



**University
Hospitals Sussex**
NHS Foundation Trust

Job Description and Person Specification

Job Description

Job Title	Pathology Environment, Health and Safety (EHS) Lead
Band	8a
Hours	37.5
Department	Pathology
Division	Clinical Support Services
Location / Hospital Site	Cross-site – UHSussex Pathology sites
Responsible to	Head of Pathology
Accountable to	Head of Pathology
DBS Level	N/A
DBS Barring	N/A
DBS Workforce	N/A

Role Summary

The Pathology Department at UHSussex provides a 24/7 clinical diagnostic service to both acute and primary care providers throughout Brighton and Sussex including the host Trust, and other NHS and private healthcare providers.

The post-holder will be the professional lead for health, safety, bio-security, and environment management across all laboratory sites within UHSussex Pathology providing management, specialist knowledge, and scientific/technical expertise on all health, safety and environment matters to ensure the safe delivery of the clinical diagnostic service.

The post-holder will be responsible for the integration and delivery of a comprehensive and coordinated health and safety management system across all UHSussex Pathology sites. This will include facilitating the delivery of specialist training and systematic audit/inspection programmes across multiple sites for all staff grades.

The post-holder will maintain high professional standards, professional knowledge and competency, undertaking personal continuing professional development, and assisting with the training and development of other staff

They would be primarily based at a single 'home' site but would be expected to travel to attend the other UHSussex Pathology sites e.g. meetings, inspections, etc. as the duties of the role require. They may occasionally be asked to deputise for the Head of Pathology.

Key Working Relationships

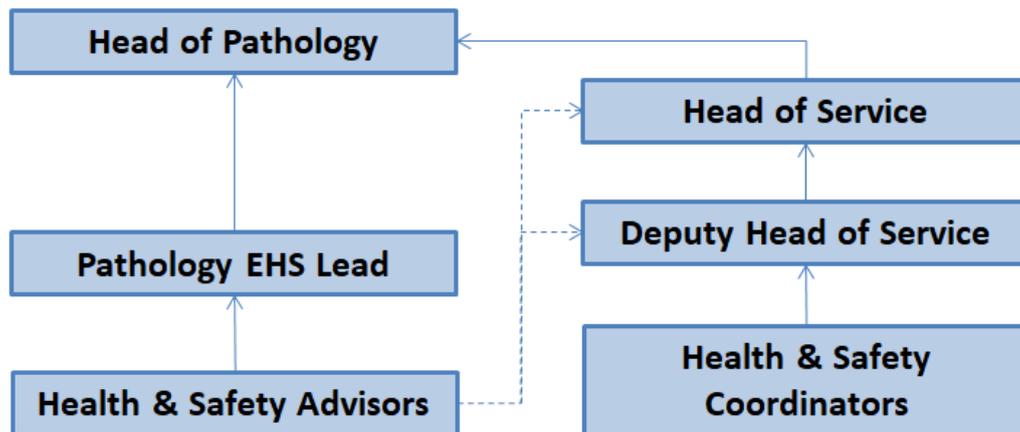
In conjunction with the Head of Service or their deputy and other senior staff, to maintain the safe delivery of laboratory services in line with Directorate and Trust.

The post holder's key relationships will be with:

- Internal:
1. Head of Pathology
 2. Pathology Heads of Service / Deputies
 3. Pathology H&S Co-ordinators / Advisors
 4. Pathology Quality Manager / Deputy and Quality Officers
 5. UHSussex Head of Risk Management
 6. UHSussex Security Manager
 7. UHSussex Waste Manager
 8. UHSussex F&E Engineering Managers
 9. UHSussex Fire Safety Manager & Advisors

- External:
1. Health and Safety Executive (HSE)
 2. South East Counter Terrorism Unit (SECTU)
 3. Trust appointed Dangerous Goods Safety Advisor (DGSA)

Structure Chart



Main Duties and Responsibilities

Communication

- Provides regular briefings/presentations to the Pathology Executive Team and other senior management including:
 - i. providing highly complex technical advice and guidance
 - ii. using highly developed specialist knowledge and experience in order to bring about organisational change or overcome barriers

to understanding – including situations where providing highly complex or contentious information may be required.

- Convenes and leads multi-department meetings on health and safety, bio-security and environment management and participates in local service briefings
- Uses developed persuasive, motivational, negotiation and training skills to ensure:
 - i. safe delivery of UHSussex Pathology diagnostic service
 - ii. agreement and co-operation of senior management
 - iii. development of a positive health and safety culture
 - iv. engagement of all staff grades within UHSussex Pathology
- Develops an appropriate communication forum for the dissemination of health and safety information and reports to staff and other key personnel.
- Handles verbal concerns and complaints from staff members, the public and visitors relating to health, safety and environmental management with sensitivity.
- Assists the Head of Pathology, local service managers and key Trust personnel in the handling of formal written complaints relating to health, safety and environment management.
- Uses highly developed communication skills to impart complex and sensitive information to staff that may be highly critical or contentious whilst ensuring compliance with professional codes of conduct and confidentiality e.g. outcomes of HSE inspections, accident investigations etc.
- Develops and maintains strong and effective working relationships with key Trust personnel including the Risk Management department, Estates managers, Security managers, staff groups and Trade Union safety representatives
- Develops and maintains strong and effective working relationships with key external organisations including the Health and Safety Executive (HSE), Environment Agency (EA) and the South East Counter Terrorism Unit (SECTU)

Service Delivery and Improvement

Management

- Contributes to the short, medium and long-term strategic planning in all health and safety matters across UHSussex Pathology
- Critically reviews, prepares, implements, maintains, and monitors compliance with all pan-Pathology Standard Operating Procedures
- Acts as an approver and authoriser on all local health, safety and environment management documentation prepared within UHSussex Pathology.
- Acts with the delegated authority of the Head of Pathology in matters of health and safety including suspending or stopping any activity deemed unsafe by the post-holder

- Ensure that the safe management and maintenance of expensive and complex analytical equipment and facilities (>£30k) is carried out.
- Liaising with local managers/H&S co-ordinators to ensure that all equipment is protected by an appropriate level of maintenance cover, is maintained and serviced as necessary, ensuring continuity of service and the protection of staff and visitors.
- Manages the submission and approval process for all new genetically modified (GM) and Biological Safety work across UHSussex Pathology, including relevant notifications, with relevant regulatory bodies.
- Coordinates the UHSussex Pathology response, and supports the Trust Waste Manager and local service managers, in implementing Trust waste and environmental management policies.
- Represent the views and needs of UHSussex Pathology at the Trust's health and safety forums
- Acts as the designated 'Laboratory Representative' to the Counter-Terrorism Security Advisors (CTSA) and SECTU
- Acts as the 'Biological Safety Officer (BSO)' and 'competent person' for the purposes of fulfilling Pathology's obligations under the relevant statutory duties.

Scientific, Technical and Clinical

- Providing highly complex technical advice and guidance to Heads of Service and local H&S co-ordinators / advisors.
- Uses highly specialised knowledge to perform specialist risk assessments to identify unique hazards within laboratory environments
- Uses highly specialised knowledge and experience to propose suitable control measures where hazards have been identified
- Maintains scientific knowledge and skill sets to keep up-to-date with latest scientific/medical developments, emerging technologies, research and other national/international issues which may have an impact on the laboratory e.g. epidemics/pandemics, emerging events such as Ebola/VHF outbreaks etc.
- Investigation of anomalies and planning/overseeing of appropriate remedial action, reporting appropriately as required e.g. DATIX
- Investigating and analysing incident reports to identify trends and recurring issues

Policy and Service Development

- To develop and implement plans, processes and internal policies to ensure that UHSussex Pathology conforms to the requirements of relevant legislation and local/national guidance

- Responsible for interpreting, proposing and drafting changes to policies and guidelines which impact the service.
- Maintains a good knowledge of emerging policies from government departments and external bodies which may impact the service including:
 - i. changes to or new legislation / statutory requirements
 - ii. changes to either Trusts policies
 - iii. quality standards / ISO
- Contribute to strategic and contingency planning for the service, which may have an impact on other areas
- Is aware of national guidance on best practice and assists in building these into the strategic plan for the service.

Administrative

- Convenes and chairs the UHSussex Pathology H&S Group meetings. Prepares the agenda and ensures minutes are taken and circulated appropriately
- Facilitates and co-ordinates the delivery of specialist training sessions across multiple sites.
- Represent the views and needs of UHSussex Pathology at the Trust's health and safety forums
- Acts as the designated 'Laboratory Representative' to the Counter-Terrorism Security Advisors (CTSA) and SECTU
- Acts as the 'Biological Safety Officer (BSO)' and 'competent person' for the purposes of fulfilling Pathology's obligations under the relevant statutory duties.

Training and Education

- Manages and co-ordinates an integrated comprehensive health and safety training programme for UHSussex Pathology staff across multiple sites and departments including:
 - i. ensuring that local induction and competency programmes meet sufficient standards to ensure good laboratory practice
 - ii. identifying specialist education and training requirement (see below)
 - iii. facilitating and participating in scientific and technical training of staff that requires highly specialist knowledge and developed skills.
- Proactively identifies specialist education and training requirements for all staff grades and key personnel e.g. H&S co-ordinators and addresses any

developmental needs as required in order to ensure best practice is maintained within the highest professional standards.

Audit and Research

- Manages and co-ordinates a comprehensive programme of systematic health and safety inspections, audits and incident/accident investigations across multiple sites and departments.
- Co-ordinates and facilitates the auditing and inspection of all laboratory sites by external organisations in matters of health, safety and bio-security e.g. HSE, EA and SECTU.
- Liaises with Designated Individual (DI) and senior management on matters of health and safety identified during inspections by the Human Tissue Authority (HTA) and the Medicines & Healthcare Products Regulatory Agency (MHRA).
- Assists and advises in the management of trials, procedures and developments e.g. research projects, equipment trials and assay evaluations.
- Assists in defining research projects ensuring that projects comply with health and safety management system requirements.

People Management and Development

- Responsible for the integration and delivery of a combined and coordinated health and safety management system across UHSussex Pathology
- Demonstrate a positive professional attitude to the work of the laboratory and other members of the laboratory team
- Responsible for the integration and management of a health and safety training programme across UHSussex Pathology
- To support, motivate and develop staff within a team and encourage a positive health and safety culture and provide leadership and best practice

Patient Care Delivery

- Support the safe delivery of the clinical diagnostic service and provision of safe clinical environment for patients attending clinics/services run by Pathology

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities. Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective. All staff have a duty to report any behaviours which contravene this to their managers.

Workplace and Environmental Factors

<p>Physical</p>	<p>Capable of spending long periods at a computer workstation on a frequent basis.</p> <p>Possesses sufficient stamina to be able to present information / carry out inspections over extended periods of time.</p>
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Emotional	<p>Capable of tolerating occasional exposure to distressing or emotional situations, occasionally highly emotional</p> <p>Able to provide information of a sensitive and emotional nature where there may be barriers to understanding including situations where the information may be contentious or highly critical</p>
Mental	<p>Capable of frequent concentration for prolonged periods (>2hrs) in analysis and/or presentation of highly complex data or specialist technical information.</p> <p>Able to concentrate for extended periods when interrupted on a frequent basis.</p> <p>Capable of multitasking under pressure.</p> <p>Capable of short periods of intense concentration.</p>
Working Conditions	<p>Able to cope with requirement to use Display Screen Equipment (DSE) more or less continuously on most days.</p> <p>Able to cope with occasional exposure to unpleasant working conditions including:</p> <ol style="list-style-type: none"> 1. Indirect exposure and being in the vicinity of unsightly and malodorous samples such as blood, tissues, faeces, vomit etc. 2. Chemical fumes, concentrated acids and other chemical hazards. 3. Spillages of chemicals/clinical samples and biological cultures. <p>Able to cope with background noise from laboratory equipment, extraction and ventilation systems</p> <p>Capable of wearing appropriate protective clothing</p>

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential	Application form (AF) Selection interview (I) Assessment (A)	Desirable	Application form (AF) Selection interview (I) Assessment (A)
Professional Registration	Membership of professional health and safety e.g. IOSH, ISTR, etc. commensurate with role	AF & I	Registered to practice as Biomedical Scientist with Health and Care Professions Council	AF & I
Experience/Qualifications	<p>MSc / MPhil in science-based discipline or equivalent e.g. <i>IBMS Higher Specialist Portfolio</i></p> <p>Formal qualification in Occupational Health and Safety e.g. <i>NEBOSH National General Certificate in Occupational Safety & Health (or equivalent)</i></p> <p>Highly developed specialist knowledge underpinned by theoretical knowledge and extensive practical experience including:</p>	AF & I	<p>NEBOSH Diploma Occupational Safety and Health (or equivalent)</p> <p>Formal qualification in Environment Management</p> <p>Experience working with external stakeholders e.g. <i>HSE, EA etc.</i></p> <p>Knowledge of incident investigation and/or Root Cause analysis</p> <p>Knowledge of accreditation standards for Occupational Health & Safety Management Systems e.g. <i>ISO 45001</i></p>	AF & I

	<p>1. Experience in a clinical or scientific laboratory setting</p> <p>2. Experience in performing a laboratory management role (>5 years)</p> <p>3. Experience in performing a health and safety role (>5 years)</p> <p>4. Evidence of Continuing Professional Development (CPD)</p>		<p>Experience of managing or working in a high-containment laboratory setting</p> <p>Experience in performing a health and safety management role</p>	
<p>Skills</p>	<p>Evidence of having undertaken own development to improve understanding of equalities issues</p> <p>Excellent written and verbal communication skills.</p> <p>Highly developed team building, leadership and motivational abilities.</p> <p>Highly specialist presentation skills.</p> <p>Developed persuasive, motivational, negotiation and training skills.</p>	<p>I</p>	<p>Not applicable</p>	<p>Not applicable</p>



	<p>Able to provide and receive highly complex and sensitive information orally, in writing and electronically.</p> <p>Capable of disseminating highly complex and multi-stranded information which may be conflicting.</p> <p>Able to act as highly specialist advisor to staff and users, applying empathetic and re-assurance skills as situations require.</p> <p>Capable of communicating complex and sensitive information that may be highly critical or contentious including situations where there may be barriers to understanding.</p> <p>Able to communicate highly complex and specialist knowledge in a suitable and targeted way that is clear and understandable to both a specialist and non-specialist audience.</p> <p>Able to demonstrate excellent numeric and analytical skills including analysing data sets and trends, performing post-incident</p>			
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	<p>investigations and systematic audits</p> <p>Ability to make sound political judgements and decisions involving highly complex facts</p> <p>Possesses highly developed problem solving skills and ability to respond to sudden unexpected demands</p> <p>Ability to interpret national and local guidelines</p> <p>Is highly literate and skilled at report writing and producing concise reports, guidance and advice.</p> <p>Ability to analyse complex facts and situations and develop a range of options.</p> <p>Takes decisions on difficult and contentious issues where there may be a number of courses of action.</p> <p>Responsible for the purchase of some specialist physical assets and supplies</p>			
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	<p>Capable of taking responsibility for the installation and maintenance of specialist equipment and physical assets</p> <p>Strategic thinking – ability to anticipate and resolve problems before they arise</p> <p>Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales</p> <p>Excellent organisational skills and prioritising skills.</p> <p>Ability to manage own work programme and to prioritise deadlines</p> <p>Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly</p> <p>Capable of frequent use of computer software to produce reports, spreadsheets and presentations.</p>			
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People Management and Development	<p>Able to manage a comprehensive and co-ordinated H&S system for multiple departments across multiple hospital sites.</p> <p>Able to manage and facilitate a comprehensive and specialist health and safety training programme across multiple departments and sites for large numbers of staff.</p>	<p>AF & I</p>	<p>Not applicable</p>	<p>Not applicable</p>
Specific Requirements	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>	<p>Not applicable</p>
Equality, Diversity, and Inclusion	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>	<p>I</p>		



<p>Freedom to Act</p>	<p>Can formulate multi-departmental policies and strategy.</p> <p>Can create/amend/review standard operating procedures and policies which may in turn be based upon government and national/local policy guidelines that require interpretation.</p> <p>Able to work competently as an autonomous practitioner managing own workload, and as a lone worker for extended periods and in emergency situations.</p> <p>Accountable for own actions and those of subordinates.</p>	<p>AF & I</p>	<p>Not applicable</p>	<p>Not applicable</p>
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