Imperial College Healthcare NHS
NHS Trust

JOB DESCRIPTION

TITLE OF POST:	**Registered Clinical Scientist**
SALARY BAND:	**Band 7**
LOCATION:	**Cytogenetics** 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:	**Operational Manager**
PROFESSIONALLY ACCOUNTABLE TO:	**Lead Clinician through the Consultant Clinical Scientist**
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 and flexible member of the cytogenetics laboratory team providing a quality service to Imperial College Healthcare NHS Trust.

To rotate through all sections of the department as part of training to obtain Part 1 FRCPath (Associate).

KEY REALTIONSHIPS:

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

Additional relationships appropriate to the role may be required.

KEY RESULT AREAS:

1. Deliver a range of complex scientific work demanding skilled performance that may be with or without scientific or technical support.
2. Deliver with the Consultant Clinical Scientist, Pathologist and Operational Manager a routine service to nationally accepted standards
3. Achieve competence in the interpretation of test results and the provision of clinical advice, under supervision. They are not supervised but may refer complex cases to a superior.
4. Participate in audit, research and development in the agreed specialist area.

5. Participate in local and national professional training and be expected to obtain Part 1 FRCPath (Associate) while in post.

MAIN TASKS AND RESPONSIBILITIES:

1. Communication and Relationship Skills

1.1 Participate in departmental and clinical meetings and contribute to effective communication within the department.
1.2 Maintain clear and effective lines of communication with all staff which may involve motivational and training skills
1.3 Provides and receives highly complex sensitive information to inform work colleagues or external contacts e.g. clinical consultants, other departments, G.P.'s or visitors to the department. This may include providing advice, explanation of results and instruction.
1.4 May be required to present work relating to their particular areas of responsibility at departmental, regionally and nationally.

2. Responsibility- Scientific and Technical Duties

2.1 Contribute to the service provision of specialist assays, together with other laboratory staff.
2.2 Provide clinical advice and interpretation of results, under appropriate supervision, in conjunction with other senior clinical and scientific staff, in support of the routine Clinical insert service by participation in the Clinical Authoriser rota
2.3 Provide specialist analytical expertise for the provision and development of the specialist services.
2.4 Authorise reports and contribute to the provision of an advisory and interpretative service in the specialist areas, under appropriate supervision.
2.5 Assist in development and implementation of new methods
2.6 Contribute to equipment evaluation and selection.
2.7 To be involved in clinical liaison, clinical audit, teaching, and research and development programme within the department.
2.8 Participation in performance monitoring and Quality Assurance

3. Responsibility- Policy and service

3.1 May be expected to implement and approved changes to laboratory policy.
3.2 May assist in formulating operational procedures, training schedules and safety protocols and overseeing their practice within their specialist area
3.3 As part of the training, attend Management Team meetings to understand resource management, policymaking, planning, review of laboratory organisation and service quality.

4. Responsibility- Financial and Physical

4.1 Responsible for monitoring consumable and reagent stock supplies associated with own work areas.

5. Responsibility Staff/ HR/ leadership, training

5.1 Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development. This includes performing staff appraisals as required.
5.2 Be familiar with core trust policies such as sickness reporting, annual leave requesting, health and safety.
5.3 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.
5.4 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.
5.5 May act in a supervisory role as required.

6. Education

6.1 The post holder will have obtained an M.Sc. or equivalent in a relevant subject.
6.2 Participate in local and national professional training and be expected to be enrolled in Part 1 FRCPath (ARCP).
6.2 Registration with the Healthcare Professions Council (HPC).
6.3 Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme. Maintain a portfolio of relevant developments achieved.

7. Responsibility- Information resources

7.1 To demonstrate an understanding and knowledge of the laboratory information system.
7.2 Liaise with and advise the Pathology IT Manager on developments in their specialist areas.
7.3 To develop and maintain a range of IT skills including word processing, spreadsheets and any other relevant software.
7.4 To have an active email account.

8. Responsibility- Research and development

8.1 Conduct research and development in one or more aspects of Clinical Cytogenetics and to gradually develop a personal portfolio for research grant potential and support.
8.2 To develop their own interests and specialities within Clinical Cytogenetics including active participation in research programmes.
8.3 To ensure that research opportunities that present are referred to Consultant staff for further consideration and potential adoption and collaboration with

others in the department ensuring involvement and cooperation of clinical colleagues and other pathology specialities when appropriate.

8.4 To participate in the preparation of project plans, ethical approval and applications for funding from external and internal sources ensuring that expenditure is properly accounted.

8.5 Provide training, support and collaboration with research projects for trainee Biomedical Scientists, registered Scientists and medical staff in training when required.

9. Freedom to Act

9.1 Freedom to act independently within appropriate clinical/professional guidelines, seeking guidance as necessary.

10. Other Duties

10.1 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

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 have 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 are 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. Staff are 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.

Staff 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 polices, guidelines and procedures
-Maintaining your continue professional development

All Clinical staff making entries into patient health records are 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.

PERSON SPECIFICATION

POST: **Registered Clinical Scientist Band 7**

DEPARTMENT: **Cytogenetics**

LINE MANAGER: **Consultant Clinical Scientist for professional issues and Operational Manager for management issues.**

ATTRIBUTE/ SKILLS	ESSENTIAL	DESIRABLE*	MEASUREMENT
EDUCATION	● 1st or 2nd Class Hons Science degree or equivalent. ● Completed suitable scientific training ● MSc in relevant discipline. ● HCPC Registration	PhD	CV/Application form Original certificates/diplomas
SKILLS/ ABILITIES	Good oral and written communication skills. ● Good practical skills and technical competence ● Self motivated; ability to organize own study and laboratory work. ● Ability to work as a team member. ● Excellent interpersonal abilities. ● Ability to work with high level of autonomy. ● Flexible, reliable, self motivated.	Use of laboratory computing systems.	Application forms/interview/ Assessments
EXPERIENCE	Postgraduate laboratory experience in clinical cytogenetics	Experience in audit, developmental and project work. Research publications in a relevant field	Application form/interview/ references
COMMUNICATION SKILLS	Good written and oral communication skills in English.		Application form /interview/ Assessments
PHYSICAL QUALITIES	Able to perform light physical work Capable if intense periods of concentration. Good hand eye co-ordination. Sufficient to fulfil the duties of the post with any aids and adaptations		