



North West London Pathology

Chelsea and Westminster Hospital
NHS Foundation Trust

Imperial College Healthcare
NHS Trust

The Hillingdon Hospitals
NHS Foundation Trust

Hosted by Imperial College Healthcare NHS Trust

JOB DESCRIPTION

TITLE OF POST:	Senior Clinical Scientist
SALARY BAND:	Band 8a
LOCATION:	SIHMDS, Cellular Pathology, Hammersmith site Imperial College Healthcare NHS Trust is a multi site facility and staff may be required to work at a site other than their main base location
RESPONSIBLE TO:	Divisional manager
PROFESSIONALLY ACCOUNTABLE TO:	Lead Clinician through the Consultant Clinical Scientist
HOURS PER WEEK:	37.5 The job holder will be required to work out of hours including unsocial and contractual overtime (specific rota details are held locally within departments).

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

- ☐ **Kind** - We are considerate and thoughtful, so you feel respected and included.
- ☐ **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- ☐ **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- ☐ **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

AIM OF THE ROLE:

This role is expected to progress through the HSST training programme to ultimately achieve the necessary knowledge, skills and examination status to progress to a leadership role across all specialties within the Specialist Integrated Hematological Malignancy Service (This includes Molecular, Immunophenotyping and Cytogenetics with links across the North Thames Genetic Hubs)

To be an efficient and flexible member of the Clinical SIHMDS / Molecular laboratory team providing a quality service to Imperial College Healthcare NHS Trust.

To rotate through sections of the department as part of training to obtain FRCPath and begin training in a specialist area.

The postholder is in charge of all the day to day management of a section of the SIHMDS / Molecular Laboratory on one site of the Trust. The SIHMDS / Molecular Department provides services to four Hospitals in Charing Cross, Hammersmith, Chelsea and Westminster, and St Mary's and other customers.

The postholder will be expected to liaise effectively with the Laboratory Manager for SIHMDS / Molecular, the Divisional Manager for Cellular Pathology and the specialty leads and lead Consultant for Cellular pathology with SIHMDS / Molecular responsibility on the Hammersmith site.

The post holder reports on all matters related to Clinical Governance to the Senior Manager in the Directorate responsible for risk reporting and investigation.

KEY WORKING RELATIONSHIPS:

Good communication skills are essential, as the post holder is required to communicate effectively with Biomedical Scientists, Clinical Scientists, Clinicians and other healthcare providers and managers in and out of the Trust; other Trust Directorates including Estates, IT, Human Resource, Payroll, Occupational Health; Clinical Programme Directors, Chief of Service and Corporate representatives. Active participation in local, divisional, DIVISION and Trust meetings/committee are expected.

Additional relationships appropriate to the role may be required.

KEY RESULT AREAS:

1. Deliver a range of complex scientific work demanding skilled performance that may be with or without scientific or technical support.
2. Deliver with the Consultant Clinical Scientist, Pathologist and Divisional manager a routine service to nationally accepted standards
3. Achieve competence in the interpretation of test results and the provision of clinical advice, under supervision. They are not supervised but may refer complex cases to a superior.
4. Develop expertise in an area of specialist interest, in an agreed area supported by the department.
5. Participate in audit, research and development in the agreed specialist area.
6. Participate in local and national professional training and be expected to obtain Part II FRCPath (Associate) while in post.

MAIN TASKS AND RESPONSIBILITIES:

- 1.1 Participate in departmental and clinical meetings and contribute to effective communication within the department.
- 1.2 Maintain clear and effective lines of communication with all staff which may involve motivational and training skills
- 1.3 Provides and receives highly complex sensitive information to inform work colleagues or external contacts e.g. clinical consultants, other departments, G.P.'s or visitors to the department. This may include providing advice, explanation of results and instruction.

- 1.4 May be required to present work relating to their particular areas of responsibility at departmental, regionally and nationally.

2. Responsibility- Scientific and Technical Duties

- 2.1 Contribute to the service provision of specialist assays, together with other laboratory staff.
2.2 Provide clinical advice and interpretation of results, under appropriate supervision, in conjunction with other senior clinical and scientific staff, in support of the routine Clinical SIHMDS / Molecular service by participation in the Clinical Authoriser rota
2.3 Provide specialist analytical expertise for the provision and development of specialist services.
2.4 Authorise reports and contribute to the provision of an advisory and interpretative service in their specialist area, under appropriate supervision.
2.5 Assist in development and implementation of new methods
2.6 Contribute to equipment evaluation and selection.
2.7 To be involved in clinical liaison, clinical audit, teaching, and research and development programme within the department.
2.8 Participation in performance monitoring and Quality Assurance

3. Responsibility- Policy and service

- 3.1 May be expected to implement and propose changes to laboratory policy.
3.2 May assist in formulating operational procedures, training schedules and safety protocols and overseeing their practice within their specialist area
3.3 As part of the training, attend appropriate Clinical and Management Team meetings to understand resource management, policymaking, planning, review of laboratory organisation and service quality.
3.4 To ensure all NWL Pathology laboratory sites gain and maintain full accreditation/inspection status of National regulatory bodies including (but not restricted to):
 - UK Accreditation Service (UKAS)
 - Good Clinical Pathology Practice (GCSP)
 - Medicines and Healthcare Products Regulatory Agency (MHRA)
 - Human Tissue Authority (HTA)
 - European Federation of Immunogenetics (EFI)

4. Responsibility- Financial and Physical

- 4.1 Responsible for monitoring consumable and reagent stock supplies associated with own work areas.

