

AGENDA FOR CHANGE: JOB DESCRIPTION

Post title:	Healthcare Science Specialist Practitioner
Directorate/department:	Wessex Genomics Laboratory Service (Salisbury) Division B/Pathology
Agenda for Change band:	
Accountable to:	Healthcare Science Technical Team Leader (Band 7) Clinical Scientists
Accountable for:	The day-to-day operational activities of a laboratory section to ensure approved results and interpretations are delivered within published turnaround times.
Main purpose:	<ul style="list-style-type: none"> To supervise/ undertake the processing of pathological specimens for screening, diagnostic and monitoring purposes. To provide accurate, timely and appropriate analytical data To deliver a high-quality service that meets the needs of the patients and service users. To manage training and education of all grades of staff within the section. To liaise with other healthcare professionals to develop and maximise the effectiveness of the service.
Key working relationships:	Technical Lead Other Technical Staff Clinical Scientists Laboratory Manager Operational Manager
General duties:	<ol style="list-style-type: none"> To plan and prioritise own and sectional workload, making adjustments to plans according to unforeseen circumstances or to accommodate planned interruptions to normal workflow patterns. To supervise and manage other technical staff including being involved with performance reviews and recruitment of new staff. To maximise productivity by making the best use of available resources. To take responsibility for the safe use of analytical systems, organising essential repairs in liaison with senior staff/suppliers in order to maintain the integrity of the service. To ensure working practises conform and comply with ISO15189 standards. To write and maintain sectional standard operating procedures according to the quality management system Raise/respond to non-conformities, quality improvements and incidents according to the quality management system To comply with the code of practice of the department in respect of all matters regarding Health & Safety. <p>Research and Service Development</p> <ol style="list-style-type: none"> To participate in the evaluation and implementation of new equipment, techniques and protocols. To participate in the Trust's R&D programme. To participate in internal audit utilising formal systems defined within the departmental clinical audit and quality management systems. To participate in proposed changes relating to corrective/preventative actions arising from formal audits. <p>Analytical & interpretive</p> <ol style="list-style-type: none"> To be responsible for the maintenance, quality and validity of results personally generated. To provide and receive multifaceted analytical results used in the diagnosis, management and care of patients. To provide advice on collection of specimens and significance of results.

	<p>16. To analyse specimens for screening, diagnostic purposes and the clinical management of patients.</p> <p>17. To interpret clinical request forms and exercise judgement regarding work to be performed and priority relating to clinical urgency.</p> <p>18. To identify and resolve problems relating to breakdown/unavailability of analytical systems and activate contingency plans as necessary.</p> <p>19. To assess validity of patient results generated personally or by other staff on the basis of quality control statistics and acceptance criteria.</p> <p>20. To report results and formulate appropriate action through liaison with other health professionals based on professional knowledge and experience thereby optimising patient care.</p> <p>IT</p> <p>21. To enter patient and specimen related data together with test results and interpretive comments, which are generated by self and others, into the laboratory computer system.</p> <p>22. To authorise results according to predefined protocols.</p> <p>23. To maintain a detailed knowledge of software and systems used in the operation of analytical platforms and transfer of patient/specimen data.</p> <p>Communications & Liaison</p> <p>24. To communicate information of a complex nature to colleagues, other healthcare professionals and staff from external organisations.</p> <p>25. To provide advice on collection of specimens and significance of results.</p> <p>26. To actively participate in departmental meetings providing information/suggestions for improvements in local policies and procedures.</p> <p>27. To generate and update as needed documentation to meet EU and national quality standards.</p> <p>28. To report adverse clinical incidents through the Trust risk management system and suggest preventative or corrective action(s) to improve the safety and efficiency of overall service.</p> <p>Training</p> <p>29. To participate in the training of medical, scientific and other laboratory staff within the section.</p> <p>30. To formally present information on own area of expertise or research to groups of staff from the department and other areas / professions.</p> <p>Personal development</p> <p>31. To achieve and maintain an enhanced knowledge of clinical and scientific principles in order to produce high quality, timely and accurate analytical data.</p> <p>32. To participate in a continuing professional development programme (CPD).</p> <p>33. To maintain a personal development portfolio that demonstrates competence in theoretical knowledge and practical skills.</p> <p>34. To maintain the knowledge and expertise necessary to enable rotation through and the management of the highly specialised sections associated with a teaching hospital tertiary referral role.</p> <p>35. To act as an independent practitioner according to local policies and procedures</p> <p>36. Maintain, or work towards, registration with the Academy for Healthcare Science.</p>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS standards of business conduct and professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
Health and safety:	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
Infection prevention and decontamination of equipment:	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
Child protection/safeguarding	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
Confidentiality	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
Sustainability	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
Last updated	19 April 2024