



## North West London Pathology

Chelsea and Westminster Hospital  
NHS Foundation Trust

Imperial College Healthcare  
NHS Trust

The Hillingdon Hospitals  
NHS Foundation Trust

**Hosted by Imperial College Healthcare NHS Trust**

## **JOB DESCRIPTION**

|                                       |                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TITLE OF POST:</b>                 | <b>Biomedical Scientist</b>                                                                                                                                                               |
| <b>SALARY BAND:</b>                   | <b>Band 6</b>                                                                                                                                                                             |
| <b>LOCATION:</b>                      | <b>Chelsea and Westminster Hospital</b><br>Imperial College Healthcare NHS Trust is a multi site facility and staff may be required to work at a site other than their main base location |
| <b>RESPONSIBLE TO:</b>                | <b>Laboratory Manager</b>                                                                                                                                                                 |
| <b>PROFESSIONALLY ACCOUNTABLE TO:</b> | <b>Divisional Manager</b>                                                                                                                                                                 |
| <b>HOURS PER WEEK:</b>                | <b>37.5</b><br>The job holder will be required to work out of hours including unsocial and contractual overtime (specific rota details are held locally within departments).              |

### **Imperial College Healthcare NHS Trust Values**

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

- ☐ **Kind** - We are considerate and thoughtful, so you feel respected and included.
- ☐ **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- ☐ **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.

- ☐ **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

**AIM OF THE ROLE:**

To be an efficient flexible member of the **Haematology and Blood Transfusion** laboratory providing a high quality service to Imperial College Healthcare Trust.

To maintain the required levels of laboratory safety and good laboratory practice, as specified in local and national guidelines.

To work with biomedical scientists and clinical scientists in the provision of a comprehensive and effective **Haematology and Blood Transfusion** service for the Imperial College Healthcare NHS Trust, as directed by the Head of the Department.

To participate in the efficient handling, processing and analysis of samples in the laboratory, under supervision.

To maintain effective records of all activities and procedures, and to contribute towards the maintenance of the laboratory's quality system.

To check, keep clean and maintain laboratory equipment.

To carry out supervised laboratory procedures in all sections of the laboratory, as directed by the Head of the Unit and senior scientific staff.

To undergo appropriate teaching and training as directed and as necessary in order to maintain HPC registration and to maintain suitable records of all training activities undertaken.

**KEY WORKING RELATIONSHIPS:**

Good communication skills are essential, as the post holder is required to communicate effectively with Biomedical Scientists, Clinical Scientists, Clinicians and other healthcare providers and managers in and out of the Trust; other Trust Directorates including Estates, IT, Human Resource, Payroll, Occupational Health, Purchasing and Finance. Active participation in local and divisional laboratory meetings is expected.

Additional relationships appropriate to the role may be required.

**KEY RESULT AREAS:**

1. Contributes to providing a professional clinical laboratory service, working effectively as a team member as part of the overall department.
2. Able to perform all core scientific and interpretive work, which corresponds to the training and qualifications of a Registered Healthcare Scientist.
3. Develop and improve your professional expertise.
4. More experienced Healthcare Scientists will be expected to supervise unqualified staff and deputise for section leaders when necessary.
5. Provides specialist clinical technical services to patients that may include research and audit.

**MAIN TASKS AND RESPONSIBILITIES:**

**Communication and Relationship Skills**

- 1.1 To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.

- 1.2 Contribute towards sharing good practice within the department and Trust wide.
- 1.3 To promote a positive image of the Trust at all times.
- 1.4 To work cohesively with all members of the department team in ensuring that the very best services are provided at all times.
- 1.5 Participates in departmental meetings and contributes to effective communication within the department.
- 1.6 Provides and receives complex information to inform work colleagues or external contacts e.g. other departments, G.P.'s or visitors to the department This may include providing advice, explanation of results and instruction.
- 1.7 Communicate and record any difficulties, problems, accidents or incidents affecting the department to a section leader/manager promptly.

## **2. Responsibility- Scientific and Technical Duties**

- 2.1 To become proficient in designated areas of diagnostic work within the department and to provide a comprehensive and appropriate laboratory service to patients and staff.
- 2.2 Takes part in duties without supervision at a level of autonomy requiring decision making but can refer to more senior or medical staff for support.
- 2.3 Organize own work tasks or activities.
- 2.4 Ensure all work is completed timely and to satisfactory standards and will seek advice from senior staff when required.
- 2.5 Ensure that safe working practises are maintained according to standard operating procedures.
- 2.6 To assist in maintaining appropriate internal and external quality assurance.
- 2.7 To validate reports where necessary using judgemental expertise.
- 2.8 To authorise reports when given the responsibility in accordance with local policy.
- 2.9 Ensure that documentation is maintained to the Trust standard (including electronic records).
- 2.10 To demonstrate awareness and compliance with Trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- 2.11 Identify and report clinical and non-clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy.

## **3. Responsibility- Policy and Service**

- 3.1 To be involved actively in the implementation of Trust policies and procedures at department level, reinforcing their use.

- 3.2 Maintain, update and develop personal and professional knowledge and skills, at first under supervision, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.
- 3.3 Record and report all incidents/complaints involving staff, patients and visitors in accordance with Trust policies and assist in any investigations as required.
- 3.4 To ensure all NWL Pathology laboratory sites gain and maintain full accreditation/inspection status of National regulatory bodies including (but not restricted to):
  - UK Accreditation Service (UKAS)
  - Good Clinical Pathology Practice (GCSP)
  - Medicines and Healthcare Products Regulatory Agency (MHRA)
  - Human Tissue Authority (HTA)
  - European Federation of Immunogenetics (EFI)

#### **4. Responsibility- Financial and Physical Resources**

- 4.1 Assist in maintaining stock levels within your current work section.
- 4.2 Assist in the implementation, development and evaluation of new and existing techniques.
- 4.3 Responsible for the maintenance and calibration of equipment when working autonomously.

#### **5. Responsibility Staff/ HR/ Leadership, & Training**

- 5.1 To assist in the training and supervision of staff as required.
- 5.2 To assist in planning of own and other staff in team working within a section.
- 5.3 Be familiar with all core trust policies such as sickness reporting, annual leave requesting, health and safety.
- 5.4 Be familiar with the Health and Safety policies of the Trust and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
- 5.5 Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development.
- 5.6 Be involved in the appraisal of more junior members of staff using the Trust's 1:1 process and PDP development.
- 5.7 Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive department team and the achievement of team objectives.

#### **6. Education**

- 6.1 Hold the Specialist Diploma or equivalent in the relevant discipline.
- 6.2 Undertake suitable training and development programmes to successfully acquire core competencies and thereafter maintain the required standards of competence when undertaking duties.

- 6.3 Maintain your Registration with the Health Professions Council (HPC) through evidence of CPD.
- 6.4 Must develop and improve your scientific expertise, which may be via CPD within an appraisal programme.
- 6.5 Maintain a portfolio of relevant developments achieved.

## **7. Responsibility- Information resources**

- 7.1 Undertake relevant training for electronic information systems in place & under development.
- 7.2 To have an active e-mail account

## **8 Responsibility- Patient / Client Care**

- 8.1 To enter patient information and test results onto the laboratory information System.

## **9. Responsibility- Research and development**

- 9.1 Undertake the collection of audit and research data as required.

## **10. Freedom to Act**

- 10.1 Required to act independently within appropriate clinical/professional guidelines and refer to their manager or senior member of staff when necessary.

## **11. Other Duties**

- 11.1 To undertake any other duties commensurate with the grade as requested.

## **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

## **ADDITIONAL INFORMATION**

### **Medical Examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

### **Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members

of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **Professional Registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **Work Visa/ Permits/Leave To Remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

### **Dignity & Respect**

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

### **Confidentiality/Information Quality Assurance/Freedom of Information**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Health, Safety and Security**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

**No Smoking**

The Trust operates a smoke free policy.

**Professional Association/Trade Union Membership**

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST****PERSON SPECIFICATION****POST:** Biomedical Scientist Band 6**DEPARTMENT:** Haematology and Blood Transfusion**LINE MANAGER:** Laboratory Manager

| <b>ATTRIBUTE/SKILLS</b> | <b>MEASUREMENT</b>                                    | <b>ESSENTIAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>DESIRABLE</b> |
|-------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>EDUCATION</b>        | <i>Application form/CV:</i>                           | <ul style="list-style-type: none"> <li>• 2nd class honours degree or equivalent in a biological science which is acceptable by Institute of Biomedical Science (IBMS)/ Health Professions Council (HPC) for Registration.</li> <li>• HCPC Registration.</li> <li>• Hold the IBMS Specialist Diploma or equivalent in relevant discipline</li> <li>• or 24 months proven experience post Registration in the relevant discipline.</li> </ul> |                  |
| <b>SKILLS/ABILITIES</b> | <i>Application form/CV:<br/>Assessment/Interview:</i> | <ul style="list-style-type: none"> <li>• Practical analytical skills associated with</li> </ul>                                                                                                                                                                                                                                                                                                                                             |                  |

|                             |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                    |
|-----------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                             |                                                       | diagnostic laboratory work. <ul style="list-style-type: none"> <li>• Timely accurate working. Methodical.</li> <li>• Well organised. Precise.</li> <li>• Numerate Competence in PC word processing, spreadsheet and database software.</li> <li>• Reliable and trustworthy</li> <li>• Quick to learn and comprehend.</li> <li>• Able to work as team member.</li> <li>• Self-motivation</li> <li>• Ability to show flexibility by performing multiple tasks</li> <li>• Ability to work under pressure</li> </ul> |                                                                                                    |
| <b>EXPERIENCE</b>           | <i>Application form/CV:<br/>Assessment/Interview:</i> | <ul style="list-style-type: none"> <li>• A good working knowledge of specialist subject in relevant discipline</li> <li>• Evidence of continuing professional development.</li> <li>• Use of Pathology computer systems</li> </ul>                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>• Previous experience in a large busy laboratory</li> </ul> |
| <b>COMMUNICATION SKILLS</b> | <i>Application form/CV:<br/>Assessment/Interview:</i> | <ul style="list-style-type: none"> <li>• Good verbal and written communication</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                    |

|                           |                              |                                                                              |  |
|---------------------------|------------------------------|------------------------------------------------------------------------------|--|
|                           |                              | and presentation skills                                                      |  |
|                           |                              |                                                                              |  |
| <b>PHYSICAL QUALITIES</b> | <i>Assessment:</i>           | Such as to meet the requirements of the role with any reasonable adjustments |  |
| <b>VALUES</b>             | <i>Assessment/Interview:</i> | Demonstrable ability to meet Trust values                                    |  |