HEALTH SERVICES LABORATORIES

JOB DESCRIPTION

Job Title: Biomedical Scientist

Location: Blood Transfusion Laboratory / Service

Reporting to: Laboratory Manager

Liaises with: Biomedical Scientists in the laboratory, clinicians, other departments and colleagues for the benefit of patient care and maintenance of co-operative relationships.

Overall Job Purpose:
An experienced Biomedical Scientist who works as part of a 24/7 team undertaking routine pre-transfusion testing and specialist investigations in order to provide safe and compatible blood components and products for patients who require transfusion, or for antenatal monitoring. The tests are carried out on blood samples unsupervised and in accordance with Good Manufacturing Practice (GMP) and local standard operating procedures. Work will be undertaken with much autonomy but under the overall responsibility of the laboratory manager.

Main Duties:

1. To participate in all rotas in operation as required.
2. To participate in the routine processing of specimens, performing manual, semi-automated and fully-automated laboratory investigations according to standard operating procedures.
3. To participate in the routine and emergency issue and distribution of blood components and products for patients for transfusion.
4. To ensure that agreed standards for turnaround times of samples, results and issue of blood components are met.
5. To operate and maintain laboratory equipment according to GMP, departmental and manufacturer's protocols and procedures.
6. To support cleaning, disinfection and maintenance of laboratory equipment including own work surfaces, blood storage facilities both in the laboratory and in the clinical areas, to achieve the optimum instrument performance and maintain a clean and safe working environment.
7. To undertake technical validation of the results from laboratory investigations to ensure accuracy and precision as specified by laboratory protocols and quality procedures.
8. To be aware of possible causes of erroneous results which may arise from instrument/method failure, pre-analytical variables of QC failure in an effort to resolve the problem.
9. To prepare, validate, document, store and use reagents required for laboratory investigations as per GMP requirements and local SOPs.
10. To interpret first line laboratory results and take appropriate actions in line with laboratory policies and procedures, informing the requestor of any clinically significant results which will affect the provision of compatible blood.

11. To be familiar with and proficient in the use of the information technology systems within the Department.
12. To communicate effectively by telephone, email, fax etc. with clinicians/nurses and other laboratory staff including NHSBT staff, referring calls to senior staff as appropriate.
13. To correctly specify patient special blood component requirements in the computer system as per status notifications and SOPs.
14. To report to the Laboratory Manager or Quality Manager, any incident, error, transfusion reaction or other event which may cause a service delivery or quality failure.
15. To assist in method, equipment and systems development, evaluation and validation as directed by the Laboratory Manager or Quality Manager.
16. To assist in planning one's own work and that of other staff within a section, assisting wherever needed as required or directed.
17. To assist in the training of other staff in tasks in which the BMS is competent.
18. To carry out first line equipment and method troubleshooting (including laboratory instrumentation and remote issue blood fridges), advise the Laboratory Manager of situations requiring further action, work with service engineers on fault resolution, reporting and documenting equipment faults and resolutions as per GMP requirements.
19. To use departmental resources efficiently and advise the Laboratory Manager when stocks of reagents and consumables are approaching minimum stock levels.
20. To order and maintain appropriate levels of blood stocks from NHSBT including timely and accurate placement of special patient blood component orders.
21. To correctly allocate, test, issue, label, pack and dispatch appropriate and compatible blood components for transfusion as required and according to SOPs to help ensure "right blood to the right patient at the right time".
22. To facilitate the maintenance of correct storage of blood components throughout the laboratory and service areas as required, including but not limited to: temperature monitoring (electronic and manual systems) and responding to temperature deviations; arranging and directing stock movement between blood fridges; initiating blood component recalls as required; correct packing of blood transport containers and documenting to GMP standards.
23. To facilitate and support (in liaison with MLA staff, couriers and Transfusion Practitioners) the remote issue of blood in the clinical areas as well as the use of contingency blood storage equipment for planned or unexpected downtime.
24. To support hospital compliance with traceability in liaison with the Laboratory Manager, MLA staff and Transfusion Practitioners.
25. To undertake mandatory training as per the requirements of the contracts with the HSL.
26. Through correct GMP practice and following of departmental SOPs, to contribute to the maintenance of an effective quality system in Blood Transfusion to maintain legal compliance with the Blood Safety and Quality Regulations (BSQR) 2005 as well as a safe and effective transfusion service for patients.

Training and Education

1. To maintain own personal development and attend departmental meetings as required.
2. To maintain registration with the Health and Care Professions Council (HCPC), and participate in a recognised CPD scheme.
3. To take an active interest in and keep abreast of developments in the discipline.
4. To further develop junior colleagues by assisting in the training of trainee BMS and MLA staff, and to undertake, complete, and sign off all competencies associated with these grades.

