Job Description

Job Title: Biomedical Scientist – Clinical Biochemistry

Location: Northwick Park & Central Middlesex Hospitals

Reporting to: Senior Biomedical Scientists & Head and Deputy Head of Department

Accountable to: Head of Department (Biochemistry) & Blood Sciences Manager

Overall Job Purpose:

To assist in the daily running of the laboratory section to which you have been assigned within the Department of Biochemistry. To assist in the performance of the routine diagnostic analytical work of the department as directed. To maintain the highest professional and technical standards in the department. In conjunction with your line manager or HOD, to work closely in the preparation and processing of samples for analysis. To work to local analytical SOPs and to assist in putting these methods into practice and adhering to associated quality control and quality management procedures.

Staff must achieve the departmental competency assessment to work out-of hours as an autonomous practitioner to provide a 24/7 service

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

1. **Technical**
   a. To perform manual, semi-automated and fully automated laboratory investigations.
   b. Understand and comply with Standard Operating Procedures.
   c. To plan and organise their work to comply within the demands of the clinicians and the department.
   d. To undertake technical validation of complex results from laboratory investigations, to ensure accuracy and precision as specified by laboratory protocols.
   e. To measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures.
   f. To report any instance or event which may cause a service delivery failure to a Senior Biomedical scientist in charge of the section.
g. To respond to emergencies in a calm, efficient manner maintaining patient safety at all times.

h. To prepare reagents required for laboratory investigations.

i. To undertake technical validation of highly complex results from laboratory investigations, to ensure accuracy and precision as specified by laboratory protocols.

j. To measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures. To ensure compliance with the external national quality control schemes.

k. To assess, initiate and monitor appropriate action when a situation may cause service delivery failure.

l. To review, assess and initiate corrective action when quality control procedures indicate loss of performance with the laboratory instruments or methods and monitor results.

m. To communicate patient results by telephone when required.

n. To write, prepare, review and comply with Standard Operating Procedures (SOPs) and to have the authority to advise on procedures not covered by SOPs.

2. Diagnostic

a. To use interpretative skills to determine the clinical significance of results of laboratory tests.

b. To interpret laboratory results and take appropriate actions.

c. To acquire and maintain an up to date knowledge-base of haematology and blood transfusion theory and practice.

d. To maintain HCPC Registration through continual professional development.

e. To work autonomously out-of-hours after demonstrating competency to departmental requirements in order to meet the necessary standard.

f. To assess the clinical relevance and importance of diagnostic test requests, work in progress and test results.

g. To assess the clinical importance and urgency of test requests and results that impact on patient care and communicate these effectively.

i. To interpret laboratory results and take appropriate actions i.e.
   • Authorisation of results
   • Ordering relevant follow-up laboratory procedures, where part of the procedure
   • Adding relevant technical and clinical comments
   • Referring results for a second opinion
   • Informing the requestor/medical staff of clinically significant results.

j. Work autonomously in Clinical Biochemistry out-of-hours in an unsupervised
3. **Resource Management**

   a. To advise the Senior Biomedical Scientists when stocks of reagents and consumables are approaching minimum stock levels.

   b. To undertake routine operative maintenance on laboratory instruments.

   c. To ensure compliance with good working practices required for the standards of UKAS and Health and Safety.

   d. To participate in day-to-day supervision and training of Medical Laboratory Assistants, Junior Medical Staff, locum staff, work based students and Trainee Biomedical Scientists preparing for State Registration.

   e. To maintain good working relationships with all members of staff and to promote effective teamwork.

   f. To liaise between BMS and medical staff as required.

   g. To contribute towards a learning environment and to be proactive in the continuing education and self development of all staff.

4. **Training and Development**

   a. To maintain registration with the Health 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 be pro-active in continuing professional development (CPD).

   e. 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.

   f. To undertake mandatory training as required and appropriate to this post.

   g. To participate in an Annual Joint Review

5. **Information Technology**

   a. To use the Laboratory information systems according to authorised protocols and to train junior staff.

   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.
d. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

e. To enter own results and those obtained by others into the LIMS.

f. To undertake work-file management to ensure that all results are reported within the agreed turnaround time.

g. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

6. **General Duties**

a. To become familiar with the day–to-day organisation of the department and to be aware of the functions of the members of staff in the department.

b. To provide planned and emergency cover at the other Hospital laboratories served by your base location (as applicable).

c. To become familiar with the location of the other hospitals and travel when and where necessary within the region covered by your base location (as applicable).

d. To attend and participate in laboratory meetings as required.

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

f. 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.

g. 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.

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

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

j. Other duties as assigned by the Operations Manager, Blood Sciences Manager, Head of Department or senior BMS staff.

**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.
### Person Specification

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<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td>BSc in Biomedical Science.</td>
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<td>Registration with the Health Profession Council as a Biomedical Scientist</td>
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<td>Desirable: Specialist Portfolio in Clinical Biochemistry</td>
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<td><strong>Experience</strong></td>
<td>Experience working in an accredited laboratory.</td>
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<td>Desirable: two years post-registration laboratory experience, practicing in Clinical Biochemistry</td>
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<td>Participation in out-of-hours service (working alone)</td>
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<td>Experience of Quality Management, including audit activities.</td>
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<td><strong>Skills and Abilities</strong></td>
<td>To be able to work as part of a team</td>
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<td>Show initiative</td>
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<td>Prioritise their work</td>
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<td>Basic understanding of quality management procedures</td>
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<td>Supervisory skills</td>
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<td>Problem solving</td>
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<td><strong>Personal Qualities</strong></td>
<td>Good interpersonal skills</td>
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<td>Good communication skills</td>
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<td>Good organisational skills</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: ...........................................