Job Description

Job Title: Cytology Lead BMS

Location: TDL Northwick Park Hospital

Reporting to: Cytology Head of Department

Accountable to: TDL Group Laboratory Director

Job Summary:
Responsibility for the daily management and operation of the cytology laboratory services at TDL Northwick Park Hospital, exercising appropriate supervision of all activities therein. Ensuring that service and operational KPIs are met. Maintaining the highest professional and technical standards within the service at all times.

Specific Responsibilities:
To include, but not be restricted to, the following:

Scientific, Technical and Professional
To ensure that the Department meets all standards required by UKAS and the NHS National Screening Programme.
To regularly supervise and review all technical procedures performed within the laboratory, including the establishment and monitoring of effective internal and external quality control and quality assurance schemes.
Responsible for the organisation and performance of clinical laboratory tests within target deadlines as determined by relevant Service Level Agreements.
Regularly reviews workflow operations and ensures contracted KPIs and service standards are met.
To undertake routine analytical work and to conduct secondary and tertiary review of all abnormal primary screened cervical samples meeting all agreed standards set for working within the NHSCSP.
To report negative smear results and refer remaining samples to a consultant pathologist.
Responsible for the organisation and day-to-day operation of the HPV testing service provided by the department.
In conjunction with the HoD ensure the NHSCSP failsafe procedures are followed.
To be fully familiar with the laboratory LIMS system and its appropriate utilisation in the discharge of duties. To participate in the data verification procedures of the laboratory.
To be fully familiar with NHS Open Exeter software.

Responsible for the supervision of equipment; to ensure adequate maintenance, repair and safety of all departmental equipment.

To review and where appropriate develop operational policies and procedures to ensure effective working arrangements.

To be aware of all relevant technical developments and to communicate these to the Head of Department.

To apply specialist operational and technical knowledge to advise laboratory staff on any trouble-shooting or technical queries within normal working hours and out-of-hours.

To provide relevant advice to assist in the selection of new equipment and methods.

To deputise for the Head of Department when required.

Administrative

Shares in the general management of the Department.

To assist as required in the interview and selection and induction of laboratory personnel.

To participate in the appraisal of technical staff on a regular basis as required by the Company and report to the Head of Department where staff performance problems are identified.

To hold departmental and section meetings and ensure a record is kept.

Ensure daily and monthly rotas are in place for uninterrupted service provision.

To co-ordinate and approve annual leave; to manage sickness and absence reporting.

To adhere to multidisciplinary and flexible working arrangements within the department.

To be responsible for the ordering of consumables, maintaining the departmental stock control system and organisation of stock rotation.

To maintain and update standard operating procedures and ensures that they are observed by all staff.

Liaise with hospital and other staff as required.

To participate in the business activities of The Doctors Laboratory; including the utilisation and analysis of KPIs; participating in cost management initiatives; budgetary and performance analysis.
Quality

In conjunction with the Quality Management Group and Head of Department:

Ensures the provision a high quality and cost effective service with the emphasis on quality assurance on all aspects of laboratory function.

Takes corrective action when quality control or assurance procedures indicate loss of performance of the laboratory.

Ensures compliance with good working practices in accordance with the standards of UKAS

To ensure that all standard operating procedures are maintained, updated and observed by all staff.

To ensure that working practices within departmental services are conducted in line with Company Health and Safety regulations

Participate in EQA and organise the provision of slides for EQA as and when required

To participate in audit of service and respond to incident investigation.

To participate in quality management meetings.

Training and Education

To take an active interest in and to keep abreast of developments in the discipline.

To maintain a Personal Development Portfolio (PDP).

To maintain registration with the Health and Care Professions Council (HCPC).

To participate in appropriate seminars, lectures and training sessions as indicated by PDP, agreed by manager at individual performance review.

To assist in promoting the continual professional development of all staff.

To assist in the planning of education and training programmes.

In conjunction with the Head of Department, train and supervise all Biomedical Scientist and MLA staff

To provide motivation and support to staff and maintain adequate levels of training within the department.

To assess competence of all departmental staff.
Maintenance and implementation of departmental policies and procedures for safe and efficient working.

Ensuring adequate distribution of trained staff within departments.

Good housekeeping administration and technical working practices are maintained.

Ensure that documentation relating to staff training, competence assessment, instrumentation, method development and analytical procedures are maintained and updated as required.

**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 other members of staff in the department as they affect your work.

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

To undertake such work as you are assigned in a careful and efficient way and in compliance with UKAS guidelines. You will be trained for the work that you are expected to perform. Do not attempt any work unless you are confident you can carry it out properly.

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 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.

Staff will participate in the Annual Joint Review procedure, and this job description will be reviewed as part of the Annual Joint Review procedure.

To work flexible hours according to the Department requirements, as decided by Management.

To attend laboratory meetings, training sessions and departmental audits as required.

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

Other duties as specified by the Laboratory Manager.
### Person Specification

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<th>Qualifications and training</th>
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<tr>
<td><strong>Scientific and professional qualifications</strong></td>
<td>Honours (first or second class) degree in Biomedical Science or equivalent</td>
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<td>Relevant Masters degree, IBMS Higher Specialist Diploma or equivalent experience</td>
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<td></td>
<td>NHSCSP Certificate in Cervical Cytology</td>
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<td><strong>Registration</strong></td>
<td>Heath and Care Professions Council registration</td>
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<td><strong>Other</strong></td>
<td>Use of Microsoft Office packages, laboratory information systems, NHS Open Exeter and quality management systems</td>
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<td>Training in local systems will be provided</td>
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<th>Knowledge and experience</th>
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<td><strong>Scientific, technical, specialist</strong></td>
<td>Able to manage and supervise a cytopathology service</td>
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<td>Experience at a supervisory level in a NHSCSP service</td>
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<td>Experience in screening and reporting negative and unsatisfactory smear results; experience in forwarding results outside these categories to a consultant pathologist</td>
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<td>Sufficient knowledge to be able to analyse and trouble-shoot technical and analytical problems</td>
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<td>Experience in quality assurance principles and practice</td>
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<td>Satisfactory external quality assessment</td>
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<td>Experience in validation and introduction of new techniques and equipment</td>
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<td>Knowledge of maintaining an accredited service, including CPA/UKAS/CQC/NHSCSP registrations and IBMS training standards</td>
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<td>Evidence of continuing professional development</td>
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<tr>
<td>Managerial</td>
<td>Experience in training laboratory staff and assessing competence</td>
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<td>Experience in leadership (motivation, teamwork, delegation)</td>
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<td>Experience in staff recruitment, management, retention and performance management</td>
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<td>Experience in managing teams, including setting priorities and addressing performance issues</td>
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<th>Skills</th>
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<td>General</td>
<td>Able to work autonomously in a busy and pressurised environment</td>
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<td>Able to analyse, prioritise and problem solve</td>
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<td>Understanding of H&amp;S policies and legislation</td>
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<td>Flexible attitude to working in a busy and complex environment, particularly in respect to maintaining extended service hours.</td>
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<td>IT</td>
<td>Skilled in the use of Microsoft Office packages, laboratory information systems and quality management systems</td>
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<td>Communication</td>
<td>Able to communicate complex information in the appropriate format to all staff groups (support staff and scientific staff)</td>
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<td>Able to liaise appropriately with internal and external clients and service users to maintain professional relationships and support good customer service</td>
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<tr>
<td>Financial</td>
<td>Experience in efficient management of stock, supplies and human resources</td>
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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: ..............................................................