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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Senior Biomedical Scientist–Haematology/Transfusion Medicine (BMS 7)Responsible to: Laboratory ManagerDepartment(s): Laboratory ServicesDirectorate Acute and Specialist ServicesLast Update: 18/02/2022 |

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| 2. JOB PURPOSE |
| As Blood Transfusion/Haematology lead BMS the post holder has delegated responsibility for all routine administration and daily operational oversight of the haematology and transfusion laboratory servicesResponsible for staff training, competency and training recordsThe post holder will provide MHRA clinical governance for Transfusion Medicine on behalf of NHS Shetland for laboratory services by providing a comprehensive, high quality Transfusion Medicine service for the blood transfusion laboratory. In addition they will oversee the Haematology service for the laboratoryThis will include an analytical, interpretative and clinical advisory service to medical, nursing and healthcare science professionals. They will evaluate and develop investigation systems and set quality standards compliant with MHRA and UKAS to meet current and future demands. They will participate in teaching, research, clinical trials and clinical audit as required. They will work autonomously within professional guidelinesA secondary role is as a multi-skilled BMS to a) participate in the laboratory after hours on-call service & b) provide backfill cover for the discipline specific BMSs |

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| **3. DIMENSIONS (Job Facts and Figures)** |
| The laboratory has a staff establishment of up to six BMS staff and up to three HCSW staff. Professional support is provided by the Laboratory Services Clinical Director, SNBTS Aberdeen and nominated clinical consultant pathologists within NHS GrampianTotal annual workload is in the region of 35,000 samples. Transfusion Medicine workload is currently ~800 specimens pa. More specialised testing (eg. extended compatibility testing, coagulopathy’s, haemoglobinopathy’s) are sent to Aberdeen Royal Infirmary or to SNBTS laboratories as appropriate |

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| 4. ORGANISATIONAL POSITION |
| Reports directly to the Laboratory Manager, and as Quality lead reports additionally to Clinical Director.Will co-ordinate blood transfusion (BT) and haematology (Haem) issues between discipline specific leads in the laboratory and the Laboratory Manager).Act as the BT/Haem liaison lead between the laboratory and other departments in Gilbert Bain Hospital (eg. Hospital Transfusion Committee) and NHS Shetland Health Centres. Acts as BT/Haem specialist liaison lead between the laboratory and external accreditation agencies – NEQAS, UKAS & MHRA. |

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| 5. ROLE OF DEPARTMENT |
| The Laboratory processes and analyses clinical samples in four main areas (Haematology, Clinical Chemistry, Blood Transfusion, Microbiology) in order to aid diagnosis and care of patients within NHS Shetland, both in the hospital and the communityThe majority of the haematology workload is carried out using automated techniques. The daily workload consists of the standard routine haematological tests (FBC, film examination, INR and APTT, D-Dimer, ESR). Iron Studies, B12 and Folate testing is done on–site. The Transfusion medicine workload comprises blood groups, antibody screens and compatibility testing, and the operation and maintenance of the Boards blood banking capability. All techniques are manual and utilise Diamed equipment and reagentsBlood & blood products are supplied through SNBTS Aberdeen The laboratory also registers, prepares and sends away samples that cannot be analysed in NHS Shetland to regional and supra-regional laboratories and records results of referred tests |

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| 6. KEY RESULT AREAS |
| **As Transfusion medicine/Haem BMS Lead BMS (80% of role)**1. As the Biomedical Scientist (BMS) specialist in transfusion medicine/haematology you will have the sole day-to-day responsibility for providing the laboratory blood transfusion haematology service for NHS Shetland
2. Plan and prioritise your own and other laboratory staff workload according to specific demand and any local protocols
3. Manage the performance of highly specialised scientific instrumentation including the review of internal quality control and external quality assurance programmes
4. To provide highly specialised technical service e.g. this will include the setup and calibration of highly complex scientific instrumentation for daily use by other BMSs
5. Process, authorise & validate specimens and results. Interpret peripheral blood films
6. Responsible for testing and maintenance of specialist and expensive equipment for use of self and others
7. Stock control and ordering of supplies
8. Provide and implement improvements to Standard Operating Procedures (SOPs) and policies
9. Ensure all Quality control procedures are carried out and report any non-compliance
10. Provide specialist laboratory advice to NHS Shetland clinical staff – clinicians, nursing & AHP staff
11. Act as administrative coordinator and laboratory lead for the NHS Shetland transfusion committee
12. Act as main POC for liaison with MHRA and SNBTS
13. Continued maintenance of the department’s compliance status with the Blood and Safety Quality Regulations, 2005 overseen by MHRA
14. Report to the laboratory management on the functioning and effectiveness of the quality management system by recording, monitoring and reporting on non-conformities within the haematology and blood transfusion services.
15. Initiate further actions as required in the event of serious adverse incidents e.g. SHOT, SABRE and Datix reports
16. Provide specialist BMS advice and training to junior and other staff as part of the in-house CPD programme
17. Regularly undertake research in own specialist area, equipment testing and evaluation and participates in clinical trials as appropriate.
18. Will have a key role as a member of the Laboratory Management Team in producing the following, as required by UKAS & MHRA:
	1. Setting Annual Quality Objectives
	2. Programmed Audit Schedule
	3. Annual Management review
	4. Maintaining procedures for document control
	5. Ensure attendance at laboratory management and staff meetings

