

JOB DESCRIPTION

TITLE OF POST:	Biomedical Scientist Night worker
SALARY BAND:	Band 6
LOCATION:	Haematology and Blood Transfusion Imperial College Healthcare NHS Trust is a multi site facility and staff may be required to work at a site other than their main base location
RESPONSIBLE TO:	Lab Manager
PROFESSIONALLY ACCOUNTABLE TO:	Site Manager/ Operational Manager
HOURS PER WEEK:	37.5 The job holder will be required to work out of hours including unsocial and contractual overtime (specific rota details are held locally within departments).

AIM OF THE ROLE:

To be an efficient flexible member of the Haematology and Blood Transfusion laboratory providing a high quality service to Imperial College Healthcare Trust.

To maintain the required levels of laboratory safety and good laboratory practice, as specified in local and national guidelines.

To work with biomedical scientists and clinical scientists in the provision of a comprehensive and effective Haematology and Blood Transfusion service for the Imperial College Healthcare NHS Trust, as directed by the Head of the Department.

To participate in the efficient handling, processing and analysis of samples in the laboratory, under supervision.

To maintain effective records of all activities and procedures, and to contribute towards the maintenance of the laboratory's quality system.

To check, keep clean and maintain laboratory equipment.

To carry out supervised laboratory procedures in all sections of the laboratory, as directed by the Head of the Unit and senior scientific staff.

To undergo appropriate teaching and training as directed and as necessary in order to maintain HCPC registration and to maintain suitable records of all training activities undertaken.

KEY WORKING RELATIONSHIPS:

Good communication skills are essential, as the post holder is required to communicate effectively with Biomedical Scientists, Clinical Scientists, Clinicians and other healthcare providers in and out of the Trust; other Trust Directorates including Estates, IT, Human Resource, Payroll, Occupational Health. Active participation in local laboratory meetings is expected.

Additional relationships appropriate to the role may be required.

KEY RESULT AREAS:

1. Contributes to providing a professional clinical laboratory service, working effectively as a team member as part of the overall department.
2. Able to perform all core scientific and interpretive work, which corresponds to the training and qualifications of a Registered Healthcare Scientist.
3. Develop and improve your professional expertise.
4. More experienced Healthcare Scientists will be expected to supervise unqualified staff and deputise for section leaders when necessary.
5. Provides specialist clinical technical services to patients that may include research and audit.

MAIN TASKS AND RESPONSIBILITIES:

1. Communication and Relationship Skills

- 1.1 To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- 1.2 Contribute towards sharing good practice within the department and Trust wide.
- 1.3 To promote a positive image of the Trust at all times.
- 1.4 To work cohesively with all members of the department team in ensuring that the very best services are provided at all times.
- 1.5 Participates in departmental meetings and contributes to effective communication within the department.
- 1.6 Provides and receives complex information to inform work colleagues or external contacts e.g. other departments, G.P.'s or visitors to the department This may include providing advice, explanation of results and instruction.
- 1.7 Communicate and record any difficulties, problems, accidents or incidents affecting the department to a section leader/manager promptly.

2. Responsibility- Scientific and Technical Duties

- 2.1 To become proficient in designated areas of diagnostic work within the department and to provide a comprehensive and appropriate laboratory service to patients and staff.
- 2.2 Takes part in duties without supervision at a level of autonomy requiring decision making but can refer to more senior or medical staff for support.
- 2.3 Organize own work tasks or activities.

- 2.4 Ensure all work is completed timely and to satisfactory standards and will seek advice from senior staff when required.
- 2.5 Ensure that safe working practises are maintained according to standard operating procedures.
- 2.6 To assist in maintaining appropriate internal and external quality assurance.
- 2.7 To validate reports where necessary using judgemental expertise.
- 2.8 To authorise reports when given the responsibility in accordance with local policy.
- 2.9 Ensure that documentation is maintained to the Trust standard (including electronic records).
- 2.10 To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- 2.11 Identify and report clinical and non-clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.

3. Responsibility- Policy and Service

- 3.1 To be involved actively in the implementation of Trust policies and procedures at department level, reinforcing their use.
- 3.2 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.
- 3.3 Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.

4. Responsibility- Financial and Physical Resources

- 4.1 Assist in maintaining stock levels within your current work section.
- 4.2 Assist in the implementation, development and evaluation of new and existing techniques.
- 4.3 Responsible for the maintenance and calibration of equipment when working autonomously.

5. Responsibility Staff/ HR/ Leadership, & Training

- 5.1 To assist in the training and supervision of staff as required.
- 5.2 To assist in planning of own and other staff in team working within a section.
- 5.3 Be familiar with all core trust policies such as sickness reporting, annual leave requesting, health and safety.
- 5.4 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.
- 5.5 Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's Performance development reviews.

