

North Bristol NHS Trust

Job Description

Job Details

Job Title: Consultant Clinical Scientist for Histocompatibility and Immunogenetics (H&I)

Grade: 8b – 8d (AfC) 0.6 wte (dependent on experience)

Department: Immunology – H&I

Directorate: Core clinical – Pathology Sciences

Location/Base: Southmead Hospital

Job Summary

As a **Consultant Clinical Scientist** acting as an independent practitioner the post holder will:

Be responsible for the leadership and management in provision and appropriate development of the H&I Service. To work as part of the Immunology and Immunogenetics team to provide a quality diagnostic laboratory service in accordance with Trust and Departmental policies and procedures.

Be a key part of the senior management team working closely with the Head of Service (HoS) for Immunology and Blood Sciences Management Team to provide an integrated efficient and cost-effective Laboratory Histocompatibility and Immunogenetics and Blood Sciences Service to all Users.

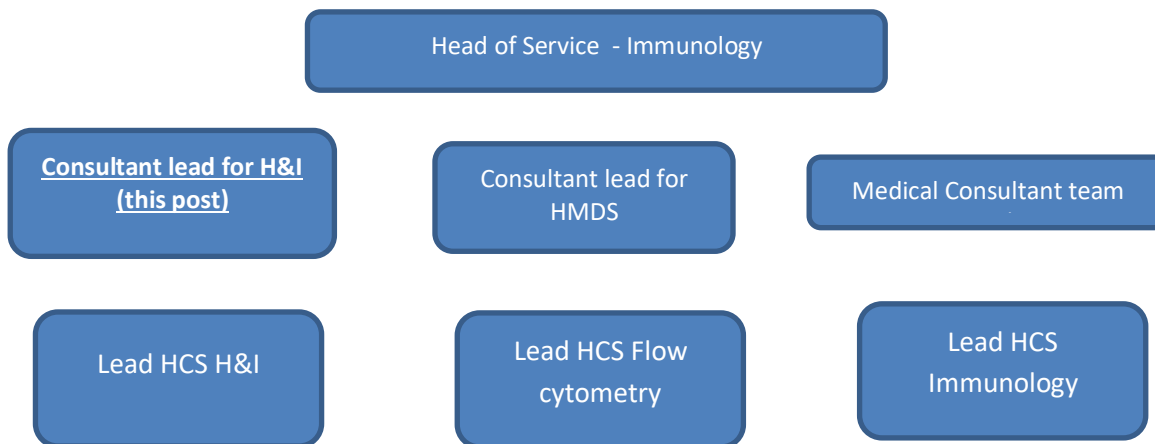
Act in a Consultant capacity with a high level of scientific knowledge and expertise to provide clinical advice for tests required and interpretation of results to Consultants and other healthcare professional staff.

Provide ongoing strategic development of the H& I service in collaboration with clinicians, managers, and users of the service.

Along with the HoS take responsibility for the management and training of all non-consultant Clinical Scientists within the department and contribute to the organisation, delivery and supervision of teaching and training of the scientific and technical staff of the laboratory and of other health care professionals as required.

Organisation Chart/Accountability

Organisation and Responsibilities within Immunology



Knowledge, Training, Experience And Skills Required

Knowledge & training

- First or second-class honours degree relevant to Histocompatibility and Immunogenetics or allied subject.
- Master's degree (or assessed equivalent level of knowledge) in the Specialty of Histocompatibility and Immunogenetics. e.g. BSHI postgraduate Diploma, STP
- To have demonstrable knowledge and experience in research - as evidenced by formal qualifications e.g., PhD, appropriate publications in peer-reviewed journals.
- State Registration with the Health and Care Professions Council as a Clinical Scientist (Histocompatibility and Immunogenetics) - normally attained after a minimum of four years training in a clinical scientist post.
- Fellowship of the Royal College of Pathologists is also required for Consultant medical posts within pathology (FRCPath is evidence that the post-holder is professionally competent to practice independently at a consultant level).
- To have completed a minimum of 5 years in post as a Registered Clinical Scientist of which 2 years must have been as an entry level Principal Scientist. This usually amounts to 9 years postgraduate training.
- Experience in the analysis and interpretation in all aspects of Histocompatibility and Immunogenetics such that the post holder can act as an expert within the Trust.
- To have received formal training in Audit, Appraisal and Management.
- To have received training in Good Laboratory Practice.
- Knowledge of appropriate specialist tests at an advanced level.
- Satisfactory Participation in Continuing Professional Development (CPD).
- Research experience appropriate to the grade.
- Knowledge of health and safety issues pertinent to laboratory work.
- Good IT experience a, including use common software packages (Word, PowerPoint, Excel).
- Experience of presentation of information at internal and external scientific meetings.
- Experience and knowledge of clinical audit.

