

JOB DESCRIPTION

A first class hospital for our community

In 2016 Chelsea and Westminster Hospital will be establishing the North West London Pathology Joint Venture in partnership with Imperial NHS Trust and Hillingdon NHS Foundation Trust for the provision of pathology services to acute trusts and GPs across North West London. This is in response to the Carter report which recommended the modernisation of Pathology services and the consolidation of labs into larger services. The successful candidate to this role will either be employed directly to NWL Pathology or will transfer with all West Middlesex Lab staff when the venture goes live. New employees will not be at risk of redundancy as there are none planned within the staffing model.

This partnership is based upon a vision of a modern, innovative and sustainable service, which will deliver outstanding quality to users and patients alike. The modernisation of pathology services also provides a great opportunity to drive translational research and innovation in all aspects of pathology, as well as supporting training for medical and scientific staff.

We believe the proposed option of consolidating pathology provision across four Trusts into a hub and spoke model, whereby the majority of routine, specialist, non-urgent activity is delivered at the hub and pathology required urgently for the immediate treatment of the patient is performed in 24/7 essential service laboratories based at the spokes, best delivers this vision. The service will be provided through an arms-length organisation (ALO) North West London (NWL) Pathology, owned by the partner Trusts. The ALO will be a single organisation, with a single income and expenditure account, run by its own management team delivering a quality service to the patient and users alongside best value for money.

JOB TITLE: Senior Biomedical Scientist

BAND: 7

DIVISION: Clinical Support Services

HOURS: 37.5 hours per week:

RESPONSIBLE TO: Chief BMS in Clinical Chemistry

ACCOUNTABLE TO: Pathology Laboratory Manager

JOB SUMMARY: To be an efficient, flexible member of the Pathology Laboratory team providing a high quality service to West Middlesex University Trust.

KEY WORKING RELATIONSHIPS:

- Pathology Consultants, Biomedical scientists, Medical Laboratory Assistants, Admin staff, Ward staff, Clinicians, Portering Staff.

We will 'go beyond' for our patients and communities. Our organisation will:

- Be a major, multi-site healthcare provider and teaching hospital with 1,000 beds and more than £500m revenue; expanded and improved services in a number of areas
- Have a combined workforce of 5,000 staff with better training and development opportunities, including a wider choice of sub-specialties, greater choice of location and increased best practice
- Have a high volume and high quality local secondary services, with combined acute emergency admissions of around 290,000 annually and an increased patient population of one million.

MAIN DUTIES

- Managing the day-to-day management in the Clinical Chemistry department under the direction of the Chief Biomedical Scientist in Clinical Chemistry
- Contributes to providing a professional clinical laboratory service, working effectively as a team member as part of the overall department.
- To develop and improve professional expertise and specialist skills.
- To possess the skills required to provide the necessary training and supervision of staff within the section and also to perform competency assessments on BMS staff.
- To provide and co-ordinate specialist clinical technical and scientific services to patients that may include research and audit.
- To undertake relevant pathology IT super user duties and provide relevant training on pathology systems and equipment
- Validation and Authorisation of urgent and routine results in all areas of Clinical Chemistry.
- Be able to perform validations of new equipment, write SOPs and carry out User Acceptance Testing as and when required.
- Understands the requirements of UKAS and be able to actively support the preparation for assessment.
- Is aware of document management systems and is able to use Q Pulse.
- Contributes to providing a professional clinical laboratory service, working effectively as a team member as part of the overall department.
- To develop and improve professional expertise and to develop specialist skills.
- Monitors internal quality control and ensures external quality assessments are carried out in a timely fashion.
- Can demonstrate the ability to train and mentor MLA, Trainee & BMS staffs.
- Must be prepared to help cover Out of hours shifts/evening shifts/weekend shifts to maintain a 24/7 service.
- Can trouble-shoot analytical problems competently and take appropriate actions to maintain the service.
- To undertake any other duties commensurate with the grade as requested.

These duties are not exhaustive and will be reviewed with the post holder, allowing for amendments within the broad scope and band level of the role

COMMUNICATION

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- Contribute towards sharing good practice within the department and Trust wide.
- To promote a positive image of the Trust at all times.
- To work cohesively with all members of the department team in ensuring that the very best services are provided at all times.
- Participates in departmental meetings and contributes to effective communication within the department.
- Provides and receives complex information to inform work colleagues or external contacts e.g. other departments or visitors to the department: this may include providing advice, explanation of results and instruction.
- Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions
- Communicate and record any difficulties, problems, accidents or incidents affecting the department to a section leader/manager promptly.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.
- To hold Team Meetings to communicate important information and be able to release Training Updates whenever required.
- To attend meetings and give presentations to the laboratory.
- To communicate with the Head of Department any service problems and be able to be able to resolve them in a professional way.

These duties are not exhaustive and will be reviewed with the post holder, allowing for amendments within the broad scope and band level of the role.