- 5.6 Be involved in the appraisal of more junior members of staff using the Trust's PDR system.
- 5.7 Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive department team and the achievement of team objectives.

6. Education

- 6.1 Hold the Specialist Diploma or equivalent in the relevant discipline.
- 6.2 Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.
- 6.3 Maintain your Registration with the Health Care Professions Council (HCPC) through evidence of CPD.
- 6.4 Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme.
- 6.5 Maintain a portfolio of relevant developments achieved.

7. Responsibility- Information resources

- 7.1 Undertake relevant training for electronic information systems in place & under development.
- 7.2 To have an active e-mail account

8 Responsibility- Patient / Client Care

- 8.1 To enter patient information and test results onto the laboratory information System.

9. Responsibility- Research and development

- 9.1 Undertake the collection of audit and research data as required.

10. Freedom to Act

- 10.1 Required to act independently within appropriate clinical/professional guidelines and refer to their manager or senior member of staff when necessary.

11. Other Duties

- 11.1 To undertake any other duties commensurate with the grade as requested.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation

and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

ADDITIONAL INFORMATION

NWL PATHOLOGY CONSORTIUM

BACKGROUND INFORMATION

In response to a changing landscape, three organisations - Chelsea and Westminster NHS Foundation Trust incorporating West Middlesex University Hospital), Imperial College Healthcare NHS Trust, The Hillingdon Hospitals NHS Foundation Trust - are planning to come together to modernise pathology services across north west London.

This partnership is based upon a vision of a sustainable service delivering outstanding quality to users and patients alike. The modernisation of pathology services 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. By coming together, the four organisations aim to create a world class service that will be able to attract the best professionals in the field.

This transformation will be effected through the establishment of a contractual NHS joint venture for the provision of the pathology services. It is intended that, at the commencement date of April 2016, the joint venture will be hosted by Imperial College Healthcare NHS Trust operating as an arm's length organisation on behalf of the 'owner trusts' and will be the employer of the staff providing pathology services in relation to the joint venture.

The approach - will be to consolidate pathology provision across the four organisations through a 'hub and spoke' model, with the majority of routine, specialist, non-urgent activity delivered at a central hub while pathology required urgently for immediate treatment delivered by 24/7 laboratories forming 'spokes' within the individual Trusts. This will enable best practice as described by Lord Carter in his review of pathology services.

INFORMATION ABOUT NWL PATHOLOGY TRUSTS:

Chelsea and Westminster NHS Foundation Trust: runs two main hospitals:

Chelsea & Westminster Hospital

Offers a wide range of specialist hospital services within an environment of academic specialisation. The hospital was designed and built with the purpose of providing specialist healthcare. Services provided include: Children's Diagnostic Services; HIV & Sexual Health; Medicine; and Women's Health Services Wards. More than 3,000 people work at Chelsea and Westminster including staff employed directly by the Trust, Facilities staff employed by contractors, and hospital volunteers.

West Middlesex University Hospital

Is an award winning, modern, busy acute hospital in West London serving a local population of around 400,000 people, covering the London Boroughs of Hounslow and Richmond upon Thames and neighbouring areas. Employing over 1,800 people, the hospital has around 400 beds. The Trust has an annual budget in excess of £154 million. West Middlesex has an impressive record: and has an outstanding record in comparative assessments of clinical performance.

Imperial College Healthcare NHS Trust: Provides acute and specialist healthcare for a population of just under two million people in north west London, and more beyond. Formed in 2007, one of the largest NHS trusts in the country.

With its academic partner, Imperial College London, the Trust is one of the UK's seven academic health science centres, working to ensure the rapid translation of research for better patient care. The Trust provides care from five hospitals on four sites, as well as, increasingly, a range of community facilities across the region.

Charing Cross Hospital, Hammersmith – providing a range of acute and specialist care, it also hosts the hyper acute stroke unit for the region and is a growing hub for integrated care in partnership with local GPs and community providers. The clinical strategy envisages Charing Cross evolving to become a new type of local hospital, offering a wide range of specialist, planned care as well as integrated care and rehabilitation services for older people and those with long-term conditions. Charing Cross has a 24/7 A&E department.

St Mary's Hospital, Paddington – the major acute hospital for North West London as well as a maternity centre with consultant and midwife-led services. The hospital provides care across a wide range of specialties and runs one of four major trauma centres in London in addition to its 24/7 A&E department. The Trust is proposing a major redevelopment of the St Mary's site to bring together acute care in state-of-the-art facilities.

