Welsh 	<ul style="list-style-type: none"> • Pre-employment health assessment