

***NHS GREATER GLASGOW & CLYDE***

# JOB DESCRIPTION

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| **1. JOB IDENTIFICATION** | |
| **Job Title:** | **Specialist Biomedical Scientist** |
| **Department(s):** | **Department of Haematology, North Glasgow Sector** |
| **Job Reference number (coded ):** |  |
| **2. JOB PURPOSE**  To undertake the duties, which correspond, to the training and qualifications of a Biomedical Scientist registered with the Health and Care Professions Council (HCPC), either independently or collectively with other staff.  To process a variety of laboratory diagnostic investigations and procedures using a complex range of methodology on patient samples.  To supervise untrained and unqualified staff and to participate in the education and training of staff.  To provide advice to healthcare staff on the appropriateness of tests and results. | |
| **3. ORGANISATIONAL POSITION** | |

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| **4. SCOPE AND RANGE**  A comprehensive analytical, interpretive and clinical advisory Haematology service is provided from four sites in North Glasgow – Glasgow Royal Infirmary (GRI), Stobhill ACH (STB), Gartnavel General Hospital (GGH) and West ACH at Yorkhill (WACH). GRI and GGH also provide a Hospital Blood Transfusion laboratory service. The laboratory service supports point of care testing in wards, clinics and the community.  A wide range of staffing groupings work together to provide the service, including Consultant and medical staff, Biomedical and Clinical Scientists, administrative and Clerical staff, Medical Laboratory Assistants and Ancillary staff.  The department offers out of hours services on a 24-hour shift system at Glasgow Royal Infirmary. The laboratory at Gartnavel General Hospital operates on a 09:00 to 20:00 basis with the out of hours work being sent to GRI.  The Department supports and actively collaborates in research and development.  Quality is fundamental to the service and our well-trained and experienced staff are committed to providing such a service. In addition to the routine workload the department provides a number of specialised services. The laboratory at GRI provides haemoglobinopathy investigation and referral services, perinatal haematology, specialist haemostasis and thrombophilia testing and molecular haematology testing for thrombophilia. The laboratory at GGH provides a secondary and tertiary referral immunophenotying service and Haemopoetic Stem Cell (HSC) Transplantation Service to include the Regional, National and Paediatric transplant programmes performed in Glasgow hospitals.  The post holder will work across all sites within the North Sector Haematology and Blood Transfusion Department  They should possess the relevant knowledge and ability to carry out routine and specialist tasks in all sections of the Department, using personal judgement and taking initiative to solve problems and have the ability to work with minimal supervision  Possess or be working towards the IBMS Specialist Diploma in a relevant discipline  Assist in the training and supervision of trainee Biomedical Scientists and Biomedical Support Workers.  Communicate with all staff groups within the hospital and primary care settings  Participate in the laboratory programme for maintenance of all relevant accreditation schemes (e.g. UKAS , MHRA,HTA and JACIE)  Maintain fitness to practice as outlined in HCPC standards  Participate in and keep records of all CPD activities  Participate as required in the 24/7 shift working within the Department |
| **5. MAIN DUTIES AND RESPONSIBILITIES**  This is a rotational post and the post holder will be expected to work in a variety of sections as required and to ensure that the necessary competencies, skills and knowledge are updated and maintained.   * Perform a variety of Haematological analytical tests and complex procedures, including the issuing of compatible blood and blood products. * Interpret, validate, authorise and report results. * Instigate and recommend appropriate tests to senior colleagues. * Report urgent results directly to clinical staff and where indicated to the Department medical staff. * Liaise with other staff to ensure that the Department provides an efficient cost effective service. * Monitor the quality of the analytical results and procedures. * Supervise untrained and unqualified staff when necessary. * Participate in research projects and to assist in the on-going developmental work of the Department. * To be responsible for the first line maintenance, and quality control of all equipment and reagents etc within the section to which you have been assigned. * Participate in the teaching and training duties of the Department. * Ensure compliance with all Divisional policies, management requirements, standard operating procedures and laboratory and Divisional safety policies and procedures. * Monitor and maintain consumable, reagent and product stock levels and highlight the requirement for ordering. * Observe confidentiality of all patient records and other data in the laboratory. * Participate in all aspects of quality assessment and audit and to report any instance or event that may cause a service delivery failure. * To continually improve service provision by the development of Standard Operating Procedures or undertaking work, research projects or clinical trial work. * When required, participate in POC testing for Haematological and Haemostasis investigations and the monitoring of oral anticoagulant therapy by testing and subsequent dosing using computerised anticoagulant dosing software. * Comply with good work practices required for the Standards of the United Kingdom Accreditation Service (UKAS). * Perform delegated duties as agreed with the line manager. * You will be required to participate as required in the 24 hour working arrangement of the Department including weekends and public holidays. This may involve prolonged periods of working alone. |
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| **6. SYSTEMS AND EQUIPMENT**   * The post holder will be required to be conversant with the necessary skills required for the maintenance and continued operation of the laboratory equipment. This will include first line troubleshooting, minor repairs and contact with the instrument engineering staff. * As well as complex automation equipment including Coagulation, Flow cytometry, Blood Bank, PCR Thermocyclers, Haemoglobinopathy and Cell counting analysers it will also include basic laboratory equipment such as fridges and freezers, centrifuges and microscopes. * Operational knowledge of the laboratory information system (LIMS) and other common computer software is essential for the performance of the duties including;   Accurate registration of patient and test request details.  Validation of results and preparation of reports.  Use of interfaces between the host and instrumentation.   * Use of the Quality Management System, QPulse. To include:   Accessing and updating Standard Operating Procedures (SOPs)  Performing and recording audit  Asset Management  Recording training events  **•** Datix Incident reporting system   * Microsoft Office software * LearnPro e learning * TURAS | |
| **7. DECISIONS AND JUDGEMENTS**   * The post holder should use the depth of knowledge and experienced gained in the performance of their duties to carry out both routine and complex analytical investigations and to interpret, validate and report results. This will involve obtaining information from a variety of formats including microscopy, manual and automated analytical instrumentation and electronic data. * The post holder must be able to act on his or her own initiative as well as part of a team and may have to deputise for more senior staff. * The post holder must be able to use their own judgement and act on information received for the various aspects of their role including, scientific, personnel and safety issues. * Assess quality control (QC) results and know the remedial action to take when QC failures invalidate test and assay results. * Recognise clinical and non-clinical incidents or health and safety breaches and know how to deal with them. * Participate in the evaluation and recommendations for new equipment * Participate as required in the 24 hour working arrangement of the Department including weekends and public holidays. This may involve prolonged periods of working alone. * The post holder must have the knowledge when to decide to refer to senior staff for advice**.** | |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  The post holder will;   * Liaise and communicate with various grades of staff including colleagues from Haematology and other laboratory disciplines. The post also requires that patient information be communicated accurately to service users including clinical and nursing staff, both verbally and in written format. * Provide explanation of laboratory information, including recommendations to senior laboratory staff, clinicians and other users. * Receive information from senior laboratory staff, clinicians and other users and take   appropriate action.   * Interact with service users concerning laboratory requests, often in highly stressed situations. * Participate in Departmental meetings and contributes to effective communication within the department. * Supervision and training is part of the duties and the post holder must be fluent in communicating instructions. * The post holder may have direct contact with patients at POC and must demonstrate skill in both communication and patient confidentiality. | |
| **9. PHYSICAL DEMANDS OF THE JOB**   * Will constantly have to deal with hazardous material, both clinical and chemical and wear and use protective equipment. * Risk of exposure from substances, many of which are potentially hazardous or carcinogenic. * The concentration required performing routine and complex analysis that requires an extreme degree of accuracy and often with a high degree of urgency is a major factor. * There is the pressure of responsibility when issuing blood and blood products to patients where any error can have disastrous consequences. * Constant use of VDU and keyboard. * Management of large quantities of numerical data, requiring intense concentration to interpret. * Maintaining the service in the event of adverse events e.g. System or equipment failure. * Participating in an essential 24 hour on site service, often working alone. * The need to multitask as demand dictates. * Lifting and moving equipment, reagent stock and waste material. * Prolonged microscopic examination of material requiring a high degree of accurate interpretation skill. * Near patient testing involves interacting with patients in sometimes distressing situations. | |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   * Coping with the constant pressure to provide rapid, accurate results and products within a demand led service. * Making complex decisions about the clinical significance of results taking the specimen, age and gender, previous result history and relevant clinical details. * Dealing with staff issues and delegation of duties. * Prioritisation of urgent requests and clinical emergencies. * Coping with the knowledge that scientific, technical, clerical and interpretative errors will have consequences for patients; this is especially relevant for staff working in hospital blood banking. | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED**  * Must have an appropriate BSc Honours degree or equivalent acceptable for Health and Care Professions Council Registration. * Must be registered to practice as a Biomedical Scientist with the HCPC. * Must have a minimum of two years post registration practical experience of working in a Haematology laboratory. * Participation in an approved Continuing Professional Development Scheme. * Must have knowledge of SOPs and local and divisional policies and procedures including Health and Safety. * Knowledge of laboratory computing procedures. | |
| **12. JOB DESCRIPTION AGREEMENT**  A separate job description will need to be signed off by each jobholder to whom the job description applies.  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |

**JOB DESCRIPTION APPENDIX –**

**ADDITIONAL ROLES AND RESPONSIBILITIES**

**Please use this form to describe any additional roles or responsibilities currently fulfilled by a jobholder that are not an integral part of the person’s substantive job (e.g. Radiation Protection Supervisor, “Link Practitioner” etc)**

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| **1. TITLE OF JOBHOLDER’S SUBSTANTIVE POST:** | |
| **2. DEPARTMENT:** | |
| **3. DESCRIPTION OF ADDITIONAL ROLE/RESPONSIBILITY:** | |
| **4. AGREEMENT OF ABOVE DESCRIPTION**  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |