Job Description

Job Title: Training Officer & Senior Biomedical scientist

Location: Haematology and Blood Transfusion Department, Royal Free Hospital

Reporting to: Head of Haematology (HOD)/Laboratory Manager

Accountable to: Laboratory Director

Overall Job Purpose:

It is the responsibility of the job holder to efficiently manage the training of Biomedical Scientists, Trainee Biomedical Scientists and MLA staff in the department of Haematology and Blood transfusion for Health Services Laboratories. The post holder is responsible for the documentation and management of the training records and data bases and the implementation of training programmes and schedules for all grades of staff including Specialist registrars and work experience students, in line with regulatory guidelines.

The post holder will provide the necessary training and supervision of staff within the department and develop and improve a professional expertise and specialist skills as required by the changing needs of the service. The post holder is responsible for implementing and executing a continued professional development programme performing audits as required assessing the compliance of staff in line with regulatory bodies.

Main Duties:

To perform as directed by the Head of Haematology and Blood Transfusion Laboratories any reasonable duty required. The duties below describe the general nature and level of work assigned to this job. This is not an exhaustive list of all duties/responsibilities that may be required which may vary from time to time in the lights of changing circumstances and in consultation with the post holder. Main duties to include, but not be restricted to, the following:

• Responsible for the training of Biomedical Scientists, Trainee Biomedical Scientists and Medical Laboratory Assistants and other staff in the department.

• Plan and devise yearly training programme for Biomedical Scientists, Trainee Biomedical Scientists and Medical Laboratory Assistants. Co-ordinate training for staff at RNOH with the onsite Head BMS and laboratory management team and arrange for clinical and technical staff to give tutorials.
• Implement personal development portfolios and place staff on appropriate internal and external courses in accordance with their personal development plans and portfolios. Advise staff of other courses or opportunities to enhance their development.

• To create and implement a cross discipline training programme for Scientific and support staff as required by service needs and facilitate the training of Clinical Biochemistry Biomedical Scientists in Haematology.

• To set up a review procedure to monitor the progress of staff in training and assessing the performance of those personnel delivering training and take such action necessary to resolve any problems highlighted by the review procedure.

• To assess and sign off the health professions council (HCPC) trainee portfolios prior to HCPC registration for competence and to supervise the completion of the Specialist Portfolio post HCPC registration to attain Specialist BMS grade.

• To organise staff attendance at internal and external courses, conferences and meeting and assess relevance to work in conjunction with the Head of Haematology & Blood Transfusion Laboratories.

• Perform staff training need analysis and advise Head of Haematology & Blood Transfusion Laboratories on resources required, liaise with the Section leads to ensure the timely delivery and completion of training and competency assessment.

• To assist as time as allows with on-site training programmes for students, scientific and medical personnel working in or visiting the Department in line with UKAS ISO 15189.

• Responsible for maintaining a record of courses and seminars attended by staff with appropriate feedback.

• Participate in the recruitment and selection of staff as required by HSL.

• Be able to delegate duties and responsibilities to the deputy and other staff as required to ensure that all training needs are addressed in a timely fashion.

• Liaising with the Institute of Biomedical Sciences and Health Care Professions Council. This includes the dissemination of information, notification of oral examinations, ensuring that the policies laid down by the board are adhered to and notification of any changes in the laboratories that might have an effect on training.

• Liaising with Universities and other training organisations offering courses of studies relevant to staff. Disseminate and act as a point of contact for such information.

• Attend the Laboratory management meeting to advise on training issues, attend training officers meeting within and outside HSL as required.
• Provide and receive complex information to inform work colleagues or external contacts in other departments, clinicians, G.P.’s or visitors to the department. This may include providing an explanation of results and instructions as well as informing clinicians of abnormal or clinically significant results and advise on appropriate follow up investigations.

• Maintain clear and effective lines of communication with all staff involving motivational and training skills at all times. Participate in the appraisal of staff as delegated by the Head of Haematology and Blood Transfusion Laboratories.

• To develop and improve your basic and specialist scientific expertise which may be via CPD within an appraisal programme. Maintain a portfolio of relevant developments achieved.

• Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.

• Maintain your Registration with the Healthcare Professions Council (HPC).

• Be familiar and proficient with the use of the information technology systems within the department.

• Contribute to providing a professional clinical technical laboratory service, working effectively as a team member as part of the overall department.

• Provide contingency for the 24/7 shift rota to cover sickness absence as required by the Head of Haematology & Blood Transfusion Laboratories.

**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. Clinical Pathology Accreditation (UK) Ltd.

• 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 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

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Requirements</th>
<th>E/D</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>• IBMS-accredited Biological Sciences degree or equivalent qualification in pathology disciplines  &lt;br&gt; • MSc Biomedical Science or Equivalent  &lt;br&gt; • Current registration with The Health and Care Professions Council (HCPC)</td>
<td>E</td>
<td>Application documents/ Interview</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>• At least 5 years post registration experience with at least 3 years at senior BMS level  &lt;br&gt; • Previous experience in a relevant laboratory, and proficiency in techniques appropriate to the discipline  &lt;br&gt; • Previous experience of supervising and undertaking training of staff</td>
<td>E</td>
<td>Interview</td>
</tr>
<tr>
<td><strong>Skills and Abilities</strong></td>
<td>• Good organisational skills. Ability to work accurately, neatly and efficiently.  &lt;br&gt; • Attention to detail is very important.  &lt;br&gt; • Ability to work in a team. Highly skilled in use of Microsoft Office. Ability to maintain patient confidentiality at all times. Ability to work on own initiative and as part of a team.  &lt;br&gt; • Ability to communicate efficiently with other members of the laboratory in English - both verbally and in writing.  &lt;br&gt; • Use of laboratory equipment relevant to the specialty  &lt;br&gt; • Demonstrate experience of working to a Laboratory Quality Management System.  &lt;br&gt; • Experience of utilising statistical analysis software</td>
<td>E</td>
<td>Interview and references</td>
</tr>
<tr>
<td>Attributes</td>
<td>Requirements</td>
<td>E/D</td>
<td>Evidence</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----</td>
<td>----------</td>
</tr>
</tbody>
</table>
| Personal Qualities | • Able to communicate effectively with people at all levels  
• Well-presented and will abide by dress codes  
• Demonstrate professionalism and a customer-focused attitude  
• Calm under pressure  
• Punctual and reliable  
• Helpful, friendly and polite  
• Flexible and adaptable  
• Committed to the corporate quality objectives  
• Commercially aware | E | Interview and references |

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: ……………………………