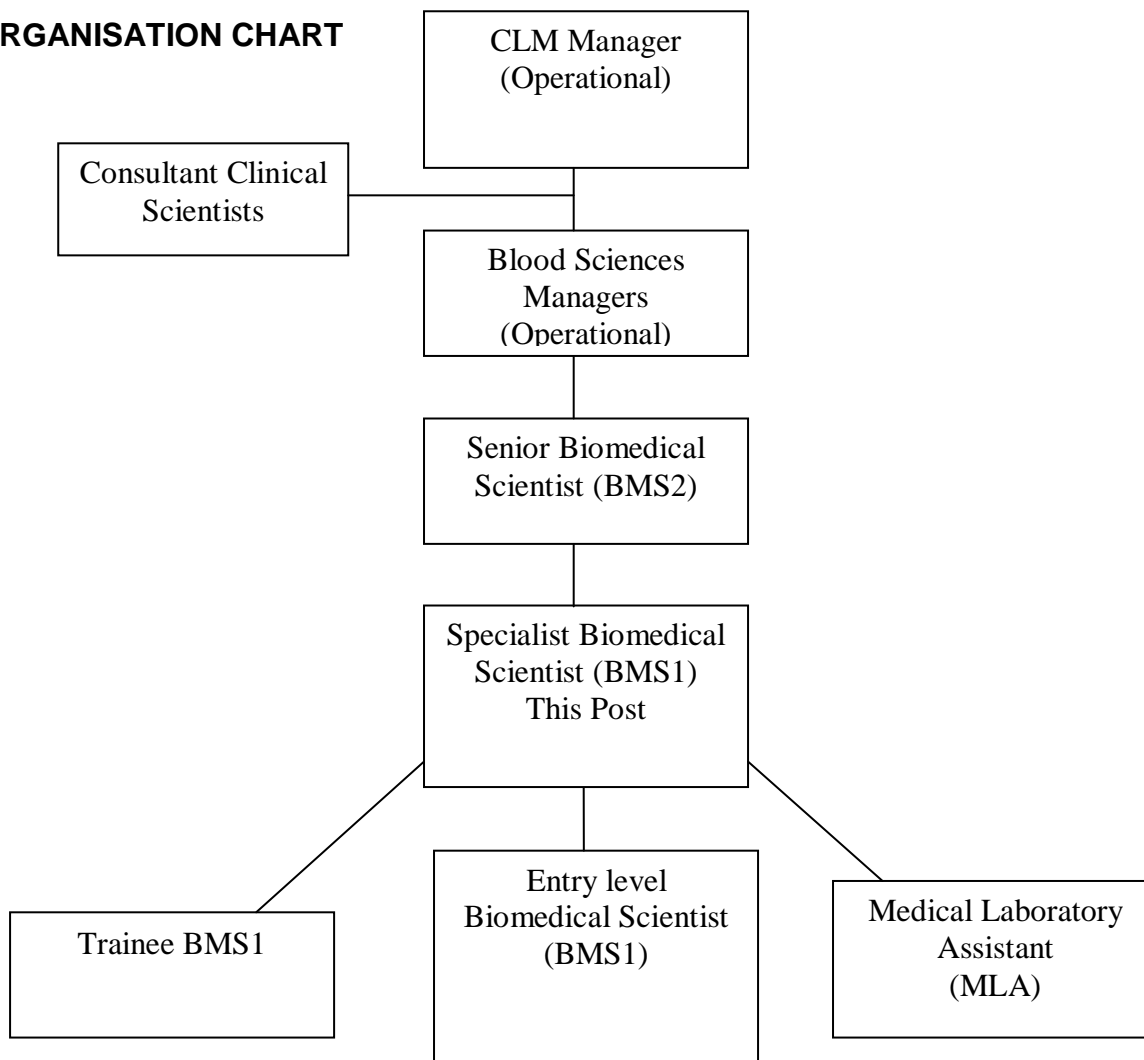


JOB DESCRIPTION

POST TITLE	Specialist BMS - Biochemistry
BAND	6
DIVISION	Diagnostics & Clinical Support
BASE	Royal Blackburn Hospital
REPORTS TO	<i>Blood Science Managers (Operational)</i>

ORGANISATION CHART



JOB SUMMARY

The post holder is an experienced, specialist Health Professions Council Registered Biomedical Scientist who provides a continuous and comprehensive blood science service, as an aid to effective diagnosis and treatment. The post entails analytical investigation, and confirmation of the analytical and technical validity of those investigations, liaising with clinical and blood science staff to ensure diagnostically abnormal results are urgently acted upon.

Where undertaken, staff committing to working unsocial hours will have significantly different working patterns and responsibilities to routine core hours. This is because these staff operate and communicate as a lone front line self-governing service provider and assume first line responsibility.

MAIN DUTIES

Describe main duties of the job

1. Provide a rapid, reliable and efficient service by performing a comprehensive range of routine and specialized analyses.
2. Perform investigations and analytical techniques unsupervised whilst organizing own work tasks, normally under the direction of a Senior Biomedical Scientist.
3. The post holder is required to rotate through all the sections of the department including specimen reception.
4. Apply the approved Standard Operating Procedures used in the Department.
5. Assist in the development of Standard Operating Procedures, and recommend improvements and amendments as necessary.
6. Perform complex manual and automated analytical investigations requiring specialist skills.
7. Operate complex, high value analytical equipment without supervision.
8. Maintain, troubleshoot and repair faults in complex laboratory instruments, ensuring essential services are maintained in the event of technical failure.
9. Prepare reagents, control materials and calibrators with a high degree of accuracy and precision.
10. Required to work with hazardous and noxious chemicals, and with frequent exposure to uncontained body substances.
11. Check reliability of results to ensure accuracy and precision by applying quality assurance statistical criteria.
12. Interpretation of results requiring subjective judgement and analytical expertise.
13. Recognise grossly abnormal and life threatening results.
14. Validate and report test results in a timely fashion so that they may be acted on as necessary by clinicians.
15. Provide technical interpretation and comment on validity of results.
16. Maintain accurate and detailed records of patient results, quality control data and calculations.

17. Participate in departmental audit and internal / external Quality Assurance programmes.
18. Work with laboratory and Trust information systems.
19. Maintain, troubleshoot and repair faults with laboratory point of care equipment in clinical areas and liaise with service engineers and ward staff as required.
20. Supervision of MLA and Trainee BMS staff.
21. Assist in the department's stock control procedures.
22. Adhere to the departmental Quality management systems.
23. General clerical and administrative tasks.

INFORMATION SYSTEMS

1. Use the Laboratory Information System (LIMS) according to the authorised protocols.
2. Comply with local and national policies for the safe, secure and confidential processing, storage and retrieval of patient and other laboratory information from the LIMS.
3. Enter accurate patient details, requested tests and coded clinical details into the LIMS, requiring keyboard skills.
4. Use Trust-wide IT systems as appropriate following Trust Policies, guidelines and procedures.
5. Assist in the audit of data held on the pathology laboratory information systems.
6. Use I.T. based Quality Management system (Q Pulse) for document control, record keeping and incident reporting after appropriate training.
7. Use computerized stock control systems where necessary.

EQUIPMENT

1. Operation of specialist computer systems integrated to analysers.
2. Analysers in routine use in the department include:
 - General Clinical Chemistry
 - Immunoassay
 - Allergy
 - High Performance Liquid Chromatography
 - Blood Gas Analysers
 - A variety of other specialised laboratory equipment.

COMMUNICATION

1. Dealing in person and by telephone with enquiries from nurses, clinicians and healthcare practitioners giving advice on results and use of the service, both within the Trust and to external sources such as GP's.
2. Notify appropriate clinician of grossly abnormal and life threatening results.
3. Explain complex testing procedures and risks to patients and their guardians; this may involve collecting data on health and medication.
4. Attend and actively participate in staff meetings.
5. Train MLA, Trainee BMS and other BMS staff, both on induction and on new techniques.
6. Communicate any difficulties or problems affecting the department to a senior member of staff promptly.

