Job Description

Job Title: Senior Biomedical Scientist
Location: Chemical Pathology, Ealing Hospital
Subordinates: Biomedical Scientists, Medical Laboratory Assistants, Client Service Officers
Reporting to: Head of Department
Accountable to: Head of Department
Liaises with: Consultant Chemical Pathologist

Overall Job Purpose:
In co-operation with the Head of Department the post holder is responsible for the day to day supervision of the laboratory to ensure the delivery of a fit-for-purpose Clinical Biochemistry service across Ealing Hospital NHS Trust on behalf of The Doctors Laboratory, analysing and reporting on blood, urine, faeces and other body materials to achieve the objectives of efficient and effective patient care and effective resource management within the company.

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

1. Technical
   a. To handle, use and dispose of blood, urine, faeces other body tissue and hazardous chemicals in a safe manner
   b. To assist in the care and maintenance of equipment and to ensure equipment is functioning correctly, prior to analysis.
   c. To carry out first line equipment and method troubleshooting, raising service calls with the manufacturers and work with Service Engineers on fault resolution
   d. To prepare, store and use reagents required for laboratory investigations
   e. To perform manual, semi-automated and fully-automated laboratory investigations
   f. To measure and monitor the accuracy and imprecision of laboratory investigations using appropriate quality controls procedures.
   g. To undertake preliminary fault finding and corrective action when the quality control procedures indicate loss of performance
   h. To report to the Head of Department any instance or event which may cause a service delivery failure.

2. Scientific
   a. To undertake method and laboratory instrument evaluation as directed by the Head of Department
b. To participate in research and development as directed by the Head of Department.

3. Diagnostic
a. To interpret first line laboratory results and take appropriate actions in line with laboratory policies and procedures for authorising results, adding approved predefined clinically relevant comments, referring results for an expert opinion and clinical interpretation
b. To report results through the computer system or by telephone to medical and nursing staff when requested to do so
c. To Inform the requestor of clinically significant results
d. To provide approved departmental information and advice to other healthcare professionals and patients and to refer on to appropriate specialists requests for information out of their area of responsibility.
e. To participate in clinical audit

4. Training and Development
a. To maintain registration with the Health and Care Professions Council (HCPC)
b. To comply with the code of practise for the Institute of Biomedical Sciences (IBMS) and HCPC
c. To support and participate in staff training and development as required.
d. To competency assess staff of all subordinate grades
e. To be pro-active in continuing professional development (CPD).
f. To assist in the maintenance of the CPA standards to ensure the department remains compliant at all times.
g. To participate with supervision of the work and performance monitoring of Medical Laboratory Assistants, Trainees and Students and newly qualified Biomedical Scientists in the procedures for which the post holder is responsible.
h. To fulfil all competency requirements for out of hours and lone worker duties.

5. Information Technology
a. To use the Lab information system according to authorised protocols.
b. To comply with local and national policies for safe secure and confidential processing and storage of patient and other lab information, ensuring compliance to the data protection act (1984)
c. To maintain the integrity and accuracy of laboratory databases

6. Administrative
a. To deputise for the Head of Department in their absence
b. To ensure records are kept up to date and stored safely to ensure compliance with the standards of Clinical Pathology Accreditation (CPA)
c. To ensure that all results are reported with the agreed turnaround times
d. To use departmental resources efficiently and to order reagents and consumables when stocks are approaching minimum stock levels.
e. To participate in the review of policies and procedures COSHH and workplace risk assessments as directed by the Head of Department
f. To prepare and review departmental standard operating procedures

g. To observe and adhere to the security arrangements of the Department

**General Duties:**

a. To become familiar with the day – to day organisation of the department as it affects your work.

b. To organise the departmental work rosters

c. To periodically chair the departmental staff meetings in the absence of the Head of Department.

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

e. 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.

f. 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.

g. 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 attend laboratory meetings as required.

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

i. 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.

j. 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.

k. 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.

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

m. To maintain high standards of work within your department.

n. To participate in an Annual Joint Review
Other Responsibilities:
This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the post holder.

Confidentiality:
Attention is drawn to the confidential aspects of this post. Matters of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary actions, which may result in dismissal.

Health & Safety:
The post holder is required to take reasonable care of his/her own health and safety and that of other people who may be affected by his/her acts of omissions at work and to ensure that statutory regulations, policies, codes, or practice and department safety rules are adhered to.

Review:
These guidelines are provided to assist in the performance of the contract, but are not a firm condition of the contract. This job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

Equal Opportunities Policy Statement:
The company believes that discriminatory practice against employees or potential employees is unacceptable. The Equal Opportunities Policy is intended to ensure that no job applicant or employee suffers direct or indirect discrimination with the company. The company also believes that sexual and racial harassment is unacceptable and is committed to ensuring such behaviour is eliminated. The company will act to support its staff in situations where clients’ or visitors’ behaviour towards them is contrary to the spirit of this policy. Legislation gives legal force to this policy statement.

Staff Involvement:
The company is committed to involve staff at all levels in the development of the organisation. Managers should ensure that staffs are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions. They should develop and implement communication systems that ensure that staff are well informed and an opportunity to feedback their views. All managers should engender a culture of openness and inclusion so that their staff fell free to contribute and voice concerns.
# Person Specification

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<th>Attributes</th>
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<td><strong>Qualifications</strong></td>
<td>FIBMS (Biochemistry) or equivalent MSc</td>
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<td><strong>Experience</strong></td>
<td>At least three years post HCPC registration experience in a biochemistry laboratory.</td>
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| **Skills and Abilities** | Good understanding of current clinical biochemistry technologies and techniques.  
                      | Good organisational and communication skills                                   
                      | Awareness of current issues affecting biomedical scientists                     
                      | Good understanding of the principle of quality management                     
                      | Previous training experience an advantage                                       |
| **Personal Qualities** | An ability to integrate into a team                                        
                      | Committed to professional development                                          
                      | Good interpersonal skills                                                     
                      | Good communication skills                                                     
                      | Good organisational skills                                                    |

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: