



**University Hospitals  
of North Midlands**

NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The North Midlands and Cheshire Pathology Services (NMCPs) formed in December 2020, a partnership between The University Hospital of North Midlands (UHNM), Mid Cheshire Hospitals NHS Foundation Trust (MCHT) and East Cheshire NHS Trust (ECT). UHNM is

the lead provider Trust for the NMCPs and is the employing organisation for Pathology employees based at Royal Stoke University Hospital, County Hospital, Macclesfield District General Hospital and Leighton Hospital.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients, and carers.



## Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello, and introduce myself #hellomyname is



## Safe

- We Communicate Well – I will explain clearly, share relevant and timely information, and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act, and encourage people to take the initiative and make improvements

**Division:** Children's, Women's, and Diagnostics Division

**Job Title:** Biomedical Scientist - Haematology

**Band:** 5

**Location:** NMCPS all sites – Primary Base Leighton

**Hours:** 37.5

**Managerially accountable to:** Service Lead - Haematology (Leighton & Macclesfield)

**Professionally accountable to:** Pathology Network Manager and Clinical Director (via Lead BMS)

**Key Relationships:** Haematology Technical Service Lead, Consultant Haematologist Clinical Lead, Haematology Senior BMS's, other staff within Haematology and Pathology including support functions staff and laboratory users. Relevant Medical, Nursing and support staff, General Practitioners, other health professionals and reception staff.

### **Role Summary**

- To be an efficient and flexible member of the Haematology laboratory team providing a high quality diagnostic service through scientific and technical activities commensurate with the training and education of a Biomedical Scientist registered with the Health and Care Professions Council (HCPC).
- To maintain competence to practice and to improve professional expertise through engagement in Continuous Professional Development (CPD).
- To work within the written Policies and Procedures of the Department especially in relation to Health and Safety and Quality.
- Prepared to work flexibly, including participation in a shift pattern which includes early, late, weekend, and Bank Holiday shifts and other out of hours rotas as required.

**Please note:** The job is based within the Haematology Department at Leighton Hospital, but you may be expected to work at collaborative sites.

The job description indicates the main duties of the post; however, any other duties deemed appropriate to the band when requested by Senior Staff will be required.

The job description may also be reviewed in the light of innovations or developments within the service. Any review will be undertaken in conjunction with the post-holder.



## **Key Areas/Tasks**

### **Service Delivery**

1. To participate in the routine duties of the Haematology Department without supervision, as part of a team, under the direction of a Senior Biomedical Scientist (Band 7) ensuring compliance with Departmental Policies and Standard Operating Procedures (SOP).
2. Prioritise and organise workload to ensure continuity and efficiency of service. Organise own work and ensure completion in a timely manner and to satisfactory standards.
3. Ensure that all procedures carried out contribute to high quality service provision, in line with the requirements for quality and competence for medical laboratories, as specified in the International Standard ISO 15189:2012.
4. To participate in internal quality control and external quality assurance schemes and to ensure that laboratory quality standards are met.
5. To supervise the work carried out by trainee Biomedical Scientists, Associate Practitioners (AP) and Medical Laboratory Assistants (MLA).
6. To assist in the training and development of trainee Biomedical Scientists, Associate Practitioners (AP) and Medical Laboratory Assistants (MLA).
7. To ensure that all samples and records are stored and archived according to departmental standard operating procedures.
8. To assist in the disposal of clinical waste in a safe and respectful manner as necessary in line with laboratory Policies and Procedures.
9. Participate in the maintenance of equipment and the preparation of reagents as outlined in Standard Operating Procedures (SOP). Ensure that reagents are prepared, stored and used according to manufacturer guidelines and in line with laboratory procedures.
10. To assist in the monitoring of stocks of consumables through accurate record keeping and by alerting a senior member of staff to any shortfalls. Use resources efficiently and cost effectively.
11. Ensure that appropriate preventative maintenance and calibration has been carried out and recorded on laboratory instruments and equipment prior to being used for patient investigations. Ensure that all equipment failures are recorded in line with Departmental and Trust Policies.
12. To contribute to the evaluation of both new and existing equipment and standard operating procedures, using change management and verification documentation, to ensure continuous service improvement and development.
13. To assist in the production, implementation and review of documentation associated with laboratory procedures.
14. Promptly report any incidents / accidents and near miss occurrences in accordance with Departmental and Trust Policies and Procedures.
15. To be actively involved in the implementation of both Trust and Departmental Policies and Procedures and reinforcing their use and application.
16. To participate in housekeeping duties in the laboratory to maintain a clean and tidy working environment.
17. To rotate through all sections of the laboratory, undertaking all the scientific and technical operations within the department.