RESPONSIBILITY – SCIENTIFIC AND TECHNICAL SKILLS

- Ensure that documentation is maintained to the Trust standard (including electronic records).
- To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- Identify and report clinical and non-clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.
- To plan and prioritise the scientific workload of the section on a day-to-day basis.
- To provide a comprehensive and appropriate laboratory service to patients and staff.
- To possess highly developed, advanced specialist scientific skills.
- To ensure that the laboratory standard operational and health and safety policies are understood and carried out by all staff.
- Responsible for the maintenance, condition, quality control and record keeping of instruments and equipment associated with the section.
- Adaptation to new methodology or working practices when required, due to changing circumstances.
- Participation in and facilitation of Quality Assurance and Audit within the section.
- To be proactive in the generation and updating of standard operating procedures.
- To validate reports where appropriate.
- To authorise reports, when given the responsibility, in accordance with local policy.
- To assist in the implementation and development of new and existing techniques.
- To provide scientific advice and act as a resource both internally and externally.
- To maintain an awareness of current developments especially with regard to special areas of responsibility.

RESPONSIBILITY – POLICY AND SERVICE

- To be involved actively in the implementation of Trust policies and procedures at department level, reinforcing their use.
- Maintain, update and develop personal and professional knowledge and skills, at first under supervision, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.
- Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.

RESPONSIBILITY – FINANCIAL AND PHYSICAL RESOURCES

- Assist in maintaining stock levels within the department..
- Assist in the implementation, development and evaluation of new and existing techniques.
- Responsible for the maintenance and calibration of equipment when working autonomously or as part of a team.

RESPONSIBILITY – STAFF/LEADERSHIP AND TRAINING

- Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development.
- Be familiar with and follow all core trust policies such as sickness reporting, annual leave requesting, health and safety.
- Be familiar with the Health and Safety policies of the Trust and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive laboratory team and the achievement of team objectives.
- May deputise for the line Manager as required.
- The supervision of all grades of scientific and support staff in the section and to support the Point of Care section.
- In conjunction with line managers, assist in the training of junior staff.
- Undertake the appraisal of more junior members of staff using the Trust's 1:1 process and PDP development.
- Responsible for the conduct of the staff being supervised in respect to their timekeeping, behaviour and safety. Report any problems to the line manager.

RESPONSIBILITY – INFORMATION RESOURCES

- Undertake relevant training for electronic information systems in place & under development and be familiar and proficient with the use of the information technology systems within the department
- To have an active e-mail & Winpath (LIS) account
- To have an E-procurement account
- To have a Q-Pulse account
- To have a DATIX account.

EDUCATION

- Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme. Maintain a portfolio of relevant developments achieved.
- To participate in the organisation of scientific teaching programmes.
- Design and deliver training to staff within the department.
- Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
- Maintain your Registration with the Health Professions Council (HPC)

INDUCTION AND DEVELOPMENT REVIEWS

All staffs are required to undertake the Trust's Corporate Induction prior to taking up their post. They are also expected to have a local induction to their place of work which will be undertaken by their line manager or nominated person and sent to Learning & Development for record keeping.

All staff are expected to have an annual development review with their line manager, this includes a review of their current job description.

HEALTH AND SAFETY

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.

POLICIES

It is the responsibility of staff to be familiar with the Trust policies that affect them, and work within the scope set out in them. These can be found on the Trust's Intranet site, any queries should be raised via the line manager. Managers are responsible for ensuring staff know of, and work within Trusts policies, procedures and protocols.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy (formerly Freedom of Speech policy).

PERSON SPECIFICATION

JOB TITLE: Senior Biomedical Scientist	
PAY BAND: 7	RESPONSIBLE TO: Chief BMS Clinical Chemistry

MEASURE - please enter the code by which you will be measuring these criteria.
A - Application, I - Interview, T – Test

ESSENTIAL	DESIRABLE	MEASURE
EDUCATION AND QUALIFICATIONS		
<ul style="list-style-type: none"> • Member of IBMS • HCPC Registration • Demonstrable relevant experience post HCPC registration in discipline • Proven experience within the role. 		CV & Application form Original certificates /diplomas
EXPERIENCE		
<ul style="list-style-type: none"> • Knowledge of some aspects of specialist subject • Evidence of continuing professional development. • Use of Pathology Laboratory Information Management Systems (LIMS) 	Previous experience in a large busy laboratory Experience and detailed knowledge of, using Clinisys WinPath LIS an advantage.	Application form interview references

<p>SKILLS AND KNOWLEDGE - SPECIAL APTITUDES</p> <ul style="list-style-type: none"> • Practical analytical skills associated with diagnostic laboratory work. Timely accurate working. • Methodical. • Well organised. Precise. • Numerate. • Competence in PC word processing, spreadsheet and database software. • Reliable and trustworthy • Quick to learn and comprehend. • Able to work as team member. • Self-motivation. • Ability to work under pressure. • Ability to show flexibility by performing multiple tasks • Prepared to work with biological materials. • Maintains continued professional development. • Use good laboratory practice. • Aware of health and safety requirements of a diagnostic laboratory. • Understands incident reporting (use of Datix or equivalent system). • To bring to the attention of his/her immediate superior any difficulties or problems encountered in the performance of his/her duties, the accurate identification of patient samples or any difficulties or problems relating to the transport of patient samples 		<p>Application forms/interview/ Assessments</p>
<p>PERSONAL QUALITIES</p>		
<ul style="list-style-type: none"> • Good verbal and written communication and presentation skills • Good hand eye co-ordination. • Sufficient to fulfill the duties of the post with any aids and adaptations. • Able to perform light physical work • Capable of intense periods of concentration • Good troubleshooting skills. 		<p>Application form/interview/ Assessments</p>