Hammersmith Hospital, Acton – a specialist hospital renowned for its strong research connections. It offers a range of services, including renal, haematology, cancer and cardiology care, and runs the regional specialist heart attack centre. As well as being a major base for Imperial College, the Acton site also hosts the clinical sciences centre of the Medical Research Council. Under a clinical strategy, the hospital would build further on its specialist and research reputation.

Queen Charlotte's & Chelsea Hospital, Acton – a maternity, women's and neonatal care hospital, also with strong research links. It has a midwife-led birth centre as well as specialist services for complicated pregnancies, foetal and neonatal care. The Trust's clinical strategy sets out a continuing role for both of the specialist hospitals sharing the Acton site, alongside major facilities for Imperial College London.

Western Eye Hospital, Marylebone – a specialist eye hospital with a 24/7 A&E department. We are planning to relocate the whole service to new facilities on the redeveloped St Mary's site.

The Hillingdon Hospitals NHS Foundation Trust: Comprehensive services are provided from both Hillingdon Hospital and Mount Vernon Hospital. The Trust has been identified as one of the major hospitals to provide services in the North West London Healthcare re-configuration. Maternity services have just recently transferred from Ealing hospitals and this will be followed by a paediatric transition in June 2016. The Trust employs over 2,400 members of staff working to deliver high quality healthcare to the residents of the London Borough of Hillingdon and those living in the surrounding areas, giving a total catchment population of over 350,000 people. The Trust also has a number of tertiary services – these include a well-established tertiary skin service incorporating the dermatopathologists and a well-regarded neuro rehab ward. The Trust in collaboration with Imperial College Healthcare successfully bid to expand neuro-rehab services in North West London. A level two tier haem-oncology service is delivered via a Service level agreement to Ealing Hospital.

Mount Vernon Hospital – has a modern Diagnostic and Treatment Centre. With its spacious and contemporary design, the Mount Vernon Treatment Centre constitutes a new two-storey building and the existing Princess Christian Unit. The new buildings house four state-of-the-art operating theatres to carry out elective surgery, plus outpatient services.

Hillingdon Hospital – is the only acute hospital in Hillingdon with a busy Accident and Emergency, inpatients, day surgery, and outpatient clinics. The Trust also provides some services at the Mount Vernon Hospital, in co-operation with the East & North Hertfordshire NHS Trust.

Imperial College London: Is one of the largest and most influential medical schools nationally and internationally with excellent credentials in teaching and research. It is regularly assessed as one of the top three-biomedical research institutions in the UK. It is highly ranked for undergraduate medical education, has an outstanding record of postgraduate medical education and in producing research leaders of the future. The College has one of the largest operational estates of any UK University, including six central London campuses: the main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary's Hospitals.

Confidentiality

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

Health and safety

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Risk Management

All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

Code of Conduct

All staff is required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs is required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

-Talking part in activities for improving quality such as clinical audit

- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records is required to follow the Trust standards of record keeping

Information Quality Assurance

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Freedom of Information

The postholder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Management of a Violent Crime

The Trust has adopted a security policy in order

- to help protect patients, visitors and staff
- to safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Human Resources department.

Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

No Smoking

The Trust operates a non-smoking policy.

Medical Examinations

All appointments within the National Health Service are subject to pre-employment health screening.

Professional Association/Trade Union Membership

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service; you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

IMPERIAL COLLEGE HEALTHCARE NHS TRUST

PERSON SPECIFICATION

POST: Biomedical Scientist Band 6 night worker

DEPARTMENT: Haematology and Blood Transfusion Lab

LINE MANAGER: Laboratory Manager

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*	MEASUREMENT
EDUCATION	<p>2nd class honours degree or equivalent in a biological science which is acceptable by Institute of Biomedical Science (IBMS)/ Health Care Professions Council (HCPC) HCPC Registration.</p> <p>Hold the IBMS Specialist Diploma or equivalent in relevant discipline or 24 months proven experience post Registration in the relevant discipline.</p>		CV/Application form Original certificates/diplomas
SKILLS/ ABILITIES	<p>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 show flexibility by performing multiple tasks Ability to work under pressure</p>		Application forms/interview/ Assessments
EXPERIENCE	<p>A good working knowledge of specialist subject in relevant discipline Evidence of continuing professional development. Use of Pathology computer systems</p>	Previous experience in a large busy laboratory	Application form/interview/ references
COMMUNICA TION SKILLS	<p>Good verbal and written communication and presentation skills</p>		Application form/interview/ Assessments

PHYSICAL QUALITIES	Good hand eye co-ordination. Sufficient to fulfil the duties of the post with any aids and adaptations .Able to perform light physical work Capable of intense periods of concentration.		Assessment
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