**As a Multi-discipline BMS (20% of role)**1. Participate in the multidisciplinary out-of-hours on-call service including Haematology, Coagulation, Blood Transfusion and Biochemistry
2. Receipt, register, process and validate all appropriate samples received, report any abnormal results to requesting clinician
3. Cover areas outside Haematology/Blood Transfusion when staff on breaks or there is a need due to Annual leave or sickness
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| 7a. EQUIPMENT AND MACHINERY |
| 1. As a senior BMS, operate and have an advanced level of understanding of complex and intricate/complex analytical instruments that require maintenance, calibration, internal & external controls
2. Maintain logs for training, competency, maintenance, calibration and quality controls for all haematology & BT equipment and all POCT equipment
3. Use of everyday office & communication equipment – PCs, fax, email printers etc
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| **7b. SYSTEMS** |
| 1. Expert knowledge of LIMS, QMS and document control software
2. Responsible and accountable for all documents within the Quality Management System (QMS) for Blood Transfusion and haematology – their generation, storage, distribution, editing, updates and controlled withdrawal
3. Act as one of the System Administrator’s for the LIMS
4. Local administration of and training of all staff in national blood transfusion systems – eTraceline.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Haematology & Blood Transfusion Lead BMS is accountable to the Laboratory Manager but will be delegated a large degree of autonomy in the performance of their duties. The post holder will be expected to anticipate, plan and correct problems without direct supervision/intervention.The post holder is expected to meet regularly with the Laboratory Services Clinical Director and in addition will be subject to formal appraisal not less than annually.Band 7 post holders may deputise for the Laboratory Manager when that position is absent. |

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| **9. DECISIONS AND JUDGEMENTS** |
| **As the Lead BMS for Blood Transfusion/Haematology the post holder is** **responsible for:**1. Applying professional standards, policies & procedures to own work
2. Using a high degree of knowledge and skills in order to make accurate decisions on test results prior to validation/authorisation, and to suggest further reflex testing if required
3. Answering queries on test results and giving advice on their interpretation
4. Providing and receiving complex and/or sensitive information related to patient clinical condition and test results
5. Providing information related to sample requirements for specialised testing
6. Elevation of non-conformity issues to appropriate level for resolution, eg Risk Management & Clinical Governance related issues
7. Investigation of all non-conformances, Datix incidents and complaints arising within their specialty
8. Defining and championing innovative approaches to service improvement.
9. In emergency situations communicating between external agencies (e.g. National Blood services ,Air ambulance) and A&E or theatre to coordinate blood supplies while carrying out laboratory testing at the same time
10. Being the named Transfusion Laboratory Manager for NHS Shetland and completion of the annual MHRA Blood Compliance Report
11. Being the lead reporter to SHOT and MHRA (SABRE reporting)
12. Being an lead member of the Hospital Transfusion Team and Hospital Transfusion Committee
13. Defining and championing innovative approaches to service improvement

