

## JOB DESCRIPTION

**TITLE OF POST:** Genetic Technologist  
**SALARY BAND:** Band 5  
**LOCATION:** Oncology Cytogenetics, Imperial Molecular Pathology, Department of Cellular Pathology  
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:** Laboratory Manager  
**PROFESSIONALLY ACCOUNTABLE TO:** Divisional 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 **Oncology Cytogenetics** laboratory providing a high quality service to Imperial College Healthcare Trust.

### **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. To undertake training in basic cytogenetics laboratory practice.
2. Performance of a range of clinical technical services under the supervision of a HPC Registered Scientist, usually the section leader.
3. Contributes to providing a professional laboratory service, working effectively as a team member as part of the overall department.
4. Provides basic 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 to patients are provided at all times.
- 1.5 Communicates any difficulties, problems, accidents or incidents affecting the department to a section leader/manager promptly.
- 1.6 Provides and receives routine information orally to inform work colleagues or external contacts e.g. other departments, G.P.'s or visitors to the department.
- 1.7 Participates in departmental meetings and contributes to effective communication within the department.

## **2. Responsibility- Scientific and Technical Duties**

- 2.1 To work in all sections of the department under the supervision of a section leader.
- 2.2 Once trained, to take part in duties without supervision at a level of autonomy requiring decision-making but can refer to more senior or medical staff for support and organize own work tasks or activities.
- 2.3 Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme. Maintain a portfolio of relevant developments achieved.
- 2.4 To perform your work in accordance with the standard operational policies using intermediate theoretical knowledge and may organize own work tasks or activities.
- 2.5 Ensure that documentation is maintained to the Trust standard (including electronic records).
- 2.6 To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- 2.7 Identify and report 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**

- 4.1 Replace stocks of consumables and reagents when required and inform the section leader if back up stocks are low.

## **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.
- 5.2 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.
- 5.3 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.

## **6. Education**

- 6.1 Participate in local training as required.
- 6.2 Undertake continual professional development (CPD).

## **7. Responsibility- Information resources**

- 7.1 Undertake relevant training and use 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 some test results onto the laboratory information system.

## **9. Responsibility- Research and development**

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

## **10. Freedom to Act**

- 10.1 At annex U and preceptorship: required to use a degree of initiative and deal with matters independently where they can, for example a post holder may be required to deal with enquiries which are generally routine, but would refer non-routine enquiries to supervisor/line manager.
- 10.2 At foundation gateway, once trained: required to act independently with a degree of autonomy within appropriate standard operating procedures, laboratory guidelines and policies, 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**

### **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.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

**POST:** Trainee Biomedical Scientist Band 5

**DEPARTMENT:** Oncology Cytogenetics, Imperial Molecular Pathology

**LINE MANAGER:** Laboratory Manager

<b>ATTRIBUTE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE*</b>	<b>MEASUREMENT</b>
<b>EDUCATION</b>	2 <sup>nd</sup> class Honours Degree in a biological science		CV/Application form Original certificates/diplomas
<b>SKILLS/ ABILITIES</b>	Methodical. Able to follow instruction Well organised. Precise. Nurate. Good communication and presentation skills. Reliable and trustworthy Quick to learn and comprehend. Able to work as team member. Self-motivation.  Prepared to work with biological materials  Ability to work under pressure.	Computer skills. Basic relevant scientific skills.  Ability to show flexibility by performing multiple tasks	Application forms/interview/ Assessments
<b>EXPERIENCE</b>	Basic scientific and data management skills appropriate to a pathology laboratory	Work experience in a cytogenetics laboratory.  Knowledge of health and safety issues.	Application form/interview/ references
<b>COMMUNICA TION SKILLS</b>	Good verbal and written communication and presentation skills		Application form/interview/ Assessments
<b>PHYSICAL QUALITIES</b>	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

**CLINICAL PROGRAMME GROUP/CORPORATE SERVICE INFORMATION**

Clinical and Investigative Sciences, or Clinical Programme Group 6, hosts: The whole of Pathology; Imaging and Interventional Radiology; Clinical Haematology; Therapies and Pharmacy Services; and Experimental Medicine and Clinical Trials. It maps onto two major Divisions in Imperial College, the Division of Investigative Sciences (IS) and the Clinical Sciences Centre. The Programme Group enables the

integration of research excellence into clinical practice, and provides a unique environment in which to conduct clinical studies. It aims to initiate and execute local studies and facilitate the research of other Programme Groups in the AHSC.

### **INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST**

Imperial College Healthcare NHS Trust was launched on 1<sup>st</sup> October, 2007. Made up of five hospitals; Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, Hammersmith, St Mary's and the Western Eye, and integrating with Imperial College London, it is the largest Trust in the UK with an annual turnover of £760 million and employing 9,700 staff. Offering more than 50 clinical specialities, and with one of the largest portfolios of services in the country we expect to treat more than one million patients a year.

The Trust has established the UK's first Academic Health Science Centre (AHSC). The AHSC aims to bring together the delivery of healthcare services, teaching and research in a partnership for the purpose of improving the health of its patients, advancing clinical teaching and scientific invention and innovation.

The Trust's sites:

- **Hammersmith Hospital** - a postgraduate teaching hospital, famous for its research, and a centre for respiratory medicine, rheumatology, cardiac sciences, gastro - intestinal disease, cancer, particularly gastro - intestinal and HPB, lung and solid organ cancers, and renal medicine. It contains the largest clinical research imaging centre in Europe.
- **St Mary's Hospital** - in Paddington is world renowned and provides general hospital services to local communities in West London and beyond, and specialist services in paediatrics, obstetrics, infection and immunity, ophthalmology, robotic surgery and cardiology which are accessed by patients from across the nation and the world. St Mary's is a teaching hospital for academic research and medical education.
- **Charing Cross Hospital** - An undergraduate teaching hospital and a centre for major trauma and serious illness, emergency surgery, neuroscience, vascular services and musculo - skeletal services.
- **Queen Charlotte's & Chelsea Maternity Hospital** - A world-renowned advanced obstetrics and fertility centre, women's health and ambulatory paediatrics services.
- **Western Eye Hospital** - is the inpatient specialist hub for ophthalmic services in West London offering the only 24 hour emergency eye care in London.
- **Imperial College** - 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 the research leaders of the future. The College has one of the largest operational estates of any UK University. It includes six central London campuses: The main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary's.