Job Description

Job Title: Senior Biomedical Scientist (Head of Cromwell Blood Transfusion)
Location: Pathology Laboratory (Cromwell Hospital)
Reporting to: Group Laboratory Manager
Accountable to: Group Laboratory Director
Liaises with: All staff in Pathology, other departments and colleagues for the benefit of patient care, QMS and maintenance of cooperative relationships

Overall Job Purpose:

To manage the daily running of the Blood Transfusion Department ensuring all documented procedures are implemented and sustained. To provide multidisciplinary service to all users and provide general support in other disciplines of the laboratory. To cover other disciplines of the laboratory as and when required or requested by the Laboratory Manager. Maintaining the highest professional and technical standards in the department.

Main Duties:

To include, but not be restricted to, the following duties:

To ensure full staff and departmental compliance with CPA and MHRA requirements. To regularly supervise and review all technical procedures performed within laboratory, including the establishment and monitoring of effective internal and external Quality Control and Assurance schemes.

Responsible for the organisation and performance of clinical laboratory tests within target deadlines as determined by The Doctors Laboratory plc and Consultant Pathologists.

Responsible for the implementation and control of procedures to optimise the utilisation of Blood products, so as to maximise their utilisation and minimise waste.

To be fully familiar with the laboratory IT system and its appropriate utilisation in the discharge of your duties.

To be involved in the training and supervision of Biomedical Scientists within the section, to include:

a. Maintenance and implementation of sectional policies and procedures for safe and efficient working

b. Good housekeeping, administration and technical working practices are maintained.

c. Ensuring that all staff working within the section are familiar with relevant policies and procedures.
To be responsible for the ordering of consumables, maintaining the sectional stock control system and organisation of stock rotation.

To ensure adequate maintenance, repair and safety of all sectional equipment.

To be aware of relevant technical developments and to communicate these to the Laboratory Manager.

To be involved when required in the interview and selection of laboratory personnel. To provide motivation and support to staff and maintain adequate levels of training within the section.

To participate in the appraisals of technical staff on a regular basis as required by the company.

To attend laboratory meetings and participate in departmental audits as required.

To adhere to multidisciplinary and flexible working arrangements within the laboratory disciplines indicated.

To perform Haematology, Coagulation, Blood Transfusion and other related tests accurately and efficiently.

Be aware of current advances and appraise new techniques.

Evaluate results for credibility and inform the Laboratory Manager, Consultant Pathologist and/or the requesting clinician of any notifiable abnormalities

Rotate through the laboratory to maintain multidisciplinary skills.

Assign laboratory numbers and carry out clerical and technical tasks in accordance with sample handling procedures.

Take an active role in the referral of samples to TDL Laboratories and third party laboratories as required.

Adhere to revenue capture procedures for each patient request.

Assist in other sections as required.

Provide input to maintaining policies and procedures, review and update as required.

Comply with Health and Safety legislation and be aware of the responsibilities of the employee in this context.
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 staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and your staff 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 conduct of the Laboratory department. This is particularly important in the case of Health & Safety and Fire procedures. To behave in a professional manner and co-operate with all other members of staff at all times.

To maintain the highest standards of quality within the department at all times.

To adhere to multidisciplinary and flexible working arrangements, as practised within the TDL group.

To take responsibility for the provision of Blood Transfusion services at the hub laboratories and any spoke sites with a blood fridge.

To ensure blood traceability and cold chain are maintained as required by the Blood Safety and Quality Regulations.

To ensure Good Manufacturing Practice is maintained in the laboratory and at all spoke sites where blood and blood components are stored.
General Duties

To become familiar with the day to day organisation of the department as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work.

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 department 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 department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate 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 are confident that you can carry it out properly.

To adhere to and to positively promote the Sonic / TDL Core Values

To maintain high standards of work within your department.

Other duties as assigned by the TDL Group Laboratory Management Team

To participate in an Annual Joint Review
# Person Specification

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<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>FIBMS, MSc or equivalent is desirable. The Health Professions Council (HPC) registration is essential</td>
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<tr>
<td><strong>Experience</strong></td>
<td>A minimum of 3 years experience in a pathology laboratory. Multidisciplinary experience an advantage.</td>
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| **Skills and Abilities** | Good organisational skills.  
                      Ability to work in a team.  
                      Highly skilled in use of Microsoft Office.  
                      Ability to handle confidential material.  
                      Ability to work on own initiative. |
| **Personal Qualities** | Able to communicate effectively with people at all levels  
                      Well presented  
                      Professional  
                      Customer focused  
                      Calm under pressure  
                      Punctual and reliable  
                      Helpful, friendly and polite  
                      Efficient and well organised  
                      Able to work effectively with others in a team  
                      Flexible and adaptable  
                      Committed to the corporate quality objectives  
                      Commercially aware |

This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: .................................................
Signed: .................................................
Date: .................................................
Manager: .................................................
Signed: .................................................
Date: .................................................