



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Senior Specialist Biomedical Scientist
Band	Band 7
Hours	37.5
Department	Haematology, Pathology
Division	Clinical Support Services
Location / Hospital Site	RSCH
Responsible to	Trainees, Medical Laboratory Assistants and Registered Biomedical Scientists whilst in the Haematology Section.
Accountable to	1. Specialist Section Manager Biomedical Scientist 2. Head of Service, Blood Sciences
DBS Level	No DBS required
DBS Barring	N/A
DBS Workforce	N/A

Role Summary

The department provides a diagnostic Haematology and Blood Transfusion service to University Hospitals Sussex NHS Trust, General Practitioners through Primary Care Trusts, and a specialist service to other NHS Trusts in Sussex, Surrey, and Kent. It holds accreditation with UKAS, MHRA approval and is approved by the Institute of Biomedical Sciences as a training laboratory.

The department operates at the Royal Sussex County Hospital, Brighton and the Princess Royal Hospital, Haywards Heath. The post-holder will be based at one site but may be required to work at the other sites depending on service needs. The post holder must be capable to work in all areas of the laboratory (i.e. Haematology, Coagulation, Blood Transfusion).

The department provides a service covering 24hours/day and 7days/week and operates a 24/7 working shift pattern. Shift patterns include weekdays, evenings, nights and weekends and Bank Holidays. The postholder is required to participate in the shift system.

As a Senior Specialist Biomedical Scientist the post holder will undertake an extensive range of complex investigations to assist in the diagnosis of disease and monitoring of treatment. These investigations include manual, semi-automated and automated techniques on highly specialised analytical equipment.

The post holder must maintain professional registration, demonstrating high professional standards of knowledge and competency by undertaking personal continuing professional development. They will also participate in the training and development of other staff.

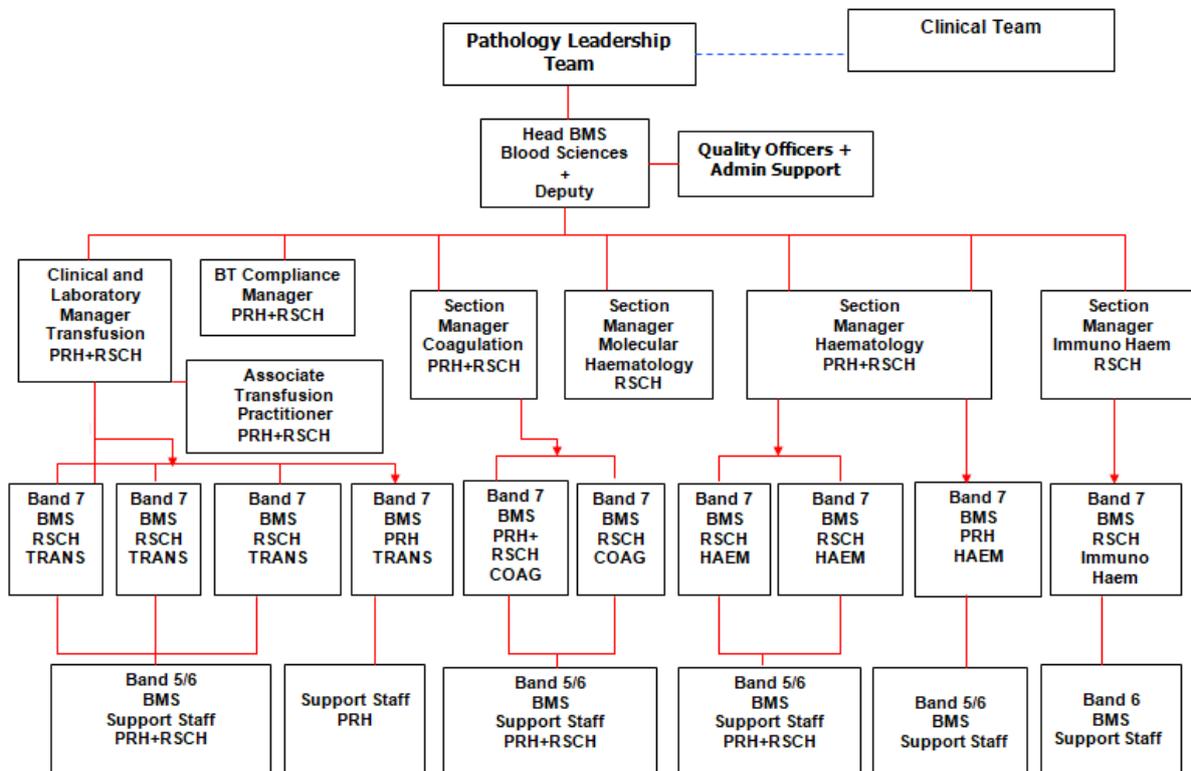
The post holder will be responsible for the Haematology automation section, ensuring the smooth running of departmental day to day activities.

Key Working Relationships

The post holder's key relationships will be with:

Departmental staff including other Biomedical Scientists, Clinical Scientists, Support Staff, other Senior Staff and Section Manager.

Structure Chart



Main Duties and Responsibilities

Scientific & analytical

- Critically reviews Standard Operating Procedures and initiates updating and rewriting as appropriate.
- Ensures that planned preventative maintenance and calibration of complex equipment is completed.
- Undertakes troubleshooting of specialist equipment.
- Able to resolve complex analyser problems.
- Plans work within area of responsibility on day to day basis.

- Undertakes analytical validation
- Checks all samples before processing for status & suitability
- Monitors trends of quality control performance, ensuring high standards of accuracy and precision. Initiates remedial action when necessary
- Evaluates results of external quality assurance and reports to EQA scheme organiser
- Interprets results and clinical history to ensure all patients receive correct therapy.

Diagnostic & interpretive

- Assesses anomalies of clinical relevance & appropriateness of diagnostic test requests and takes action or refers up.
- Ensures that system for clinical prioritisation is adhered to.
- Advises on follow up action for anomalies, outside the scope of the Standard Operating Procedure.
- Judges whether suitable for clinical validation or requires further opinion.
- Interpret patient's results and requests additional investigations.
- Ensures system for phoning urgent results is adhered to.

Education & training

- Supports competency training for junior staff
- Mentors & facilitates development of all new staff in the section
- Ensures that all new staff in area of responsibility receive appropriate local induction
- Maintains awareness of scientific developments and facilitates local implementation.
- Co-operates with training officer to provide in-house training.
- Prepares and presents in house training sessions.
- Attends all statutory and mandatory training courses as directed.

Information management & technology

- Handles issues raised over data quality. Ensures that staff work within the authorised SOPs.
- Attends training on the use of display screen equipment and ensures that working practices comply. Reports any non-functional hardware to senior staff.
- Uses and completes word processing, spreadsheets, databases, quality management and presentation software as part of managerial and teaching responsibilities.
- Develops systems and processes for recording and storing laboratory information.
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

Financial & resource management



- Uses resources efficiently and cost effectively
- Monitors, reports & rectifies low level of supplies to ensure continuing service.
- Completes workload assessment fields on IT system
- Supervises the appropriate use of equipment, taking into account its complexity, limitations and value.

Clinical audit and quality management

- Assist with data collection for clinical audit and with remedial/service development actions.
- Highlights areas warranting improvement to senior staff, and participates in programmes of service development.
- Co-operates with departmental quality officer to ensure that internal non-clinical audits are completed according to the agreed programme.
- Assists in the revision and updating of documentation
- Develops awareness of national standards & guidelines which affect professional practice.

Health & safety

- Ensures that all staff are enabled to work in a safe manner and are adhering to H&S policies.
- Ensures that work on any defects reported is completed
- Monitors the compliance with policies on Display Screening Equipment, Personal Protective Equipment and Manual Handling, raising issues with senior staff.
- Applies knowledge from fire safety training to ensure safety for self and others. Complies with all fire procedures as directed.
- Ensures that all staff are aware of COSHH and risk assessment documentation, and work accordingly.
- Assist in Risk assessments and COSHH updates in conjunction with the H&S officer.
- Maintains awareness of all emergency and major incident procedures, and acts accordingly in the event of an incident
- Understands and adheres to trust policies for clinical waste disposal.
- Is receptive to concerns raised by staff, and reports further when judged appropriate.
- Assists in the implementation of action plans within the section resulting from clinical incidents

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

Communication

- Acts as a conduit for information, ensuring that staff are enabled to attend briefings. Undertakes leadership training to improve skills in communication & motivation.



- Assists subordinate staff in dealing with difficult patient interactions.
- Deals with difficult and sometimes aggrieved medical staff
- Communicates highly complex results to requesting officer
- Takes and prepares notes of meetings, as directed.
- Communicating laboratory results and dosage information to patients and carers
- Communicates directly with patients giving clinical advice, working from agreed protocols

Service Delivery and Improvement

- Undertakes bench testing for equipment evaluation, as directed
- Assists with practical work for method development, as directed.
- Ensures all staff are aware of the section and departmental objectives
- Is aware of scientific developments at local and national level.
- Participates in research projects, as directed.
- Responsible for own personal and professional development. Participates in CPD.
- Introduces new techniques after suitable evaluation.

People Management and Development

- Deputise for the Chief BMS in their absence.
- Undertakes training in recruitment & selection process and participates as requested.
- Responsible for day to day allocation of staff resource within section.
- Assists in formulation of bench rotas to ensure staff requiring training are enabled to work in the appropriate sections.
- Monitors trainees, MLA's & BMS's performance.
- Undertakes training as appraiser, and carries out appraisals as directed by the Head BMS.
- Raises requirements for overtime with line manager
- Books own leave in accordance with departmental policy
- Records absences. Undertakes training in monitoring of absence.
- First point of contact for disciplinary, performance and competency issues.

COMPETENCE

- ◆ The postholder is required to participate in the Trust appraisal process and work towards meeting identified development needs.
- ◆ The postholder is required to demonstrate on-going continuous professional development.
- ◆ At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

REGISTERED HEALTH PROFESSIONAL



All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

'excellent care every time'

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First



- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.



All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

<p>Physical</p>	<p>Able to stand for long periods of time at machines in restricted area.</p> <p>Sitting at microscope, examining slides.</p> <p>Performs repetitive & precise movements in use of pipettes.</p> <p>Use fine instruments to repair some equipment.</p> <p>Able to store/utilise various types of stock weighing up to 25kg per container on a daily basis (<20 mins).</p>
<p>Emotional</p>	<p>Able to regularly provide information of a sensitive and emotional nature to staff and service users where there may be barriers to understanding.</p> <p>Able to make critical decisions often in stressful situations.</p>
<p>Mental</p>	<p>Able to concentrate on production of accurate data & interpretation of results for prolonged periods (>2 hours)</p> <p>Able to concentrate for extended periods when interrupted on a frequent basis.</p> <p>Able to respond quickly to analyser errors or IT failures</p>
<p>Working Conditions</p>	<p>Able to regularly cope with unpleasant odours from samples and chemicals.</p> <p>Able to cope with occasional exposure to chemical spillages.</p> <p>Able to deal with frequent exposure to blood, tissue, gastric contents, urine and faeces for analysis in the laboratory.</p> <p>Able to cope with using VDU equipment more or less</p>



	<p>continuously on most days.</p> <p>Able to work flexible, additional and unsocial hours. Work often unsupervised.</p>
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Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration	State Registered with the Health Care Professions Council (HCPC)	AF		Application form (AF) Selection interview (I) Assessment (A)
Experience/Qualifications	BSc in Biomedical Sciences plus IBMS Specialist Portfolio or equivalent.	AF		
	MSc/MPhil or equivalent & FIBMS.	AF		
	IBMS Higher specialist certificate or equivalent.	AF		
	Registered with the Health and Care Professions Council (HCPC)-where applicable	AF		
	<u>Scientific knowledge</u> Up to date & in-depth knowledge of sub-specialist area within primary discipline.	AF/I		



	<p><u>Practical laboratory</u></p> <p>Minimum of 4 years post registration.</p> <p><u>Professional & management knowledge</u></p> <p>Code of Conduct and Professional Standards of the HCPC.</p> <p>Understanding of national guidelines & legislation for the delivery of NHS services.</p> <p>Actively involved in Continuing Professional Development.</p>	<p>AF/I</p> <p>AF/I</p>		
<p>Skills</p>	<p><u>Communication/ Relationship</u></p> <p>Team building, leadership, motivation Provides & receives highly complex & sensitive information orally, in writing & electronically. Good interpersonal skills</p> <p>Provides & receives highly complex & sensitive information orally, in writing & electronically.</p> <p><u>Analytical/ judgmental</u></p> <p>Analysis of complex results and judgement of whether these are clinically appropriate / require further action. Interpretation of complex analytical data.</p> <p>Able to maintain,</p>	<p>AF/I</p> <p>AF/I</p>		



	<p>troubleshoot & repair delicate, expensive and intricate equipment.</p> <p><u>Planning/ organisational</u></p> <p>Able to re- arrange work priorities according to demand.</p> <p>Allocates staff on an occasional basis within section according to workload demands.</p> <p>Good time management skills</p>	AF/I		
	<p><u>IT</u></p> <p>Basic IT skills for data entry for demographic, request & result entry on to Pathology LIMS.</p> <p>Frequently uses computer software to produce reports, spreadsheets, and presentations.</p> <p>Keyboard, e-mail, Intranet, LIMS</p>	AF		
	<p><u>Physical Skills</u></p> <p>Dexterity, hand-eye co-ordination, fine motor skills, keyboard accuracy, manipulation of analytical equipment, precision.</p>	AF		
	<p><u>Responsibilities for patient care</u></p>	AF/I		



	<p>Provides a specialist clinical technical service to healthcare professionals.</p> <p>Calibration of highly specialist, highly complex equipment used in provision of service to users.</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues</p>	(I)		
Equality, Diversity, and Inclusion	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>	(I)		
Freedom to Act	<p>Makes judgements and decisions based upon guidelines, personal knowledge and experience.</p> <p>Works unsupervised, seeking guidance when necessary</p>	<p>AF/I</p> <p>AF</p>		

