CAJE Reference:
RWM/2023/0127

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

010043

JOB DETAILS

Job Title:	Clinical Scientist Specialist in EQA
Pay Band:	8a
Department:	Weqas
Directorate:	Weqas
Clinical Board:	Clinical Diagnostics and Therapeutics (for Admin purposes)
Base:	Units 1 & 6, Parc ty Glas, Llanishen

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Weqas Director (Consultant Clinical Biochemist)
Reports to:	Deputy Director (Clinical Lead for EQA services)
Professionally Responsible to:	Weqas Director (Consultant Clinical Biochemist)

Our Values: '*CARING FOR PEOPLE; KEEPING PEOPLE WELL*'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve *and* the people we work with	Treat people as you would like to be treated and always with **compassion**
We trust and respect one another	Look for **feedback** from others on how you are doing and strive for **better** ways of doing things
We take personal responsibility	Be **enthusiastic** and take responsibility for what you do.
We treat people with kindness	**Thank** people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the **right thing.**

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

JOB SUMMARY/JOB PURPOSE

About Weqas

Weqas operates as an independent organization, hosted by Cardiff and Vale University Local Health Board, based at Units 1 & 6, Parc Ty Glas, Cardiff. It is one of the largest External Quality Assessment (EQA) providers in the United Kingdom providing highly specialist clinical and scientific services within Laboratory Medicine. This includes external audit, performance analysis and an educational and clinical advisory service, including the manufacturing of clinical material for diagnostic laboratories and Point of Care testing applications. As well as UK NHS organizations, the service is also provided to the independent healthcare sector, commercial diagnostic companies and International clients, across 80 different countries. Weqas also runs a world class Reference Measurement Service, the only Laboratory in the UK that can provide this highly specialized and technically challenging service.

Weqas is accredited by the United Kingdom Accreditation Service (UKAS) to ISO 17043: General requirements for proficiency testing for its EQA services and ISO 15195 Laboratory Medicine - Requirements for Reference Measurement Laboratories and ISO 17025- General requirements for the competence of testing and calibration laboratories for its Reference Measurement service.

JOB PURPOSE

To deputize for the respective Departmental Clinical Leads i.e. the Clinical Lead Specialist for EQA services and the Head of the Reference Measurement Laboratory as required.

To have delegated responsibility to provide clinical and scientific expert advice for both internal and external staff in EQA. The post holder will report to the Consultant Clinical Lead in this regard but will be expected to become a subject matter expert in this area. As such the post holder will contribute to the performance and improvement of the EQA service to meet nationally and Internationally accepted standards.

To offer clinical guidance and scientific advice on the performance and interpretation of EQA results to Healthcare professionals both Nationally and Internationally in order to monitor and improve diagnostics for patient care, acting in liaison with other senior members of the team as a point of contact for advice on the services offered.

To hold delegated responsibility for overseeing research projects, and assist with the implementation of new services and quality improvements within the EQA Department.

To take part in the Duty Biochemist Service at the Medical Biochemistry and Immunology Department at the University Hospital of Wales (UHW) one day per week whilst completing the FRCPath.

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DUTIES AND RESPONSIBILITIES

Clinical

1. To independently review and approve EQA reports on the various Weqas IT portals before their release to the respective Healthcare providers (Clinical, Scientific and POCT users). This will involve appending appropriate comments to the reports such as the correct identification and interpretation of the result and highlighting potential method performance issues, to assist in service improvement and education.

2. To independently offer clinical guidance, specialist interpretative and problem-solving advice to clients (hospital scientists and clinicians) on the performance of a wide range of clinical laboratory investigations. These communications could be in the form of telephone conversations, e-mail, or as presentations at Weqas regional and annual scientific conferences as part of a wider educational improvement initiative for laboratory diagnostics. The advice will be given to Laboratory staff, Clinical scientists and other Healthcare providers such as nurses, pharmacists, and paramedics undertaking these diagnostic tests. If necessary, challenging the techniques used and advising on alternative testing approaches. This advice is often given to healthcare professionals and clinicians across the UK and globally, who may be unfamiliar with the performance and interpretation of diagnostic tests

3. To participate in the Medical Biochemistry duty Biochemist service at UHW, independently clinically validating results generated from the acute biochemistry section. This will involve appending appropriate comments to the laboratory reports before release to clinicians. These comments could include a list of possible causes for these abnormalities, suggestion of further tests to elucidate the cause and suggestion for management of these abnormalities. This will be undertaken as part of the higher specialist scientist (HSST) work-based training to complete the Fellowship of the Royal College of Pathologist by examination.

4. To work independently with access to support from the Consultant Clinical Biochemist / Clinical Leads.

5. To alert Health care organisations and regulators across the UK and Ireland of potential poor performance issues with their laboratory diagnostic services. (abnormal or unexpected results outwith other users / clinical performance standards), which may require urgent action.

6. To provide clinical oversight of the EQA Programme design to ensure that the concentration range, and performance criteria are clinically appropriate; that the diagnostic service is challenged through the distribution of appropriate samples at or near clinically important “cut “points and that the appropriate clinical interpretation is provided on the reports.

7. To play a key role in updating protocols and documents for the EQA service, especially relating to the clinical Programme overview documents.

Scientific

1. To independently, validate results generated from the Reference Measurement Laboratory. This will include interpreting highly complex test results and appending appropriate comments to the laboratory reports before release to Clients.
2. To review, and where necessary introduce new or modify current procedures/ analytical methods. These changes will be according to evidence based and national guidelines/ policies; new research findings and current scientific knowledge.
3. To take a key role in the validation and verification of analytical methods in the EQA Department to ensure accuracy, precision, and clinical performance is appropriate for use, ensuring that the relevant clauses of ISO 15189 and ISO 17025 standards are met. The post holder will be required to work closely with senior biomedical scientist staff (BMS) and Quality Management (QMS) Team to achieve this.
4. To be a subject matter expert in the area of laboratory diagnostics and Point of Care Testing (POCT) methods in the EQA Department.
5. To provide support and guidance to laboratory staff in the completion of relevant documentation required for ISO15189, ISO 17025 and ISO 17043 accreditation.

Managerial

1. To have delegated responsibility for standard operating procedures and other policy and procedural documentation related to own areas of work including that which is required for the EQA service to achieve and maintain full ISO17043 and comply with the appropriate clauses of 15189 / ISO 17025 accreditation.
2. To assist in preparing business cases and tender documents related to the provision of the service providing scientific input where required.
3. To assist the QMS Team to monitor and continuously strive to improve the service.
4. To contribute to the development of wider organizational policies and protocols.
5. To attend Departmental meetings.

Informatics and statistical analysis

1. To be familiar as a Weqas Admin user of the various bespoke IT platforms used for the management of the EQA Programmes. This includes day to day use of the platforms for Client management, statistical analysis and the reporting of performance data.
2. To provide clinical and scientific input to the IT Team in the design of the IT platform and reports to ensure that clients are alerted of performance issues,

reports clear and easy to understand and that the data presented is clinically relevant to the audience.

3. To provide the clinical and scientific content for the Weqas website and brochures.

4. Responsible for ensuring that clinically appropriate performance criteria are used for all EQA Programmes and they are updated regularly in the various IT platforms. This involves downloading analytical performance data, analysing the data, reviewing and making suggestions for improvements/ changes and presenting in a graphical format, for the Director/ Clinical lead to approve.

5. To work with the IT Team and senior BMS team to ensure that changes to the platform/ software is assessed, appropriately tested and implemented in accordance with the IT governance framework.

6. To use IT databases according to UHB policies for the confidential storage of client information.

7. To be familiar with Microsoft software including Microsoft 365, Word, Excel, Access, Powerpoint and Quality Management software such as QPulse.

8. To analyse data, design and produce presentations and posters for local, national and international meetings to educate and promote the wider use of EQA , identifying barriers and improvements in diagnostic testing.

Research, Development and Audit

1. Delegated responsibility for the supervision of scientific projects across the organisation including those for biomedical scientists, and other scientific staff.

2. To undertake research, service development and service improvement projects. To present specialist work undertaken in the department at local, regional, national and international meetings/conferences and to prepare these results for publications.

3. To statistically analyse and interpret complex and specialist laboratory data for research, service development and audit purposes

4. To be the organisation's Clinical audit lead, developing a suite of audits for the respective EQA programmes to monitor the service provided by laboratories and POCT users against Nationally or Internationally evidence based standards. Distribute and analyse questionnaires providing written reports, feedback and recommendations to clients and professional bodies.

5. To represent the organization at the Association of Clinical Biochemistry and Laboratory Medicine National Audit Group.