18. To become familiar with the departmental computer system including the handling of data and the input and release of laboratory results ensuring information is accurate and complete.
19. To ensure the accurate and prompt transmission of results to appropriate personnel ensuring that patient confidentiality is maintained.
20. To be proficient in the use of Q Pulse for Document control and corrective action/preventative action (CAPA) reporting.

## **Governance**

1. Establish and maintain effective communication with colleagues and service users.
2. Adhere to all laboratory Quality Management System policies and supporting departmental documentation. This includes all local and National Policies and Codes of Practice pertaining to confidentiality of information.
3. Assist with the monitoring of standards e.g., benchmarking, audit, and assist with the implementation of action plans to improve quality of service. These may relate to department, Trust or National.
4. Assist with the implementation of action plans arising from risk reports or complaints.
5. Ensure compliance with all Trust Policies, Procedures and Guidelines, taking action / alerting a senior member of staff if practice appears to contravene policy, or if concerned regarding any aspect of patient care.
6. Always act in accordance with the Code of Conduct for Biomedical Scientists.
7. Attend and contribute to laboratory technical team meetings.
8. Demonstrate politeness, courtesy, and sensitivity in dealing with patients and members of the public as well as other members of staff and users of the service. Maintain good relations with all stakeholders in the service and promote a positive image of both the Department and the Trust as a whole.
9. Treat everyone equitably and with respect.
10. To report any deficiencies in Quality promptly to the Quality Lead or Departmental Head.
11. To ensure that the right result is issued on the right patient within the agreed turnaround times for the department.
12. To complete Information Governance training and to comply with the Data Protection Act 1998, which is the key piece of legislation covering security and confidentiality of personal information.

## **Health & Safety**

1. Ensure a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns.
2. To be familiar with the Trust's Health and Safety Policies as appropriate and to co-operate in ensuring that all H&S regulations are implemented.
3. To work within HSE and departmental Health and Safety regulations and be aware of Hazards, Risk Assessments and COSHH evaluations before starting all procedures.
4. To report any deficiency in health and safety systems or documentation to own line manager or manager of area concerned.

5. To participate in the annual review of COSHH assessments and Risk Assessments as necessary and as changes to procedures occur.
6. To ensure that correct laboratory procedures are adhered to following accidents, injuries, spillages, and breakages and that such incidents are reported to the appropriate officer. This will include completion of Trust incident report forms and internal CAPA documentation.
7. To attend Occupational Health for surveillance/vaccination as necessary for the post and for monitoring and treatment following accidents as laid down by Departmental and Trust policies.
8. To co-operate with and attend training for health and safety purposes.

### **Education / Learning**

1. To have a good breadth of knowledge of the department and an understanding of how the work of that department fits in with the objectives of the Trust and the NHS.
2. Undertake suitable training within the Department to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
3. Take responsibility for own learning and development by recognising, and taking advantage of, all opportunities to learn, including full participation in appraisal, supervision, action learning and maintaining a Personal / Professional Portfolio of learning.
4. Ensure that own learning needs are met, evaluated, and shared to change and improve services according to changing health care needs.
5. To maintain a knowledge of recent scientific developments and undertake supplementary training to develop both knowledge and skills.
6. To participate in Continuous Professional Development (CPD) and to maintain registration with the Health and Care Professions Council (HCPC) through evidence of CPD.
7. To undertake regular Personal Performance Planning.
8. To attend mandatory training as required.

### **Communication**

1. To liaise and communicate effectively with all members of staff within the multidisciplinary environment and clinical users of the service overcoming any differences in communication between the people involved.
2. To attend laboratory meetings when appropriate.
3. To help to promote a favourable departmental image by dealing courteously and effectively with members of the public and with all other staff.
4. To treat everyone equitably and with respect.

### **Additional Information:**

#### **Mental and Emotional Effort**

1. Prolonged concentration required for most analytical procedures.
2. Working for prolonged periods of time with large workload.

3. The post-holder will be interrupted on occasion e.g., to help with queries.

### **Physical Effort and Working Conditions**

- The post holder will use a range of laboratory equipment, as part of the investigatory role, this may require sitting or standing bench-work for long periods. Frequent repetitive movements processing specimens. Light to moderate physical effort required for lifting and moving equipment, samples, or supplies.
- Will use a computer / VDU repeatedly throughout the shift.
- There will be regular exposure to chemicals and contained biological material including tissue and body fluids i.e., frequent unpleasant working conditions.
- The post-holder will be exposed to unpleasant smells and odours in some Laboratory areas.
- Will be required to wear personal protective equipment (PPE) for most of the working day.

**This job description is an outline of the role and function. It is not intended to describe all specific tasks.**

**Duties and responsibilities may be subject to change, taking into account service and development needs, and following full discussion with the Post Holder.**

**Participation in any form of extended working day or 24-hour working practice is expected.**

### **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity, and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals, to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

### **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

#### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

#### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

#### **Own Practice**



- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

#### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

#### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures, and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e., live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately, and you only access this information as part of your job role

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures, and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer, or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

### **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion, please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to:

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**Job Title: Biomedical Scientist Band 5**  
**Person Specification**

	Specification	Criteria		Evidence
		Essential	Desirable	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>BSc. (Hons) Biomedical Science or equivalent</li> <li>Registration with the Health and Care Professions Council (HCPC)</li> <li>Institute of Biomedical Science (IBMS) Specialist Diploma in Haematology / Blood Transfusion or equivalent</li> <li>Evidence of Continuing Professional Development (CPD)</li> </ul>	✓  ✓  ✓	   ✓	Application Form  Certificates Interview
<b>Knowledge, Skills, Training and Experience</b>	<p>Previous experience of working in a Laboratory environment</p> <p>Demonstrate broad knowledge of Haematology techniques</p> <p>Understand the role of diagnostic Haematology in a clinical setting</p> <p>Familiarity with IT systems</p> <p>Experience of working in a team and alone</p> <p><b>IT</b></p> <p>Excellent keyboard skills and attention to detail.</p> <p>Use emails and passwords to log in to different IT systems</p> <p>Complete online learning modules</p> <p>Good and accurate IT skills.</p> <p><b>Manual Handling</b></p> <p>Good manual dexterity skills and co-ordination</p> <p>Receive and prepare specimens / deliveries for storage, analysis and transport.</p>	✓  ✓ ✓ ✓ ✓  ✓  ✓  ✓  ✓  ✓		Application Form & Interview

	<p>Mobility:</p> <p>Frequent requirement for walking / movement to transfer and move specimens to different areas of laboratory.</p> <p>Extended periods of seated activity inputting data into laboratory computer system and validation of results.</p> <p>Ability to:</p> <ul style="list-style-type: none"> <li>Effectively apply Haematology skills and knowledge to routine practice</li> <li>Work with Standard Operating Procedures (SOP) and contribute to their review and implementation</li> <li>Work within safe systems of work and report any deficiencies in those systems to the Departmental Manager</li> <li>Perform the wide range of duties as set out in the Job Description</li> <li>Work under pressure, prioritise workload and work to deadlines.</li> <li>Concentrate for long periods</li> <li>Communicate effectively and accurately, face to face, written, and by phone with colleagues and users of the service</li> <li>Communicate effectively and accurately in writing with all levels of staff.</li> <li>Work to the required standards of the department.</li> <li>Compliance with Trust Policies, procedures, and guidelines</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
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