General Duties

To become familiar with the day – to day organisation of the Laboratory as it affects your work. You should be aware of the functions of the members of staff in the Laboratory as they affect your work. To attend laboratory meetings as required.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current quality standards, regulatory requirements and the HSL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your Laboratory as well as the Company, and you should behave accordingly. Matters regarding patients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the Laboratory. This includes all core HR policies such as absence reporting, requesting of annual leave, and is particularly important in the case of Health and Safety and Fire procedures (please see below).

To behave in a professional manner and co-operate with all other members of staff at all times.

You will be trained for the work you are expected to do. Do not attempt any work unless you have been signed off as competent to do so. These competencies must be maintained and reviewed. You should communicate any difficulties, problems, accidents or incidents affecting the department as soon as possible to a section leader/manager.

To adhere to and to positively promote the HSL Core Values

To maintain high standards of work within your Laboratory.

Other duties as assigned by the line manager.

ANNUAL JOINT REVIEW

Your performance will be continually assessed for competence, development and training needs and formally reviewed annually at a Training and Development Review. This will allow you to contribute to the corporate objectives of the department and HSL.

HEALTH AND SAFETY

- To be familiar and competent with procedures for dealing with the safe handling of biological and chemical materials in a laboratory environment.
- To be familiar and competent with procedures to deal with biological and chemical spillages in a safe manner.
- To be familiar and competent with procedures for the safe use of equipment used in the laboratory environment.

QUALITY STANDARDS

- To uphold the Quality Management System by understanding and observing the quality policies and procedures.
- To understand and perform all work in accordance with the Standard Operating Procedures in order to ensure compliance with all local and national standards of work practice, e.g. MHRA and UKAS
- To comply with HSL policies pertinent to Clinical Governance and Risk Management.

- To ensure quality control and assurance procedures are followed.
- To identify opportunities to improve efficiency in own area.
- To assist in the establishment, maintenance and review of the quality management system
- To ensure analytical accuracy and confidentiality of results observing rules laid down by the Data Protection Act.
- To communicate any difficulties or problems to senior staff/Manager promptly
- To participate in the agreed audit programme as required.

EDUCATION AND TRAINING

- To provide support for less experienced colleagues as requested.
- To review and agree personal development, educational and training needs with the department Training Officer and appropriate Line Manager.
- To maintain own personal development portfolio and training records.

CONFIDENTIALITY AND DATA PROTECTION

You have a responsibility to comply with the Data Protection Act 1998 and to maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all HSL policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

CONFLICT OF INTEREST

HSL is responsible for ensuring that the services provided to NHS institutions for patients in their care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

EQUALITY AND DIVERSITY

HSL values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep our policies and procedures under review to ensure that the job related needs of all staff working in HSL are recognised. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that HSL's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

STANDARDS OF DRESS

All staff are expected to abide by guidance on standards of dress.

Person Specification - Biomedical Scientist

Attributes	Requirements	E/D	Evidence
Qualifications	IBMS-accredited Biological Sciences degree or equivalent qualification in pathology disciplines	E	Application documents/ Interview
	Current registration with The Health and Care Professions Council (HCPC)	E	Application documents / interview
	Specialist Diploma or equivalent experience, or working towards this.	E	
Experience	Some theoretical and practical knowledge in all disciplines of pathology relevant to its multidisciplinary nature.	D	Interview
	Previous experience in a blood transfusion laboratory, and proficiency in techniques appropriate to the discipline	E	
Skills and Abilities	Good organisational skills.	E	Interview and references
	Ability to work accurately, neatly and efficiently. Attention to detail is very important.	E	
	Ability to work in a team.	E	
	Basic Keyboard skills and familiarity with Microsoft Office Suite.	E	
	Ability to maintain patient confidentiality at all times.	E	
	Ability to work on own initiative	E	
	Ability to communicate efficiently with other members of the laboratory in English - both verbally and in writing.	E	
	Use of laboratory equipment relevant to the specialty	E	
	Demonstrate experience of working to a laboratory Quality Management System.	E	
Personal Qualities	Able to communicate effectively with people at all levels	E	Interview and references
	Well presented and will abide by dress codes	E	
	Demonstrate professionalism and a customer-focused attitude	E	
	Calm under pressure	E	
	Punctual and reliable	E	
	Helpful, friendly and polite	E	
	Flexible and adaptable	E	
	Committed to the corporate quality objectives	E	
	Commercially aware	D	