

Job Description



South Tees Hospitals
NHS Foundation Trust

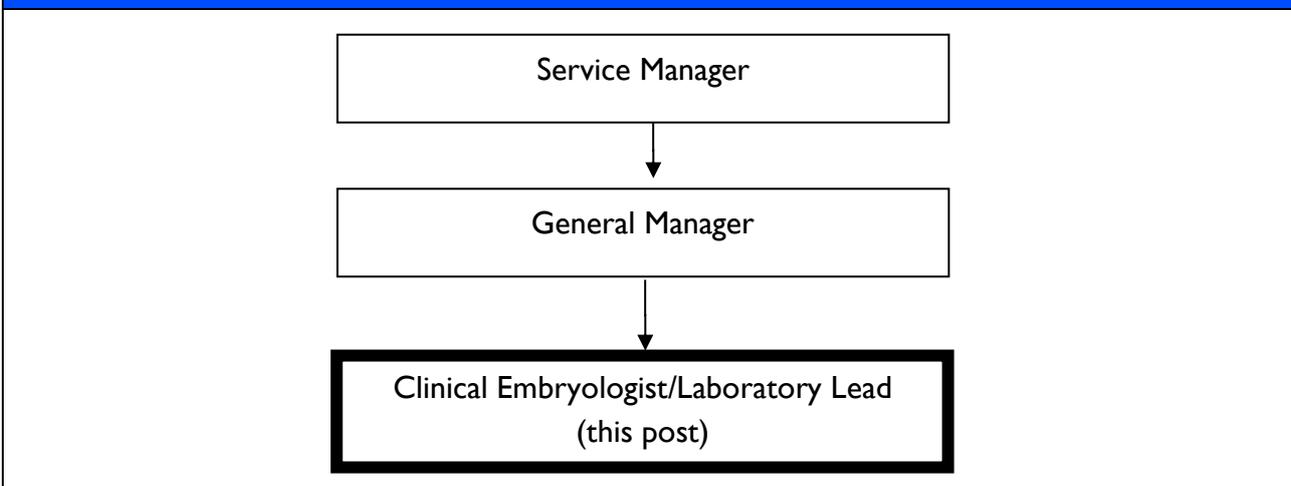
Role Details

Job Title	Clinical Embryologist/Laboratory Lead
Band	Band 7
Department/Service	Department of Reproductive Medicine The James Cook University Hospital

Organisational Relationships:

Responsible to:	Obstetrics & Gynaecology General Manager
Accountable to:	Lead Clinician, Department of Reproductive Medicine
Professionally Accountable to:	Health and Care and Professions Council (HCPC)

Organisational Chart:



Job Summary/ Role:

To provide the technical and scientific skills and knowledge which are required to deliver a comprehensive assisted conception service. To partake in all clinical embryology procedures including ICSI, egg/embryo vitrification and timelapse technologies. To have an understanding of ART Quality Management systems. The individual filling this position will be responsible for directly line managing the Embryologists.

Key Relationships:

The candidate will have a responsibility to ensure that all people they have contact with during the course of their employment, including the general public, patients, relatives and staff are treated in line with the Trust's Equal Opportunities Policy.

Liaison with the Person Responsible, Lead Consultant, Quality Manager, Lead Nurse, Department Managers, administration and counselling staff to provide, maintain and develop the service.

Core Functions:

- On a daily basis, work unsupervised, providing the necessary scientific and technical skills necessary for different methods of assisted conception.
- On a daily basis, analyse and interpret results of tests/investigations making recommendations as to treatment options available to patients, e.g. analysis of semen samples, the result of which would indicate suitability for IVF, ICSI or a possible surgical intervention (testicular biopsy or similar).
- Assessment of human embryos, making the decision as to suitability for uterine transfer or cryopreservation.
- Responsible for the decision regarding the viability of thawed embryos and their suitability for treatment.
- To perform daily checks of all equipment to ensure they are functioning correctly and within critical parameters.
- To participate in the maintenance of laboratory equipment and cleaning of the embryology and laboratory and associated areas.
- On a daily basis, the post holder will ensure clarity and understanding of information given to patients, staff and the wider multi-disciplinary team.
- Provide and receive complex and sensitive information regarding aspects of patients' reproductive health.
- Demonstrate empathy, understanding and patience during highly emotional treatment regimes.
- Communicate bad news, eg failed fertilisation.
- Adhere to the Human Fertilisation and Embryology Authority (HFEA) code of professional conduct in relation to confidentiality.
- Responsible for the development and provision of high quality written information in relation to assisted conception procedures.
- Frequently communicate information in the form of presentations to large numbers of patients.
- Effectively answer questions arising from the presentations.

	<ul style="list-style-type: none"> • Develop communication networks with other services and outside agencies eg, HFEA, Association of Clinical Embryologists and other assisted conception units, regional scientific meetings. • Responsible for organising own workload around the unpredictability of stimulated reproductive cycles to encompass out of hours cover, weekend work and holiday cover.
Administrative Responsibilities	<ul style="list-style-type: none"> • Responsible for accurate record keeping • Responsible for accurate data entry onto the unit data base • Adherence to Information Governance policies <ul style="list-style-type: none"> • The HFEA requirements • The legal requirements • The Trust's requirements • Responsible for the safe storage of both electronic and paper based information. • Ability to access/retrieve information to aid clinical decision making, audit purposes, and when required by inspecting bodies i.e. HFEA. • Identify areas of improvement in relation to accuracy, security, storage and retrieval of information. • Work in collaborations to implement strategies to improve accuracy, security and storage of information.
Clinical Responsibilities	<ul style="list-style-type: none"> • Provide highly specialist clinical and technical services which contribute to the diagnosis, care and treatment of patients undergoing assisted conception procedures, requiring specialist hand/eye co-ordination, highly developed visual skills and delicacy of touch, dexterity and speed practised on a daily basis, eg: <ul style="list-style-type: none"> ○ Semen analysis: assessing quality of sperm ○ Selecting sperm ○ ICSI ○ Handling of eggs and embryos • Ability to react to rapidly changing situations during the procedure, subtle visual clues eg, the deterioration of sperm or eggs whilst under the microscope. • Maintain patients' dignity throughout sensitive treatment regimes. • Has a duty of care to gametes and embryos, both in culture and in storage within the laboratory. • Actively seek ways of improving the quality of patient care, e.g. research, audit, & evidence-based practice.

	<ul style="list-style-type: none"> Actively seek to improve patient care by reporting non-conformities and incidents.
Management and Leadership Responsibilities	<ul style="list-style-type: none"> Responsibility to highlight deficits/potential deficits, and work in collaboration with senior members of the team, to resolve the issues. Support and assist in the education and training requirements of other healthcare professionals as required. Line management of embryologists, including the team's daily workload and management of the laboratory rota. Ensure sufficient and appropriately trained staff are available to match the workload. Responsible for organising own laboratory workload to encompass out of hours cover, weekend work and holiday cover. Day to day support of the laboratory team to ensure the service is delivered at a high standard, eg answering queries, giving advice, disseminating information, managing workflow, assigning/delegating tasks, rota planning. Being the single point of contact for senior management, the PR, the Lead Nurse, the Quality Manager and the department manager. Workflow and embryology team workforce planning in the instances of annual leave/sickness to ensure appropriate laboratory staff cover. Organising staff responsibilities and ensuring all personal are qualified and competent; elements of this may be delegated to a senior embryologist though over-arching organisational responsibility lies with the laboratory lead. Regularly (annually or more frequently if needed) checking competencies of existing staff and supporting re-training staff if deemed necessary. Checking competencies of new staff and implement training in JCUH protocols until appropriate competence is reached. Training existing staff in new techniques as and when introduced to clinical practise following appropriate validation. Annual appraisal of laboratory staff via the appraisal process and implementing training and professional development highlighted during appraisal. Responsibility to highlight deficits/potential deficits and work in collaboration with other senior members of the team to resolve the issues, escalating concerns to senior management if necessary. Recruitment and retention of staff. Implement and review key performance indicators (KPIs) for all laboratory procedures for quality control. Review of laboratory performance KPIs to ensure continuous and systematic QMS improvement quality assurance processes. Report non-conformances and incidents according to local and national regulations. Investigate such events and implement corrective measures. Ability to respond to a rapidly changing environment (in emergency) by action and contingency planning with Lead Consultant, Quality Manager, Lead Nurse and department managers to ensure an ongoing quality of care. Implement safe working practices in the laboratory. Ensure adherence to the HFEA Code of Conduct in relation to confidentiality in the laboratory. Where applicable organise regional scientific meetings.

	<ul style="list-style-type: none"> • Assist in long term planning (eg essential maintenance and building work) to ensure an ongoing high quality service. • Ensure the laboratory is a suitable working environment for the embryology team and inform senior management if this falls below acceptable standards.
Policy and Service Development	<ul style="list-style-type: none"> • Participate in quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme. • If necessary, formulate and implement policies and guidelines for procedures/processes within the laboratory environment, negotiating with the external departments with which they will impact. • Assist with the formulation of policies and guidelines, which impact on the laboratory environment from other departments. • Identify and pursue own learning and training needs to ensure continuous updating of knowledge and skills. • Respond to new developments in the field of assisted conception, ensuring evidence based practice. • Gain further practical and theoretical knowledge through attendance at courses and conferences as appropriate. • Ensure adherence to local policies and guidelines by regular audit. • Adherence to Trust Policies • Work within the HFEA code of Practice, ensuring compliance with recommendations following inspection by amending existing policies or introducing new ones. • Highlight any difficulties with compliance/introduction of new policies, (ie financial, environmental), and work in collaboration with appropriate staff groups.
Research and Audit Responsibilities	<ul style="list-style-type: none"> • Responsible for own updating and knowledge, identification of learning opportunities. • Ability to critique relevant research and apply to practice if appropriate. • To participate in specific research or developmental projects with the support of the Lead Clinician, and Clinical Director. Working with ethical approval and the support of the Trusts Research and Development Department. • • Attend scientific meetings.

	<ul style="list-style-type: none"> • Become involved with appropriate scientific/professional societies ie, Association of Clinical Embryologists.
Managing Resources Responsibilities	<ul style="list-style-type: none"> • Ability to safely use complex equipment. • Contribute to the purchasing process of expensive and complex equipment. • Maintain adequate stock levels of consumables.
Education and Training	<ul style="list-style-type: none"> • Degree in relevant scientific subject. • State registration with the Health and Care Professions Council (HCPC) to practice as a Clinical Embryologist. • Experience as a fully qualified state registered Clinical Scientist with the HCPC (embryology).

The job description and duties may be subject to future review as the needs of the service change.

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<ol style="list-style-type: none"> 1. Ability to perform all laboratory procedures associated with the diagnostic and clinical services including semen analysis, sperm preparation (including donor, and surgically retrieved testicular and epididymal sperm), oocyte and embryo handling, gamete (ejaculated and surgically retrieved sperm) and embryo cryopreservation, clinical intracytoplasmic sperm injection (ICSI), time-lapse technologies and other micromanipulation techniques. To select embryos best suited for embryo transfer and cryopreservation. 2. Ability to work independently and within a multidisciplinary team. 3. Excellent communication skills. 4. Empathy with patients and the ability to respond appropriately in delicate situations. 5. Evidence of a sound understanding in operational management. 		Application and interview
QUALIFICATIONS & TRAINING		
Essential		Assessment Method
<ol style="list-style-type: none"> 1. Degree in relevant scientific subject 	Relevant higher degree	Application and interview

<ol style="list-style-type: none"> 2. State registration as a clinical scientist with the HCPC to practice as a Clinical Embryologist 3. Qualified in a range of highly specialised ART techniques including ICSI, under-pinned with an in-depth theoretical knowledge. 		
EXPERIENCE		
Essential	Desirable	Assessment Method
<ol style="list-style-type: none"> 1. Experience as a fully qualified, state registered Clinical Scientist with HCPC (embryology). 2. Fully trained and competent in all standard ART embryology procedures. 3. ICSI trained and currently practising. 4. Sound understanding of operational management. 	<ol style="list-style-type: none"> 1. Previous experience of working in the NHS and as part of a multidisciplinary team. 2. Provision of own ICSI log and results. 	Application and interview
PERSONAL ATTRIBUTES		
Essential	Desirable	Assessment Method
<ol style="list-style-type: none"> 1. To have a flexible approach to work (including out of normal hours). 2. To have a meticulous approach and excellent attention to detail. 3. Adaptable and personable. 4. Effective leadership behaviours to lead staff and work with the senior team, other departments and other agencies. 5. Strong communication and engagement skills including clarity of communication both verbal and written, excellent listening skills. 6. Ability to establish credibility and develop and maintain effective working relationships at operational level. 		Application and interview

