

Job Description

Job Title: Advanced Biomedical Scientist – Haematology & Coagulation	Band: 7
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Accountable to: Laboratory Manager
Reporting to: Laboratory Manager
Responsible for: Biomedical Scientists, Trainees and non-registered support staff
Key Relationships with:- Laboratory manager, clinicians, pathology colleagues, antenatal colleagues and commissioners, and other healthcare colleagues

Job Summary

- Responsible as lead Biomedical Scientist for a specialist area
- Manages and coordinates the day to day activities of the team
- Leads on service improvement
- Processes specialist investigations and responsible for standard and quality of results
- Provides specialist advice to clinicians as to appropriateness of tests and timescales.
- Provides specialist service e.g. training, advanced trouble shooting, problem solving for specialist requirement.
- To work flexibly in reflection of service needs which may include an extended working day and/or participation in delivery of a 24 hour, 7 day per week service.
- The work of the service brings staff into constant contact with human body fluids, tissues and hazardous chemicals. This may include blood, pus, urine, faeces, and respiratory secretions.
- Maintain and promote professional image of the pathology department.

NB: Post holder must not work outside their defined field of competence

Key Duties of the role

Technical and scientific:

- Manage the performance of manual, semi-automated, specialist and fully automated laboratory investigations within a defined service area accurately and efficiently.
- Day to day management of stock control and usage. This may include maintaining Blood Transfusion stock levels and records and monitor usage to ensure efficient use where appropriate.
- Manage quality control procedures and the processing of quality control material as per established protocols.
- Implement policies for service improvement and propose policy changes that may impact beyond own area.
- Ensure the validation of test results which may be highly specialised, and escalate where appropriate in line with established protocols.
- Responsible for ensuring equipment, including highly specialist equipment, is set up and maintained for others to use, to achieve the optimum instrument performance and maintain a clean and safe working environment.
- Perform advanced troubleshooting in line with established protocols by using judgement on how to proceed during technical failures.
- Participate in Research and Development, clinical trials and equipment testing.

Communication

- Communicates with colleagues, clinicians about investigations required, explains complex information and results to staff; trains groups of staff and motivates staff.
- Influence clinicians regarding appropriate test usage and result interpretation.
- Liaises with other departments, agencies and suppliers in relation to tests and services required.
- Communicates with service users, including patients as appropriate.

Information resources

- Records and interprets test results / maintains integrity, accuracy of laboratory data, including data entered by others.
- Responsible for laboratory data and creation of highly specialist reports.
- Be able to record and collate test results on the computer and manual systems in accordance with agreed standard operating procedures.
- To ensure patient confidentiality and conformance to Data Protection Act and Caldicott Guidelines.
- Be able to use Laboratory Information system, email, internet and automated operating systems, and other software packages as required to create specialist reports

Quality/Governance/Risk Management

- Responsible for the standard and quality of results ensuring that all activities are undertaken in line with document control and quality management systems.
- Propose and implement changes to policies and Standard Operating Procedures within own area and beyond own area.
- Design and initiate audits and where appropriate, propose service improvements for own area.
- When an incident occurs, take immediate appropriate action and ensure incident forms and risk assessments are completed and investigated, Implement recommendations where appropriate.
- Where appropriate, complies with statutory requirements, eg. NHS Cervical Screening Programme, MHRA.

Education, Training and Development

- Supervise and mentor staff providing practical and theoretical training to groups.
- Participates in appraisal process in line with current policies.
- Responsible for personal education, training and competencies to ensure recorded continual professional development.
- Maintain registration with Health and Care Professions Council.

Leadership and line management responsibilities:

- Manages, leads and co-ordinates the technical day to day activities of the team.
- Be involved in the recruitment and induction of new staff.
- Manage and undertake appraisals in line with current policies.
- Manage the team in line with HR policies e.g. performance, attendance and disciplinary.
- Management of resources and being responsible for ensuring the ordering of supplies is within budget constraints for area of work.

Other responsibilities:

The post-holder will be expected to participate in the delivery of specific duties and/or specialised responsibilities in line with the banding of the post. Additional responsibilities will be assigned to the post holder depending on the needs of the Board. These responsibilities will be agreed with the post holder, will be subject to regular review and may be amended at any time with the post holder's agreement. These responsibilities may be associated with specialised roles.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

General

- As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).
- If you have responsibility for a budget, you are expected to operate within this and under the Trust's standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

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Date:

21/03/2024

Person Specification

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Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • HCPC Registration as a Biomedical Scientist • Biomedical Science Degree or equivalent • Appropriate Post Graduate qualifications e.g. IBMS Higher Specialist diploma or IBMS Diploma in Biomedical Science, Masters or equivalent or working towards • Additional appropriate specialist qualification if required. • Evidence of CPD <p>One of the following</p> <ul style="list-style-type: none"> • Fellowship of the Institute of Biomedical Science (FIBMS) by examination (Special examination, two-part Fellowship or Higher Specialist Diploma) in blood transfusion or transfusion science. • MSc or FIBMS in Haematology in conjunction with an IBMS Higher Specialist Diploma in Transfusion Science MSc in Transfusion and Transplantation accredited by the IBMS. • Demonstrate equivalence to the learning outcomes of an IBMS Higher Specialist Diploma in Transfusion Science or an MSc in Haematology or Transfusion and Transplantation accredited by the IBMS or equivalent experiential learning in the field of Blood Transfusion Science. 	<ul style="list-style-type: none"> • Holding or working towards a qualification that supports management responsibilities such as health and safety, training officer, or quality management associated with post
Knowledge and Experience	<ul style="list-style-type: none"> • Highly specialist knowledge and experience across a range of work procedures and practices underpinned by theory and practice relevant to post • Extensive practical experience of working in a Biomedical Science laboratory • Experience of managing people • Experience of Pathology IT systems • Practical experience of Quality Management and Quality Management Systems • Experience of performing and evaluating Risk Assessments 	<ul style="list-style-type: none"> • European Computer Driving Licence or equivalent • Previous relevant experience of working in the NHS

Skills and Aptitudes	<ul style="list-style-type: none"> • Willingness to undertake cross training to extend skill set to deliver role • Excellent communication skills, both written and verbal • Proven influencing and negotiating skills at all levels • Interpretation and analytical skills • Demonstrable mentoring skills • Demonstrable interpersonal skills - can work as part of a team or independently • Able to prioritise own workload and that of others to meet needs of the service • Ability to concentrate for prolonged periods of time • High degree of manual dexterity to perform complex laboratory techniques 	
Personal Attributes	<ul style="list-style-type: none"> • High level of accuracy and attention to detail • Credible and effective leadership qualities. • Integrity and personal credibility. • Strives for excellence. • Self-motivated and able to motivate others. • Ability to be flexible and respond to the needs of the service, • Ability to work with minimal supervision. • Ability to work under pressure and meet deadlines where there are competing demands. • Puts the patient first in everything that is undertaken • Awareness of self and impact on others 	