

JOB DESCRIPTION

Job Title:	Advanced Biomedical Scientist (Cellular Pathology)
Band:	Band 7
Department:	Cellular Pathology
Employed by:	St George's University Hospitals NHS Foundation Trust (The host of the South West London (SWL) Pathology Service)
Reports to:	Technical Lead
Accountable to:	Discipline Manager
Liaises with:	All groups of staff to provide an effective diagnostic service
Base:	St George's University Hospitals NHS Foundation Trust but the post holder may be required to work at any of the SWL Pathology sites as and when necessary.

Aim of Role:

To be an efficient and flexible member of the SWL Pathology team providing a consistently high quality and professional service to all users of the service.

Key Result Areas:

1. To provide and co-ordinate specialist clinical technical services to patients that may include research and audit samples.
2. To undertake the day-to-day management of a section within the laboratory under the direction of the line manager.
3. Contributes to providing a professional clinical laboratory service, working effectively as a team member as part of the overall department.
4. To provide the necessary training and supervision to staff within the section.

Values:

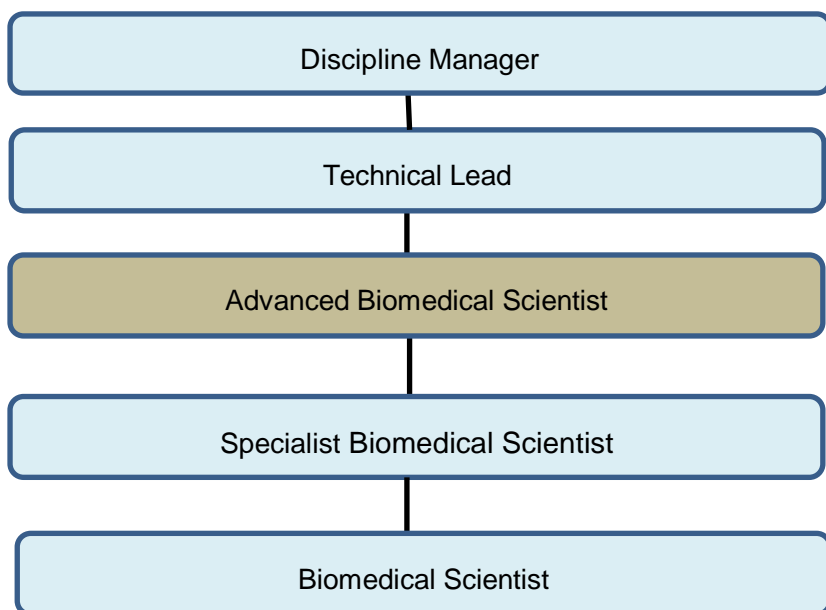
We expect all our staff at SWL Pathology to share the values that are important to us and that our service users have a right to expect – to be excellent, kind, responsible and respectful, delivering the best possible standard of service at all times and to behave in a way that reflects these values.

SWL Pathology Vision:

To deliver the high quality, cost effective, accessible, innovative pathology services that commissioners, customers, clinical users, staff and patients demand and to be recognised as a leading provider in the market. As part of its commitment to high quality and sustainability SWL Pathology will offer attractive

development opportunities for highly skilled staff and will be at the forefront of innovation in pathology services.

Department Structure Chart:



Main Tasks and Responsibilities:

Scientific and Technical Duties

1. To be proficient in all designated areas of diagnostic work within the department and to provide a comprehensive and appropriate laboratory service to patients and staff.
2. To undertake a wide range of diagnostic tests and screening procedures through to initial interpretation.
3. To ensure that test procedures are carried out according to SOPs, assess that other junior staff are competent and participate in their regular review and update.
4. To undertake technical validation of highly complex results from laboratory investigations to ensure accuracy and precision as specified by laboratory protocols.
5. To measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures.
6. To carry out corrective action when quality control and assurance procedures indicate loss of performance.
7. Ensure that documentation is maintained to the Trust standard (including electronic records).
8. To identify and report clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.
9. To plan, prioritise and supervise the scientific workload of a section on a day-to-day basis.
10. To provide a comprehensive and appropriate laboratory service to patients and staff.

11. To possess highly developed, advanced specialist scientific skills.
12. To ensure that the laboratory standard operational and health & safety policies are understood and carried out by all staff.
13. Responsible for the maintenance, condition, quality control and record keeping of instruments and equipment associated with the section.
14. Adaptation to new methodology or working practices when required, due to changing circumstances.
15. To contribute towards a culture of quality in the department and to comply and promote the quality initiatives within the department consistent with the requirements of accrediting and regulatory bodies.
16. To support all diagnostic procedures provided by the department.
17. Participation in and facilitation of Quality Assurance and Audit within the section.
18. To be proactive in the updating and generation of standard operating procedures.
19. To validate reports as required using judgemental expertise.
20. To authorise reports when given the delegated responsibility.
21. To assist in the implementation and development of new and existing techniques.
22. To provide scientific advice and act as a resource both internally and externally.
23. To maintain an awareness of current developments especially with regard to special areas of responsibility.
24. To assist in maintaining appropriate internal and external quality assurance and meeting standards required by external assessment.

Working Relationships/Communications

25. To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
26. Contribute towards sharing good practice within the department and Trust wide.
27. To promote a positive image of the Trust at all times.
28. To work cohesively with all members of the department team in ensuring that the very best services are provided at all times.
29. To participate in departmental meetings and contribute to effective communication within the department.
30. To provide and receive complex information to inform work colleagues or external contacts e.g. other departments, G.P.'s or visitors to the department. This may include providing advice, explanation of results and instruction.
31. Communicates any difficulties, problems, accidents or incidents affecting the department to a manager promptly.

Policy and Service

- 32. To be involved actively in the implementation of policies and procedures at department level, reinforcing their use.
- 33. 34. To participate in the regular review and update of Standard Operating Procedures. To propose changes where applicable.
- 34. Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.
- 35. To report adverse incidents to line managers to enable them to prepare appropriate reports.
- 36. To undertake audits as required, reporting on outcomes to line manager and support the line manager in defining actions to rectify non compliances and to monitor effectiveness of actions in areas of direct responsibility.

Financial and Physical

- 37. Responsible for monitoring consumable and reagent stock supplies associated with the section.
- 38. Assist in the implementation, development and evaluation of new and existing techniques.
- 39. Responsible for the maintenance and calibration of equipment.

Staff/ HR/Leadership, & Training

- 40. To undertake the supervision of all grades of scientific and support staff in the section, planning and prioritising their work on a day to day basis.
- 41. Be familiar with all core Trust policies such as sickness reporting, annual leave requesting, health and safety.
- 42. Be familiar with the Health and Safety policies of the Trust and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
- 43. Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive laboratory team and the achievement of team objectives.
- 44. To deputise for the line manager as required within the needs of the service.
- 45. In conjunction with line managers, assist in the training of staff, taking a lead role in training in areas of direct responsibility.
- 46. Responsible for the conduct of the staff being supervised in respect to their timekeeping, behaviour and safety. Report any problems to the line manager.
- 47. To participate in the recruitment, selection and induction of staff following appropriate training.
- 48. To conduct staff appraisals as required and provide appropriate support.

Information Resources

- 49. Undertake relevant training for electronic information systems in place & under development and be familiar and proficient with the use of the information technology systems within the department.
- 50. Undertakes data entry and inputting/recording of scientific information.
- 51. To have an active e-mail account.

Freedom to Act

- 52. Works independently, lead specialist in own area.
- 53. To take part in duties at a level of autonomy requiring decision making but can refer to more senior or medical staff for support.

Education Training and Personal Development

- 54. Maintain, update and develop personal and professional knowledge and skills,
- 55. Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme.
- 56. Maintain a portfolio of relevant developments achieved.
- 57. Participate in an annual appraisal process where objectives will be agreed, performance monitored and personal development needs discussed.
- 58. Participate in the organisation of scientific teaching programmes.
- 59. Design and deliver training to staff within the department.
- 60. Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
- 61. Maintain your Registration with the Health Care Professions Council (HCPC) through evidence of CPD.
- 62. To attend all statutory and mandatory training as and when required to do so.

Research and Development

- 63. Participate in the collection of audit and research data as required.
- 64. To test equipment in specialist section.

General

To participate as required in all rotas for the provision of a 24hr, 7-day a week service.

- 65. The post holder may be required to assume responsibility for one or more of the following roles and a summary of these responsibilities are provide for:
 - a. Departmental Deputy Health and Safety Advisor (specifics outlined in Appendix 1)
 - b. Deputy Quality Manager (specifics outlined in Appendix 2)
 - c. Departmental IT Lead (specifics outlined in Appendix 3)
 - d. Departmental or Section Training Officer (specifics outlined in Appendix 4)
- 66. To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

The following responsibilities are common to all posts in the Trust and should be included at some point in the job description.

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.
- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- To comply with the Trust's No Smoking Policies.
- Applicable for management posts: To be trained in and demonstrate fair employment practices, in line with trust policies

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.

Departmental Deputy Health & Safety Advisor

Job Summary and Purpose:

The post of Deputy Health & Safety (H&S) Advisor (DHSA) is pivotal in the management of Health & Safety within the department. The DHSA will maintain a close professional relationship with the Quality Manager/Health and Safety Advisor (HSA) and Discipline and Spoke Managers to ensure that the H&S needs of the department are met and maintained and the department is compliant with policies and procedures laid down by the host organisation.

To assist the QM/HSA to establish, implement, maintain, monitor, review, update and develop within the department:-

- Policies and procedures to ensure that safe working standards and practices are maintained.
- Up-to-date Health and Safety documentation to include H&S Policies, COSHH and Risk assessments.
- Compliance with all relevant health and safety regulations and legislation –
- Effective departmental H&S induction of all new and visiting staff –
- Training programmes for all staff in health and safety.
- Regular health and safety audits and report the findings to the Discipline Manager and other key staff and to take timely effective action to rectify non-conformities.
- Policies, procedures and reports of Clinical/Adverse incidents occurring within the Department, and all relevant health & safety issues to ensure a safe environment for all staff. This must be conducted whilst recognising the requirement for staff and patient confidentiality.
- Policies and procedures for investigation into H&S adverse incidents and to take responsibility for reporting on DATIX

The DHSA will cover the HSA during periods of absence.

SWLP Departmental Deputy Quality Manager

Job Summary and Purpose:

The post of Quality Manager/H&S Advisor (QM/HSA) and Deputy Quality Manager (DQM) are pivotal in the management of Quality within the department. The DQM will maintain a close professional relationship with the QM/HSA and Discipline Manager to ensure that the quality needs of the department are met and to foster and maintain a positive culture and high awareness of quality systems within the laboratory.

To be familiar with relevant statutory requirements, the clinical governance risk management and quality audit policies and procedures of the Trust and the system(s) of accreditation in use.

In the absence of or in conjunction with the QM/HSA to actively participate in the work of Trust committees and local management meetings, decision making and policy implementation on quality in conjunction with the Discipline Manager.

To assist the QM/HSA to establish, implement, maintain, monitor, review, update and develop within the department.

Assist the QM/HSA in ensuring standards relating to laboratory practice required for accreditation and continuing compliance with regulatory bodies where appropriate are maintained. This would cover all requirements for maintaining quality across all accreditation and regulatory bodies.

The DQM will cover the QM/HSA during periods of absence.

Departmental IM&T Lead

Job Summary and Purpose:

To act as the Departmental IM&T Lead giving advice across a range of IM&T areas for the department with a lead role in the implementation and management of LIMS systems within SWLP and Ward/GP based. This role reports directly via the Departmental Management Group but will also work in liaison with the Pathology IT team.

To undertake data analysis on behalf of the department to generate Trust-wide and speciality-specific reports as directed by the Spoke/Discipline Manager and Clinical Lead.

The post holder is responsible for monitoring system performance and maintaining all IT hardware and software within the department including trouble shooting and system change / development in liaison with Pathology IT and the Trust IM&T department.

To ensure the integrity and accuracy of IM&T databases are maintained through implementation of policies and procedures at departmental level.

The post holder will support senior managers in defining developments in IM&T requirements to ensure functionality and hardware across all systems continues to be fit for purpose for the delivery of SWLP clinical and business goals. This will be achieved by attendance at relevant national and departmental meetings as necessary.

Laboratory Informatics

General:

- The post holder will act at an advanced level performing computing duties as specified in this job description to include all sections of the laboratory. When not acting at an advanced level for IT they will perform duties as an Advanced Biomedical Scientist under the authority of the Technical Lead in the department.
- To keep up-to-date with current and future IT developments by attending training and education courses as appropriate.
- To contribute to the development of local computer needs on the laboratory IT systems.
- To attend departmental meetings and provide a regular report of IT issues within the laboratory.

Laboratory LIMS Systems:

- On behalf of the department to take the lead role to establish, implement, maintain, monitor, review, update and develop:-

- Laboratory Information Management System/s according to the authorised protocols.
- The integrity and accuracy of laboratory LIMS database/s.
- Systems and processes for recording and storing laboratory information.
- Liaising with the host Trust IT department with regards to routine trouble shooting but also when planning changes/alterations to the laboratory LIMS system/s.
- Regular equipment testing on IM&T systems including applications and hardware.
- Implementation and regular updating of the laboratory LIMS to include introduction of new tests and associated costings
- Participation in the Pathology IT on-call service once suitable training is completed and competency has been demonstrated.

Trust IT Systems:

- To take a lead role in development, implementation and maintenance of the Trust Ward or GP Order communications system/s on behalf of the department.

Document Control System:

- In conjunction with the Departmental Quality Manager and IM&T Service Manager for SWLP, take a lead in implementation and maintenance of the laboratory document control system such as Q-pulse, contributing towards a culture of quality in the department and to comply and promote the quality initiatives within the department consistent with maintaining laboratory accreditation.
- To take a lead role in ensuring that all staff are adequately trained in the use of the document control system.

Section Training Officer

Job Summary and Purpose:

The post of Section Training Officer is pivotal in ensuring staff develop and maintain competencies required to deliver a high quality and effective service. The Section Training Officer will maintain a close professional relationship with the Discipline Manager and Clinical Director to; ensure that there is an effective and accountable training programme in place that develops non-scientific laboratory support staff grades, scientific staff to achieve registration and further post registration qualifications and for clinical staff to achieve M.R.C. Path. In addition the postholder will assist in the development and delivery of training programmes for non-laboratory staff as required such as safe use of Point of Care Testing Equipment.

The postholder will take a lead role in all day to day training issues and attend and represent the department at the SWL Pathology Training Committee.

The postholder will be responsible for ensuring that the department maintains a process that ensure fair access to training and development opportunities training records are maintained and staff maintain individual Continuing Professional Development.

The postholder will support the Discipline Manager and Clinical Director in ensuring that the department continues to fulfil all the requirements necessary to maintain its status as an HCPC approved training laboratory.

Ensure that the department continues to fulfil all the requirements necessary to maintain its status as a ISO 15189 accredited laboratory by demonstrating thorough, comprehensive training and competency programmes.

PERSON SPECIFICATION

Job Title: **Advanced Biomedical Scientist (Cellular Pathology)**

Criteria for Selection	Essential	Desirable	Method of Assessment
Qualifications and Training	<ul style="list-style-type: none"> • MSc or equivalent specialist experience at Masters level • An honours degree or equivalent in a biological science • HCPC Registration • Hold the IBMS Specialist Diploma in relevant discipline or equivalent experience 	<ul style="list-style-type: none"> • Fellowship of the Institute of Biomedical Sciences • Certificate in Quality Management • IBMS Certificate of Expert Practice 	CV/Application form Original certificates/diplomas
Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience post HCPC registration in the relevant discipline • Excellent working knowledge of all aspects of specialist subject in relevant discipline • Evidence of continuing professional development • Evidence of ability to problem solve • Knowledge of health and safety legislation, policies and procedures • Evidence of experience of quality management 	<ul style="list-style-type: none"> • Experience of training laboratory staff • Experience of clinical governance issues 	Application form Interview/test/references

	systems, audits and document control <ul style="list-style-type: none"> • Knowledge of quality control and assurance 		
Skills and Abilities	<ul style="list-style-type: none"> • Advanced practical analytical skills associated with diagnostic laboratory work • Competence in PC word processing, spreadsheet and database software • Accuracy and attention to detail • Able to follow written methodologies or protocols • Able to work as part of a team • Ability to work under pressure • Ability to plan and prioritise allocated work • Intermediate level of computer skills • Excellent communication and presentation skills • Use of enhanced pathology computer systems 		Application form Interview/test/reference
Other relevant requirements	<ul style="list-style-type: none"> • Good hand eye co-ordination • Able to perform light physical work • Capable of intense periods of concentration 		Application form/interview/references