5. Responsibility Staff/ HR/ leadership, training

- 5.1 Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development. This includes performing staff appraisals as required.
5.2 Be familiar with core trust policies such as sickness reporting, annual leave requesting, health and safety.
5.3 Be familiar with the Health and Safety policies of the Trust and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
5.4 Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive laboratory team and the achievement of team objectives.
5.5 May act in a supervisory role as required.

6. Education

- 6.1 The post holder will have obtained an M.Sc. in relevant subject.
- 6.2 Participate in local and national professional training and be expected to complete Part II FRCPath while in post (ARCP).
- 6.3 Registration with the Healthcare Professions Council (HCPC).
- 6.4 Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme. Maintain a portfolio of relevant developments achieved.

7. Responsibility- Information resources

- 7.1 To demonstrate an understanding and knowledge of the laboratory information system.
- 7.2 Liaise with and advise the Pathology IT Manager on developments in their specialist areas.
- 7.3 To develop and maintain a range of IT skills including word processing, spreadsheets and any other relevant software.
- 7.4 To have an active email account.

8. Responsibility- Research and development

- 8.1 Implement research and development in one or more aspects of SIHMDS / Molecular and to gradually develop a personal portfolio for research grant potential and support.
- 8.2 To develop their own interests and specialities within SIHMDS / Molecular including active participation in research programmes.
- 8.3 To ensure that research opportunities that present are referred to Consultant staff for further consideration and potential adoption and collaboration with others in the department ensuring involvement and cooperation of clinical colleagues and other pathology specialities when appropriate.
- 8.4 To participate in the preparation of project plans, ethical approval and applications for funding from external and internal sources ensuring that expenditure is properly accounted.
- 8.5 Provide training, support and collaboration with research projects for trainee Biomedical Scientists, Clinical Scientists and medical staff in training when required.
- 8.6 To jointly project manage with the Lead Clinician or other Consultant Clinical Scientist staff the transition of research into mainstream clinical and laboratory practice.
- 8.7 To liaise effectively with Imperial College School of Medicine to ensure that research is translated into clinical and laboratory practice where practical.

9. Freedom to Act

- 9.1 Works independently.

10. Other Duties

- 10.1 To undertake any other duties commensurate with the grade as requested.

To ensure all NWL Pathology laboratory sites gain and maintain full accreditation/inspection status of National regulatory bodies including (but not restricted to):

- UK Accreditation Service (UKAS)
- Good Clinical Pathology Practice (GCSP)
- Medicines and Healthcare Products Regulatory Agency (MHRA)
- Human Tissue Authority (HTA)
- European Federation of Immunogenetics (EFI)

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

ADDITIONAL INFORMATION

Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work Visa/ Permits/Leave To Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are

encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Dignity & Respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

No Smoking

The Trust operates a smoke free policy.

Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

PERSON SPECIFICATION

POST: Senior Clinical Scientist Band 8a

DEPARTMENT: SIHMDS / Molecular

LINE MANAGER: Lead Scientist for professional issues and
Divisional manager for management issues.

ATTRIBUTE/SKILLS	MEASUREMENT	ESSENTIAL	DESIRABLE
EDUCATION	<i>Application form/CV:</i>	• 1st or 2nd Class Hons Science degree or equivalent. • Completed suitable scientific training (e.g. Grade A training) • MSc in relevant discipline. • HCPC Registration • Part I FRCPath or equivalent	PhD
SKILLS/ABILITIES	<i>Application form/CV: Assessment/Interview:</i>	• Good oral and written communication skills. • Good practical skills and technical competence • Self motivated; ability to organize own study and laboratory work. • Ability to work as a team	• Use of laboratory computing systems.

		• member. • Excellent interpersonal abilities. • Ability to work with high level of autonomy. • Flexible, reliable, self motivated.	
EXPERIENCE	<i>Application form/CV: Assessment/Interview:</i>	• Postgraduate laboratory experience in SIHMDS / Molecular	• Experience in audit, developmental and project work. • Research publications in a relevant field
COMMUNICATION SKILLS	<i>Application form/CV: Assessment/Interview:</i>	• Good written and oral communication skills in English.	
PHYSICAL QUALITIES	<i>Assessment:</i>	Such as to meet the requirements of the role with any reasonable adjustments	
VALUES	<i>Assessment/Interview:</i>	Demonstrable ability to meet Trust values	