**As a BMS the post holder is responsible for:**1. Use of clinical judgement in interpretation of test results. Advice to service users must be within limits of level of knowledge, complexity of tests, clinical details & test results
2. Initial reporting of non-conformances, Datix incidents and complaints. The post holder is expected to use a high degree of knowledge and skills in order to make accurate decisions on test results prior to validation/authorisation, and to suggest further reflex testing if required
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Meeting regulatory and other accreditation standards including MHRA and the United Kingdom Accreditation Scheme (UKAS).
* Complying with the principles of Good Manufacturing Practice (GMP) and the regulatory standards for blood transfusion processes as implemented through BSQR.
* Making independent decisions about haematology and blood transfusion issues, often in highly complex, contentious and multifaceted environments.
* Working with potentially hazardous and infectious clinical samples using personal protective clothing and equipment.
* Working under pressure to meet immediate clinical needs of patients and users eg. Emergency demand for transfusion products, lone worker on-call, out-of hours.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| 1. To provide, receive and deal with highly complex information from request forms and telephone calls from Consultants, GPs and ward staff
2. To provide advice, instruction and explanation of results to colleagues, clinicians, GPs and other healthcare professionals
3. To write SOPs and ensure that the information is accurate and understood by the users
4. To provide training and explanation to less experienced staff and groups of medical students and student nurses
5. To telephone any urgent or abnormal results to requesting clinicians and ward staff
6. To communicate with service engineers regarding highly complex scientific analysers in order to undertake advanced troubleshooting often via telephone support
7. To communicate with medical/technical company product specialists and sales representatives to learn about new methods, reagents, instruments and software updates and to evaluate their use in their specialist area
8. To prepare and present tutorials on laboratory related subjects to colleagues as part of Continual Professional Development
9. To use tact and persuasive skills when dealing with Medical Staff over contentious issues e.g. non-compliant samples not being analysed
10. To deal constructively and sensitively with complaints
11. Actively participate in departmental meetings to decide on laboratory policies
12. Deal with staff HR issues such as leave requests, absence and grievances.
13. Liaise with other laboratory disciplines where agreement and co-operation is required. This includes Biochemistry, Microbiology and Specimen Reception
14. Contribute and participate in the activities of relevant local and national professional bodies e.g. Institute of Biomedical Science, Healthcare Professional Council and Institute of Healthcare Management
15. Manage, motivate, co-ordinate and audit staff training to meet appraisal objectives and targets
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| 1. Requirement to multi-task contiguously between the three blood science departments – Haematology, Transfusion Medicine & Biochemistry.
2. Requirement to work autonomously, while dealing with highly complex, multi-stranded and often contentious issues.
3. Manual handling of stocks and delivery of goods in accordance with Health Board manual handling training.
4. Contact with potentially hazardous or infectious reagents and waste materials.
5. Need for good hand-eye co-ordination.
6. Working intermittently at computer workstations for prolonged periods.
7. Need for attention to detail regarding the labelling of samples and forms, and checking the accuracy of patient details.
8. Participation in weekend and out-of-hours work
9. Intense concentration is required when performing compatibility testing and blood film examination on clinical samples
10. A multidisciplinary on-call requirement having already completed a full day shift
11. Requirement to communicate with members of the public, and staff about complex scientific & clinical issues that may be unwelcome or contentious and invoke a degree of resistance and antagonism.
12. Service related issues may be technical, staffing training or requests for advice and support from other health professionals and departments.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Overview of Responsibilities (relating to KSF dimensions)*** Provide and receive complex sensitive information and communicates with colleagues
* Contribute to own and others’ development
* Maintain & develop an environment & culture that improves health, safety & security
* Appraise, interpret and apply suggestions, recommendations and directives to improve services
* Contribute to quality improvement
* Monitor the processing of data and information
* Commission & procure laboratory products, equipment & services
* Plan, analyse, assess and report biomedical investigations
* Co-ordinate & delegate work & review people’s performance
* Contribute to developing and sustaining capacity & capability

**ESSENTIAL**EXPERIENCE* Substantial post-qualification experience in a UK based blood transfusion laboratory
* Experience in haematology and peripheral blood film review
* Demonstrable practical experience of UKAS accreditation process and MHRA compliance
* Experience of operating within and contributing to a laboratory Quality Management System

QUALIFICATIONS, TRAINING, RESEARCH, PUBLICATIONS* HCPC Registered
* MSc degree or equivalent experience suitable for registration as a Fellow of the Institute of Biomedical Sciences (FIBMS)
* Post graduate qualifications that meet the requirements of the UKTLC Standards, 2014
* Specialist qualifications in haematology and/or blood transfusion

KNOWLEDGE AND SKILLS* Expert knowledge of routine diagnostic procedures
* Demonstrable ability to produce working documents – eg SOPs
* Able to use and produce Word documents, Spreadsheets and use of databases.

DISPOSITION* Ability to maintain excellent communication skills in a busy environment, both in person over the telephone, by e-mail and Fax.
* Demonstrable negotiation skills
* Ability to work autonomously and to tight deadlines.

OTHER* Ability to deal with medical confidential information in the context of the data protection act
* Must participate in after- hours rota (Training will be provided)
* Full driving licence or ability to make suitable arrangements to attend promptly for on-call purposes

**DESIRABLE**EXPERIENCE * Demonstrable experience of specialist haematology procedures
* Experience in working in an NHS based Blood Transfusion Department
* Practical experience of working in a multi-disciplinary laboratory
* Experience of health and safety role/procedures
* Experience of training

QUALIFICATIONS, TRAINING, RESEARCH, PUBLICATIONS* Management or Quality Management qualifications e.g. IBMS Certificate in Expert Practice, MBA

KNOWLEDGE AND SKILLS* Previous experience of Clinisys Labcentre or eTraceline LIMS
* Previous experience of document control software
* Previous experience of Q pulse

DISPOSITION* Demonstrable leadership skills
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| **14. 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: |