

Job Description

1. JOB DETAILS

Job Title:	Advanced Biomedical Scientist – Histopathology (Immunohistochemistry Lead)
Grade:	Band 7
Responsible to:	SYB Head of Pathology
Reports to:	Histopathology Discipline Lead via line management
Location:	Doncaster Royal Infirmary

2. JOB PURPOSE

Performs a number of healthcare science / scientific activities maintaining high scientific and technical standard and standards of relevant education and training. Carrying out highly complex analytical procedures, with responsibility for the production of accurate and timely laboratory testing, taking part in scientific and technical research and development. Ensuring all clinical records are accurately maintained, inputting to and interrogate test results of others.

Adhering to all Trust, SYBP and departmental policies to maintain clinical records in relation to activities carried out and input/ interrogate test results of others. Supervises, organises and allocates work, training less experienced staff, ensuring that the all activities are undertaken in accordance with agreed protocols.

3. ROLE OF THE DEPARTMENT

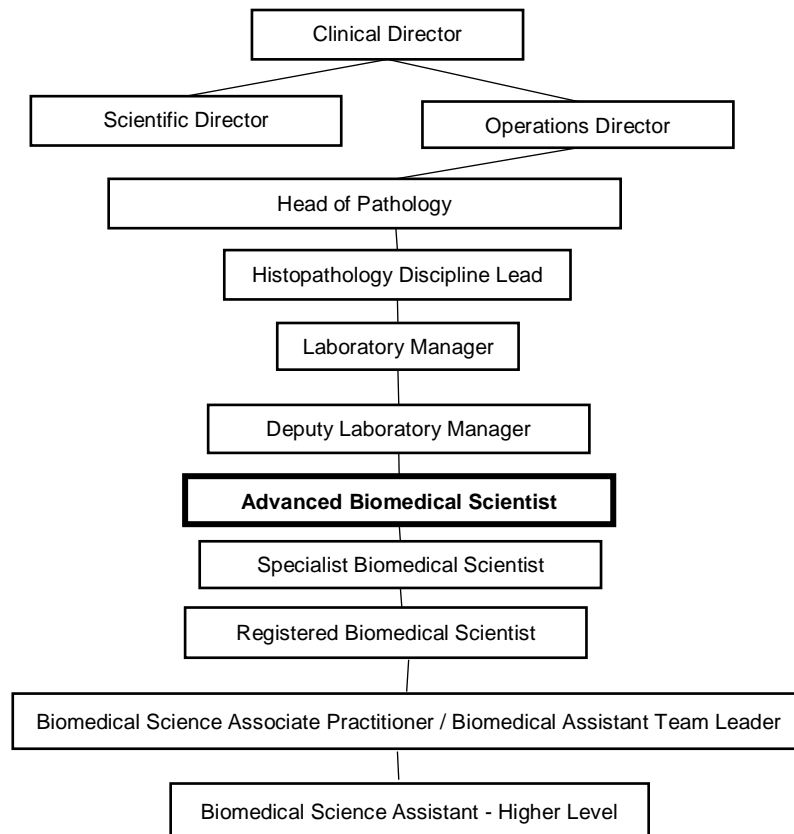
SYB Pathology is a partnership between the five Acute Trusts within the ICS footprint, hosted by Sheffield Teaching Hospitals. By coming together as a single service SYB Pathology will ensure all patients and clinicians across the ICS footprint receive equitable access to high quality, innovative pathology services, providing the best clinical outcomes. The partnership will ensure SYBP improves health outcomes, drives research and innovation, delivers efficiencies and ensures a sustainable workforce, providing job satisfaction and career progression opportunities for all staff.

Histopathology

The Histopathology department provides a complete analytical and diagnostic Histopathology service across the SYB region. The department offer a wide range of services including routine and specialist histopathology services, Immunohistochemistry, molecular diagnostics, reference and research services. The department currently manages and operate a satellite service at Chesterfield Royal Infirmary.



4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

- Supervise and participate in the work of an assigned Sub Section. Work independently but within defined parameters to achieve best results.
- To be accountable for own professional actions and work independently for long periods of time without direct supervision.
- Work as required in the various sections/sub-sections in the department to ensure the maintenance of the accuracy and integrity of the diagnostic testing process.
- Assist in the preparation of work rotas, schedules and staff rotation in consultation with other Advanced Biomedical Scientists.
- Possess and develop high levels of specialist knowledge and skill to enable interpretation of a range of complex patient investigations and performance of complex analytical procedures.



- Work to Quality Management principles and constantly seek to improve the quality of every element of the service provided and as such will:
 - Perform regular service audits
 - Assist with Clinical audits and
 - Actively look for new methods and tests and work with management to push these forward
- Interpret and report results (including those obtained by other laboratory staff) and determine the relevant follow up actions to take, this is complex and sensitive information that must be accurate and may have medico-legal implications, it will include:
 - Entry of results (including those generated by others) into the Laboratory Information Management System
 - Some authorisation of both normal and abnormal results
 - Ordering further laboratory procedures
 - Adding technical and clinically relevant comments
- Ensure that equipment is properly maintained, serviced and calibrated in accordance with laboratory and manufacturers SOPs.
- Be actively involved in all aspects of internal and external quality control to ensure the accuracy of results and take appropriate action when these results indicate loss of performance.
- React promptly to service demands such as clinical emergencies, equipment or IT failure.
- Ensure that all tests are performed efficiently within the assigned time, to the required standards and in accordance with established protocols.
- Writing and maintenance of Standard Operating Procedures for the laboratory, reviewing periodically and ensuring they follow best practice.
- Ensure that laboratory procedures are in accordance with current ISO quality standards in order to maintain full UKAS accreditation.
- Participate in 24/7 working where this is a requirement of the role.
- Have an interest in Health and Safety issues to assist the safety representative for the department.
- Work in a safe manner in accordance with Trust and SYBP safety policies.
- Participate and supervise planned research and development.
- Liaise with specimen reception and, where appropriate, other Pathology disciplines to ensure the pre-analytical stage is conducted in a timely and efficient manner.
- Conduct appraisals of Biomedical Scientists and other staff where necessary

- Work to the defined quality standards for all aspects of the Service, e.g. ISO 15189 and ISO 17025 and all the standards this encompasses
- Participate in the Recruitment and Selection process.
- Contribute to technical/scientific discussions on service/policy development.
- Demonstrate a positive flexible attitude to the work of the service, colleagues and Service Users.
- Attend all relevant departmental management and performance review meetings.
- Ensure outstanding worklists are checked daily and computer data input problems are resolved in order to ensure that all tests are completed within their specified turnaround time.
- Ensure compliance with all appropriate Trust policies and procedures
- Participates in the evaluation, validation and implementation of new methodology and technology for use on existing equipment. Use their skills to troubleshoot technical problems in liaison with Biomedical Scientists.
- Liaise with and establish good working relationships with those who provide a service to or receive a service from the department.
- Apply professional judgement to a range of situations including:
 - Suitability of sample for analysis
 - Quality control and EQA data
 - Solving technical/analytical problems e.g., equipment failure
 - Clinical significance of test outputs
 - Audit and relevant remedial actions
- Maintain competence to practice to the 'Standards of proficiency for Biomedical Scientists' set by the Health Care Professions Council (HCPC) by participation in continuing personal and professional development programs.
- Plan and organise day to day running of a sub section. This will include work prioritisation, and allocation of staff, liaising with other sections as necessary.
- Participate in Senior Staff meetings and other meetings where necessary which will propose policy changes.
- Ensure a thorough understanding of the categorisation of biological agents and associated safe working practices using appropriate levels of containment.
- Work in the Containment Level 2 and containment Level 3 (High Risk) Laboratories ensuring all samples are handled appropriately.
- Deputise for laboratory management when required and where appropriate.



- Maintain and promote the professional image of the South Yorkshire and Bassetlaw Pathology, the SYBP partner trusts and working within the STH Trusts PROUD Values.

5 b Histopathology:

- The post holder will be required to cover, work and lead the immunohistochemistry, special stain and molecular sections, and in conjunction with laboratory management, be responsible for the day-to-day management of workflow from sample receipt to issue to Pathologist.

6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

- Initiate ordering supplies.

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

- Delegated line management duties as appropriate (Biomedical Scientists, Biomedical Science Assistants and Biomedical Science Assistants – Higher Level).
- Assist with recruitment, sickness management, disciplinary, and grievance procedures as requested.
- Demonstrate working procedures to Trainee Biomedical Scientists and other trainees as requirements appropriate assessing competence of trainees to progress..
- Identify and motivate staff where there are competence issues and where necessary refer the issues to staff at a higher grade
- Ensure all required mandatory training is completed and kept up to date.

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

- Responsible for stock control and initiating the ordering of supplies.
- To contribute to the care, maintenance, security and tidiness of premises and equipment.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

a) Communicate with:

- Laboratory Management
- Medical Staff and Clinical Scientist Staff
- Biomedical Scientists



South Yorkshire and Bassetlaw Pathology Transformation Programme
Transforming Patient Care through Leading Edge Pathology Services

LAB393 Biomedical Assistant Team Leader – Histopathology 2024-01-31



- Secretarial/Clerical Staff
- Biomedical Support Staff
- Staff in other directorates and departments
- Patients where appropriate
- Outside agencies and healthcare workers

b) Provide advice to:

- Secretarial/Clerical Staff
- Biomedical Scientists
- Trainee Biomedical Scientists
- Biomedical Assistants
- Higher Biomedical Assistants
- Biomedical Support Staff
- Service users

This job description is not meant to be finite and may be changed subject to the exigencies of the service. Similarly the post-holder may be requested to undertake such other duties not mentioned in the job description which are commensurate with the grade.

Continue on a separate sheet if necessary

Chapter 1 We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce

PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

Chief Executive: Kirsten Major, Chair: Annette Laban