Training

1. To be personally responsible for maintaining own Health and Care Professions Council (HCPC) registration and participation in Continual Professional Development (CPD) as organised by the Royal College of Pathologists

2. To work towards completing the FRCPath examination.
3. To prepare and present EQA cases, tutorials and audit reports at departmental, regional and at the Weqas annual user meetings.
4. To contribute to undergraduate and postgraduate teaching and departmental training of BMS or trainee biochemists as required.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.

- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

- **Records Management**: The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.

- **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.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices,

protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.

- **Safeguarding Children and Adults**: The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.

- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. 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 and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.

- **Registered Health Professionals:** 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.

- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219

- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB 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 and 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 UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills

- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared:17/07/2023

Prepared By: Annette Thomas

Date Reviewed:

Reviewed By:

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PERSON SPECIFICATION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Clinical Scientist Specialist	**Department:**	Weqas
Band:	8a	**Clinical Board:**	CD & T (Admin only)
Base:	Units 1& 6, Parc Ty Glas, Llanishen		
	ESSENTIAL	**DESIRABLE**	**METHOD OF ASSESSMENT**
QUALIFICATIONS	1st or 2nd class honours degree in a relevant Biological Science. Post graduate qualification in Clinical Biochemistry (MSc or relevant PhD) Membership of the Royal College of Pathologists part 1		Application Form Certificate Check
REGISTRATION	State Registered Clinical Scientist (Health and Care Professions Council) for Clinical Biochemistry.		Registration Card
EXPERIENCE	Advanced theoretical and practical knowledge and experience gained through post-registration experience in the provision of a Clinical Biochemistry Laboratory service, consistent with the attainment of FRCPath Part 1. To have experience in interpreting, clinical validation and providing advice on laboratory results. To have practical experience in a range of routine, and specialist laboratory techniques and POCT analysers. Can provide evidence of research undertaken, project management and service development. Can provide evidence of performing clinical audits. Can provide evidence of practical problem solving and troubleshooting experience in a laboratory environment. To have advanced theoretical knowledge and practical experience in using statistical techniques.	Specialist knowledge and expertise in the design and operation of an External Quality Assessment service in Laboratory Medicine	Application Form Interview References

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KNOWLEDGE, SKILLS AND ABILITIES	**<u>Clinical/Scientific</u>** Able to advise clinical, scientific and nursing staff on the investigation and interpretation of EQA reports involving a wide range of laboratory medicine diagnostic tests. The post holder will have access to consultant support when required. Extensive knowledge of highly specialist analytical methods relevant to the practice of clinical biochemistry. Good understanding of Quality Assurance techniques including Internal Quality Control, EQA, Audit and risk assessment. Demonstrable problem-solving skills and the ability to apply these to a broad range of circumstances. To be computer literate, with good knowledge of laboratory computer information systems and Microsoft packages. **<u>Communication</u>** To have excellent oral and written communication skills. To be able to present highly complex, highly sensitive/contentious information (ie laboratory EQA test results) either verbally or in written communications, presentations in a clear and concise manner to a range of healthcare professionals many of whom do not have specialist knowledge of Laboratory Medicine . Ability to confidently challenge established views where the audience may not be receptive to change. Good presentation skills as required for the presentation of clinical cases, scientific concepts, and research findings at local, Regional, National and International meetings using a range of audio-visual aids.	Teaching and training ability. Ability to develop clinical laboratory skills in a specialised area Ability to speak Welsh To be able to identify, direct and carry out research projects.	Application Form Interview References

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	<u>Managerial/Leadership and Professional</u> To be able to prioritise and manage own work and reorganise and adjust as required. The ability to work independently, plan complex activities and manage own workload, as guided by organizational objectives and professional guidelines, but with ultimate responsibility for the work vested at higher level. Able to maintain concentration on important tasks despite interruption. To provide training and competence assessment in own subject area for more junior scientific staff.		
PERSONAL QUALITIES (*Demonstrable*)	To be an enthusiastic individual To be able to work as part of a team in a multidisciplinary service To have good interpersonal, communication and organisational skills. Able to maintain self-control in difficult and challenging situations. Able to maintain intense concentration on important tasks despite frequent interruptions		Application Form Interview References

Date Prepared:	17/07/2023	**Prepared By:**	Annette Thomas
Date Reviewed:		**Reviewed By:**	

Rhif Cyfeirnod CAJE: