

## **Job Description**

Job title	Biomedical Scientist -Bacteriology
Directorate	Science Group
Pay band	Band 5 / 6 dependent on experience
Reports to	Bacteriology Laboratory Manager and Lead BMS
Responsible to	The Infection Sciences Service Manager and through him/her to the Head of Operations and the Clinical Services Director
Base/location	Bristol and Bath
Hours/ Sessions per week	37.5 hours to include work on Saturdays, Sundays and Public Holidays on a rotational basis.  Core hours 8am-10pm and 24/7 overnight as required.
Primary Specialty	Bacteriology
Area of work	Routine and Specialist Diagnostics
Job type	Permanent

We pride ourselves as being an employer of choice, where Everyone Matters promoting equality of opportunity to actively encourage applications from everyone, including groups currently underrepresented in our workforce.

UKHSA ethos is to be an inclusive organisation for all our staff and stakeholders. To create, nurture and sustain an inclusive culture, where differences drive innovative solutions to meet the needs of our workforce and wider communities. We do this through celebrating and protecting differences by removing barriers and promoting equity and equality of opportunity for all.

### Summary

The laboratory in Bristol is situated at North Bristol NHS Trust (NBT), Southmead site and a satellite laboratory is situated within the Royal United Hospital in Bath. The Laboratory employs around 200 staff and undertakes approximately 1.4 million tests per annum.

### Job description

To work as part of the laboratory team, providing a high level of microbiological analysis in order to provide patients with the highest level of diagnosis and treatment.

To be responsible for the efficient day-to-day running of an area in a section of the laboratory, to be able to rotate through all the different sections in the laboratory and to supervise and train other less experienced and qualified staff.

The post holder would be expected to assist in any UKHSA co-ordinated response or activity of a national/international nature, e.g. a Bioterrorism incident or a major disease outbreak, e.g. SARS. To participate in the provision of out-of-hours services.

Communication and key working relationships

#### Internal

- Attend training meetings with senior staff on an ad hoc basis.
- Communicate effectively with all members of the Microbiology team at all times.
- Communicate well with peers and senior staff.

#### External

- Telephone important results to appropriate person(s) on a daily basis.

### MAIN DUTIES AND RESPONSIBILITIES

#### Key Responsibilities

- To assist in the day-to-day supervision and organisation of the less qualified staff in the allocated area.
- To assist in the training of less qualified staff
- To process the clinical specimens received and to undertake the related tasks in the various sections of the laboratory, undertaking reading, reporting and the interpretation of results in accordance with agreed policies and standard operating procedures (SOPs).
- To adhere and contribute to the delivery of the Laboratory Quality Management System (QMS)
- To observe safety regulations of the laboratory and UKHSA.

#### Staff

- To assist the senior staff in the monitoring of the performance of less qualified staff.
- To be aware of the “wellbeing” of less qualified staff in the allocated area.

#### Laboratory

- To read and interpret cultures and determine the antibiotic susceptibility and identification of microorganisms
- To be aware of anomalous results, recognising these when they occur and reporting them appropriately
- To adhere to laboratory SOPs
- To organise the work of the allocated area in the laboratory and to keep up to date with SOP changes.
- To maintain a high standard of professional competence in the performance of all tests and investigations carried out in the Laboratory.
- To maintain a high standard of technical skill.

- To ensure important or unusual results are drawn to the attention of senior staff and/or Medical staff, and to report complaints and anomalies as soon as possible.
- To deputise for more senior staff as required.
- To ensure that consumable supplies within the area of responsibility are maintained and to record batch numbers and QC data as required.
- To ensure a sound knowledge of the laboratory IT system, and to perform data entry, specimen and result enquiry and entry of results.
- To be competent to work, in rotation, in Bacteriology sections and to be flexible in regularly covering vacancies in other sections.
- To demonstrate a good understanding of basic microbiology, and to maintain and develop scientific knowledge. Also to undergo further training as may be necessary and available.
- To take responsibility for equipment and automated processors in the area of work, identifying any problems, troubleshooting and bringing them to the attention of senior staff.
- To communicate effectively with all members of the Infection Sciences team and other health care professionals as appropriate
- To ensure the agreed quality standards of service are maintained.
- To respond accordingly to changes in laboratory protocols.
- To be able to interpret and report on routine and specialist Bacteriology laboratory tests, in accordance with laboratory protocols and commensurate with grade.
- To liaise with medical, scientific and Senior BMS staff in all matters relating to the diagnosis of infection.
- To perform and monitor quality control tests, to record results and bring any anomalies to the attention of Senior BMS staff as soon as is practicable.
- Where appropriate, to assist with research and/or audit projects.
- To assist in the production and dissemination of laboratory reports, data and statistics, including the issuing of preliminary results by phone or computer, and being aware of priorities of reports
- To process, report and interpret NEQAS samples in accordance with SOPs.

#### Safety

- To attend mandatory fire, manual handling training, etc
- To observe the immunisation policy of the laboratory
- To report any accidents to a senior member of staff.
- To ensure that work on all samples and cultures is performed at the appropriate Containment level
- To update knowledge by attending relevant courses and reading current textbooks and journals.

- To use equipment in a safe and responsible manner.

#### Other

- The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by your line manager.
- To undertake any reasonable task delegated by a senior member of staff, commensurate with the grade
- The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the division and UKHSA.
- It should be noted that the work of the division is of a confidential nature and must not be communicated to other persons except where required for authorised purposes.
- Post holder is required to participate in multi-site working on a rotational basis to cover the Microbiology hot lab based at the Royal United Hospital, Bath.
- Post holder is required to work weekends and bank holidays on a rotational basis and to participate in the late shift rota of the department as specified in the personal contract.
- Post holder is required to participate in multi-site on-call on a rotational basis.

#### Professional development

- You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, whilst maintaining appropriate awareness of service provider requirements.

#### Essential Criteria:

##### Knowledge and experience

- Demonstrate extensive post-registration experience in Bacteriology. This experience will not normally be gained until at least two years of working on rotation in the various sections as a BMS Practitioner with the completion of a training portfolio.
- Completion of an IBMS Specialist Portfolio or equivalent experience required for employment at Band 6.
- Competency on all laboratory benches.
- Ability to work unsupervised in all areas of a bacteriology laboratory
- A good understanding of basic theoretical and practical microbiology
- Technically adept at relevant laboratory procedures
- To continue the learning process through academic or practical experience.
- Able to organise less qualified staff
- Able to train less qualified or experienced staff

##### Communication Skills

- Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences

- Skills for communication on complex matters and difficult situations, requiring persuasion and influence.
- Skills for nurturing key relationships and maintaining networks.

#### Analytical Skills

- Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend and appropriate course of action to address the issues
- Problem solving skills and ability to respond to sudden unexpected demands
- Strategic thinking – ability to anticipate
- Attention to detail and accuracy combined with the ability to extract key messages from complex analysis
- Independent thinker with demonstrated good judgement, problem-solving and analytical skills
- Takes decisions on difficult and contentious issues where they may be a number of courses of action.

#### Planning Skills

- Able to plan day-to-day organisation of area of work

#### Management Skills

- Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support

#### Physical Skills

- Good keyboard skills.
- Skills for manipulating information.

#### Autonomy/Freedom to Act

- Ability to work on own initiative and organise own workload without supervision working to tight and often changing timescales

#### Other

- An ability to maintain confidentiality and trust
- Used to working in a busy environment

As a civil servant your performance and appraisal will be assessed against the civil service core competencies below:

<b>Strategic cluster – setting direction:</b>	<b>People cluster – engaging people:</b>	<b>Performance cluster – delivering results:</b>
1. Seeing the big picture  2. Changing and improving  3. Making effective decisions	1. Leading and communicating  2. Collaborating and partnering  3. Building capability for all	1. Achieving commercial outcomes  2. Delivering value for money  3. Managing a quality service  4. Delivering at pace

## **Additional Information**

### **Confidentiality**

During the course of your employment, you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to service users and staff.

In order to comply with the Data Protection Act 1998, you must not at any time use personal data held by UKHSA for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Agency, unless expressly authorised to do so by the Agency

### **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Centre/divisional directors - are responsible for co-ordinating health and safety activities in their centres/divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the Agency's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and staff training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All staff must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

### **Data Management**

If you line manage staff and one of those staff members is a 'system owner' of a UKHSA database, you will become the new system owner if that member of staff leaves the Agency and no other measures have been put in place and documented.

### **Diversity**

You are at all times required to carry out your responsibilities with due regard to the Agency's diversity policy and to ensure that staff receive equal treatment throughout their employment with UKHSA.

### **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.

### **Conflict of interests**

UKHSA employees must not engage in outside employment that conflicts with their UKHSA work or is detrimental to it. In accordance with UKHSA's Conflict of Interest policy, you must inform your manager if there is the possibility of a conflict of interest and register the interest where appropriate.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or whenever such interests are acquired. You should not engage in these activities without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your UKHSA duties.

Code of conduct for professionally qualified staff groups

All staff are required to work in accordance with their professional group's code of conduct (e.g., NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

### **Criminal Record Bureau Checks (if applicable)**

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

### **Appraisal**

All staff are required to partake in a joint annual review of their work. The process is described in the Human Resources Handbook found on the UKHSA intranet page.

Values and Behaviours

UKHSA has developed and published a clear vision for the direction of the organisation. A set of values and behaviours have also been developed and agreed to underpin this vision and these are listed below. Applicants and employees will be expected to demonstrate an understanding of



and commitment to these values and behaviours, which will be assessed through the recruitment, selection and appraisal processes.

### Panel Member Requirements

- Panel must not be single gender
- Panel chair must be a grade above the advert and a civil servant
- Highlight whether contractor or civil servant
- All panel members should complete training on equality and diversity and success profiles.