CONTINUOUS PROCESS PATTERN (CPP) RESPONSIBILITIES

Staff committing to the Continuous Process Pattern (CPP) will have significantly different working patterns and responsibilities 'out of hours' in addition to those undertaken during routine core hours. These include the requirement to:

1. Work alone, without supervision for long periods of time (up to 12 hours on nights and weekends).
2. Assume first line responsibility for the specialism due to management being unavailable on site.
3. Due to the unpredictable nature of the work, the post holder is required to rapidly change priorities and constantly multi task to meet the demands of the service.
4. Prioritise workload to optimise turnaround time for urgent requests, whilst also processing large volumes of routine work.
5. Reassess work procedures to compensate for equipment failure and/or downtime due to maintenance in order to provide continuity of essential services. This includes routine calibration and set up of analysers for use by staff during routine core hours.
6. Communicate effectively with all levels of medical and nursing staff and external organisations as front line specialist. This may involve discussion and negotiation of contentious issues regarding the provision of laboratory services out of hours.
7. Take appropriate responsibility for the safety and security of the laboratory. This requires a clear understanding of crisis management procedures e.g. what to do in the event of power failure, fire, floods and other emergency situations.
8. Acquire a thorough knowledge of procedures to follow in the event of IT failure, both locally (affecting only the laboratory) and network problems (affecting the hospital as a whole).

TRAINING AND DEVELOPMENT

Knowledge Gained through formal Qualifications

Attained HCPC registration as a Biochemistry Biomedical Scientist by following an IBMS-approved Honours Degree (or HNC for staff registered before 1994) and training in a NHS Biochemistry laboratory. Plus, IBMS Specialist Portfolio in Biochemistry or equivalent post graduate qualification.

Knowledge Gained through Experience

Commitment to improve knowledge and skills via CPD (Continuing Professional Development) scheme and reflective practice. Internal and external specialist training courses as required within each section.

Other desirable skills

Computer skills including a working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and Q-Pulse.

PROFESSIONAL RESPONSIBILITIES

The post holder will be required to keep up registration with HCPC

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust’s Vision “*to be a great Trust providing the best possible healthcare to the people of East Lancashire*”:-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust’s vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE

Knowledge, Experience and Training required for the Post	Essential at Recruitment √	Desirable/Developed within the Role √	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications Give details of what qualifications are required at what level for the job Essential or desirable	Registered with the Health Professions Council (H.C.P.C.) attained following training in a NHS Biochemistry laboratory. Plus, specialist Postgraduate Diploma, MSc or equivalent in Blood Sciences by examination.		A
Experience Give details of previous experience required specifying a time period Essential or desirable	Post H.C.P.C. registration experience in NHS Biochemistry laboratories	Experience of 'lone working' in an on-call/shift/out of normal hours/emergency environment	A, I
Knowledge and Skills Give details of any specialist knowledge required. Give details of any specific skills required to undertake the job Essential or desirable	Comprehensive knowledge of, and skills in the application of Biochemistry Techniques and procedures. Experienced in working with common computer applications. Effective knowledge of legislation and regulation relating to relevant safety and quality standards	Experience in the supervision of staff at various grades	I A, I I
Personal Attributes Describe any personal attributes	Clear and accurate written		

<p>required e.g. organisation skills, flexible, team worker, initiative, etc. Essential or desirable</p>	<p>and verbal communication skills.</p> <p>Consistent and reliable attendance</p>		<p>A, I</p> <p>A, I</p>
<p>Other Any other requirements e.g. car driver Essential or desirable</p>	<p>Willing to adapt to the changing needs of the service.</p> <p>Willingness to participate in out of hours CPP rota.</p> <p>Able to use initiative, and work without close supervision.</p>		<p>I</p> <p>I</p> <p>I</p>

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
High level of manual dexterity required.	Every shift	Variable	n/a	n/a
Periodic manual handling of boxes and reagent bottles is required	Weekly	Variable	20kg	n/a

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
Yes	Every shift	More than 20 mins On each occasion	Use of display screen equipment.

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
Long periods of intense concentration are required due to the complex and intricate nature of the work	Every shift	Variable
Are there any duties of an unpredictable nature?	How Often?	For How Long?
The demands of the service require working to strict deadlines in a high pressure environment with numerous distractions, for example frequent telephone queries and requests.	Every shift	Variable

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Required to deal with results and clinical situations which may cause distress.	Direct and indirect Exposure	Variable

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
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Exposure to unpleasant and hazardous working conditions – chemicals, solvents, body fluids and potentially infectious materials.	Every shift
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