- Experience in a management role, including experience of staff training, staff supervision, staff appraisal and operational management.
- Knowledge of laboratory policies, codes of practice and professional guidelines.
- Knowledge of Trust personnel policies and procedures including grievance and disciplinary procedures.
- To have an up-to-date awareness of national policies affecting the NHS and healthcare services
- Recognised management qualification or completion of courses on relevant management issues i.e., interviewing, managing people, managing sickness, appraisal etc.
- Involvement in service planning and development.
- Basic knowledge of finance and of budget management.
- Implementing change to improve services.
- Experience of contribution to service planning and development.
- Experience and knowledge of clinical risk management.

Clinical and Scientific

- A detailed understanding of the causes and mechanisms of disease and how laboratory results are affected by disease.
- The ability to analyse, interpret, assign and validate HLA and other immunogenetics results and tests profiles.
- Apply professional judgement and expertise in advising clinicians on the appropriate investigations to perform on individual patients; the scientific and clinical interpretation of results and appropriate future patient investigation and/or management
- The ability to review the scientific literature critically and to incorporate this information into practice that advances practice for the benefit of patients.
- A detailed understanding of the scientific basis of the analyses performed within the department.
- The ability to evaluate critically new methods of analysis.
- The ability to plan, review, supervise and undertake scientific research and publish the findings.

Technical

- Highly developed problem solving skills and the ability to apply these to a broad range of circumstances, the post holder will be expected to solve problems that might arise during the routine use of techniques or equipment within H&I..
- The post holder should possess good manual dexterity and cognitive skills, as applied to the use of specialist equipment along with an understanding of commonly used techniques used within histocompatibility & immunogenetics and the ability to troubleshoot these techniques

Communication

- A highly developed ability to communicate face-to-face and by telephone, e-mail, and in writing to a wide range of health professionals within and outside the Trust.
- Good interpersonal skills, both verbal and written, in order to maintain good working relationships and networks with managerial, clinical, and professional colleagues within and beyond the Trust e.g.
- All relevant staff groups within H&I, Immunology, Blood Sciences, and other Pathology disciplines.
- Clinical and other health care professional staff within the Trust, Bristol, Region and Nationally.
- General Practitioners and other primary care staff.
- Academic staff in local University Departments and in grant funding bodies.
- Managers and staff within the Trust including finance, Human Resources.
- Staff outside the Trust including those responsible for Workforce Development and Service Commissioners.

- The ability to communicate complex and sensitive information eg, results with staff users of the service at all grades.
- The ability to present scientific concepts and research findings and data at local, regional, and national and international meetings of large numbers of colleagues. This will involve the use of all current audio-visual tools with a requirement to be up to date in their use.
- The ability to teach at undergraduate and postgraduate level in both formal and informal settings.
- The ability to prepare written reports for fellow scientists and for grant awarding bodies and Research Ethics Committees.

Leadership and Management

- The ability to provide leadership, professional and strategic direction for the H&I service
- Ability to develop strategy, implement projects and manage change.
- Ability to provide judgement on a range of simple and complex problems.
- Effective leadership skills and the ability to mentor junior members of staff.
- Advanced problem solving skills and the ability to apply these to the clinical interpretation of results, research activities, managerial functions and financial management
- Ability to initiate, direct and co-ordinate Research, Development and Audit activities.

The ability to provide effective training to all staff grades working within the department of Immunology

Professional

- The ability to work independently, managing one's own time and workload and that of others in line with clinical and departmental objectives and relevant professional guidelines.

IM +T

- Possession of IT skills including use of the laboratory computer system, common software packages such as Word, Excel, Access, PowerPoint and a range of specialist applications (statistics). Ability to use the Internet to carry out literature searches and obtain other relevant information

Main Duties & Responsibilities Of The Post

As a Consultant Clinical Scientist in an independent practitioner role –

- To provide effective leadership in the delivery of a comprehensive, and efficient and effective H&I service.
- To contribute to the strategic planning for the future provision of the H&I and Blood Sciences service in keeping with the needs of the Trust, health commissioners and patient needs.
- In conjunction with the HoS take responsibility for the management and training of all non-consultant Clinical Scientists within the department and contribute to the organisation, delivery and supervision of teaching and training of the scientific and technical staff of the laboratory and of other health care professional as required.
- To contribute to the development of the service on an ongoing basis by the evaluation and introduction of appropriate new technologies.

Clinical and Laboratory

- To provide professional leadership, advise and assist the H&I team in the running to nationally accepted standards (UKAS Accreditation).

- To provide the highest level of personal scientific, and analytical and interpretative skills and expertise in the full range of routine and specialised investigations and procedures demanded by the provision of the H&I service.
- To provide a consultant clinical advisory service to clinicians, nursing staff and other health professionals. This will include guidance on the selection of tests, the interpretation of results and the selection of further tests, in order to aid the diagnosis and treatment of patients, and within the competencies of the individual, provide guidance on treatment.
- To participate in a clinical validation with responsibility for the final interpretation of results leaving the laboratory. This will include generation of additional tests and provision of interpretative comments as appropriate.
- To attend and contribute to relevant multidisciplinary meetings as required.
- To ensure that staff abide by all the statutory requirements, codes of practice and operational policies of the Department.
- Ensure that all risk management processes, including error reporting, comply with Departmental and Trust policies, including reporting, investigation, and corrective actions.
- To keep accurate Departmental records (electronic and paper based), maintain confidentiality and participate in the retrieval and presentation of data as required, including using databases and spreadsheets.
- In conjunction with the HoS and Blood Sciences Management teams actively participate in the development of business and strategic plans.
- To be familiar with current literature and be aware of recent developments in the field and introduce/supervise the introduction of changes to services as required.
- To initiate, evaluate and monitor the development, the maintenance and the application of new or improved laboratory and operational methods and procedures appropriate to the section.
- To participate in the organisation and monitoring of all necessary internal and external quality assurance procedures to achieve the highest possible quality of service. To monitor results and take appropriate action when indicated in discussion with the Head of Department.
- To participate as required in the organisation and delivery of induction of new staff.
- To participate in and undertake staff appraisal of staff according to Trust procedures.
- To participate in and undertake staff recruitment as required.
- To prepare and present complex scientific and /or clinical information at internal and external meetings.
- To provide coaching and mentoring to staff within the department,
- Work according to the regulations and codes of practice governing aspects of Health and Safety relevant to the Department and to ensure that other staff comply

Research & Development and Audit

- In conjunction with the HoS promote the R&D profile of the Department both within and outside the Trust by actively developing both formal and informal links with relevant academic institutions, research bodies and commercial organisations.
- To work with the HoS and Blood Sciences Manager to ensure all Research Governance requirements are fulfilled including obtaining funding for, and initiation of, research projects, ensuring that all research has ethics approval and is reported to the R&D Committee and ensuring that all research within the department is published appropriately.
- To collaborate in research with other departments where H&I input is required.
- To supervise research projects or to assign appropriate supervisors for such projects and ensure that all R&D within the department is appropriately supervised
- To publish the results of own research as appropriate.
- To advise Departmental staff on clinical audit projects; advising on the writing of proposals and ensuring that such proposals are submitted to the Trust's Audit Review Panel.
- Participate in clinical audit for H&I service as required.

Communication

- Communicate with patients, clinicians, laboratory and other health care professionals from North Bristol Trust and other NHS and health care organisations regarding samples required, appropriateness of tests and provision of results.

- Liaise with other laboratories over investigations relating to a particular person or family.
- To liaise with staff within H&I, Immunology and Blood Sciences to ensure accurate, timely and efficient delivery of the highest quality of service and to ensure the smooth running of the service overall.
- Ensure that the exchange of information is accurate at all times, through competent verbal and written skills. To ensure that issues are communicated at appropriate Departmental and Trust meetings.
- Be an active member of the Blood Sciences Senior Management Team and contribute to strategic planning, service planning, staffing issues and budget control.
- Attend/chair all relevant Departmental meetings and attend Trust and National meetings on behalf of the Department as required.

Additional responsibilities

- To teach medical undergraduates and any other health care professionals.
- To assist in the organisation and provision of training of BMS, Scientific and medical staff within the department.
- To supervise trainee Clinical Scientist and Medical staff on the Southmead site as required

Professional

- To participate in both internal and external meetings, seminars, and courses as appropriate and represent the laboratory at local, regional, and national levels.
- To be personally responsible for maintaining State Registration with the Health and Care Professions Council.
- To fulfil the requirements of the Royal College of Pathologists CPD scheme through reading of medical and scientific journals and through attendance at local, regional, and national meetings.
- To take all necessary measures to acquire, improve and apply skills and expertise necessary to perform the duties of the job to a high level of quality, reliability and efficiency. This will include private study and participation in programmes of courses and further training as required or directed

Working Conditions / Effort

Exposure to blood and other body fluids including potentially infective material.

Use of personal computer/VDU daily for several hours each day.

Communication of clinically significant results to medical and other healthcare staff and to patients.

Requirement to conduct often complex telephone conversations in a large, sometimes noisy open plan office.

Very Frequent interruptions to work patterns

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on LINK the Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly, all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information. Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by.....

Authorised by..... Date.....

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made