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General Requirements:

Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

8. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

HR Use Only

Job Reference No:



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APPENDIX 2

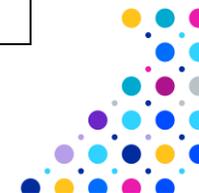
PROFILE SUPPLEMENT

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	Y				Y	Moderate physical effort for several short periods during a span of duty, eg moving and handling gas bottles and other lab equipment (weighing 15kg).
Lifting weights/objectives above 15 kilos	Y				Y	Occasional moving and handling liquid nitrogen transportation tanks (weighing 50kg) Cleaning on a yearly basis or more frequently, liquid nitrogen storage tanks (weighing 40kg)
Using equipment to lift, push or pull patients/objects	Y				Y	
Lifting heavy containers or equipment	Y				Y	
Running in an emergency			Y			
Driving alone/with passengers/with goods		N				
Invasive surgical procedures		N				
Working at height or in a confined space	Y					Requirement to sit in restricted positions for long periods of time, eg not uncommon for ICSI procedures to take four hours.

						Working for long periods visualising sperm and eggs under the microscope.
Concentration to assess patients/analyse information	Y				Y	<p>Intense prolonged levels of concentration whilst carrying out intricate clinical interventions, for example:</p> <p>ICSI can take >4 hours.</p> <p>Many stages of IVF/ICSI are time sensitive. Clinical work involves frequent mathematical calculations.</p> <p>Observations made through the microscope are in two dimensions but are translated mentally into three dimensions.</p> <p>Andrology (sperm assessments) involves a subjective calculation of numbers, types, and morphology of individual sperm.</p> <p>Crucial deadlines need to be met during the day, eg checking of sperm and eggs. This is time sensitive as both eggs and sperm have a limited life span.</p> <p>Cryopreservation prior to chemotherapy requires high levels of concentration due to the time element and the fact that the samples are irreplaceable.</p>
Response to emergency situations				Y		
To change plans and appointments/meetings	Y					



depending on the needs of this role						
Clinical interventions	Y					
Informing patients/family/carers of unwelcome news	Y					<p>Frequently will need to break bad news to patients, eg failure to collect eggs, unexpected poor quality semen samples, failed fertilisation, embryos not surviving the thawing process, unable to find any sperm in a biopsy sample, absence of sperm in oncology patients' samples.</p> <p>Frequently will need to deal with very distressed patients.</p> <p>Frequently deal with anxious patients.</p> <p>Occasionally deal with angry patients.</p> <p>Frequently have to inform patients their treatment has ended in failure.</p>
Caring for terminally ill patients		N				
Dealing with difficult family situations	Y					
Caring for/working with patients with severely challenging behaviour	Y					
Typing up of formal minutes/case conferences		N				
Clinical/hands on patient/client care		N				Skills requiring specialist hand/eye co-ordination and excellent visual skills; delicacy of touch, dexterity and speed of operation are practiced on a daily basis.
Contacts with uncontained blood/bodily fluids	Y					Frequently exposed to highly unpleasant working conditions, eg exposure to body fluids such as sperm, blood, follicular fluid.



						Occasionally treat patients infected with hepatitis. Cleaning IVF laboratories on a weekly basis.
Exposure to verbal aggression	Y					
Exposure to physical aggression		N				
Exposure to unpleasant working conditions dust/dirt/fleas		N				Constantly work with background noise from filtration systems, incubators, freezing units and a variety of alarms.
Exposure to harmful chemicals/radiation	Y					Work with hazardous chemicals, ie liquid nitrogen is stored in an outside storage vessel, collection may sometimes have to be undertaken under inclement weather conditions. Cleaning, on a yearly basis or more frequently, liquid nitrogen storage tanks.
Attending the scene of an emergency		N				
Food preparation and handling		N				
Working on a computer for majority of work		N				
Use of road transport		N				

