

## JOB DESCRIPTION

**Job Title:** Biomedical Scientist - Cellular Pathology

**Hours:** Bank

**Responsible to:** Laboratory Manager

**Accountable to:** Matron / Chief Executive

### Job Summary:

The post holder is accountable primarily to the Cellular Pathology Laboratory Manager and ultimately to the Chief Executive. The post holder will participate in the day-to-day running of the Cellular Pathology Laboratory in providing a high-quality, responsive and professional service and be able to liaise with all members of staff of different fields and grades in a respectful and professional manner. The post is for bank hours and to provide cover when staff are on leave /sick absence.

### Main duties and responsibilities

- To participate in the day-to-day running of the Histopathology laboratory including specimen reception, embedding, microtomy, non-gynae cytopathology techniques, checking, preparing and filing of slides according to the SOP's.
- To participate in specimen dissection minimum Categories A and some B.
- To participate in the specialist areas performing immunohistochemistry and special staining techniques. (training will be provided if required).
- To participate in supervision and training of junior staff in laboratory procedures.
- Provide support to the senior BMS in CPL.
- To liaise, discuss, and pass on information to BMS and medical staff on matters relating to the provision of an efficient and safe laboratory service.
- To maintain and update the laboratory protocols of the areas for which the post holder is responsible.
- To inform Senior BMS (Histology) of staff performance levels – by way of competency testing when required.
- To liaise with all other hospital staff as required.
- To ensure confidentiality of patient data according to the Data Protection Act 2018 and GDPR.
- To receive and tactfully provide advice and instruction to visitors, staff and patients if required.
- To use the Laboratory Information Management system to enter and extract data in accordance with the UIC IT data and confidentiality policy, GDPR and Data Protection Act 2018.
- To help in maintaining and monitoring all SOPs.
- To undertake any other duties as agreed with pathology manager or Senior BMS commensurate with the grade.
- To provide support and assistance to the consultant staff, and to encourage and help implement new initiatives in collaboration and negotiation with the consultant staff and lead BMS.
- Be flexible to perform multiple tasks.
- Have good hand-eye coordination & manual dexterity.

## General Duties

- Communicates effectively with all members of the team and users of the service, being courteous, respectful and ensuring confidentiality at all times to enable the delivery of high quality patient care. Maintains good professional relations.
- Co-operates with the off duty scheduling so as to provide efficient and safe cover ensuring appropriate skill mix is provided at all times.
- Attends and participates in meetings as required.
- Reads, understands and adheres to all Ulster Independent Clinic policies and procedures.
- Complies with the Ulster Independent Equal Opportunities Policy at all times.
- Attends all mandatory in-service training and lectures.
- Actively participates and contributes to the continuous improvement and future needs of the Department.
- Carries out all duties & responsibilities in accordance with Health & Safety policies and statutory regulations.
- Is responsible for own professional development and maintenance of knowledge and skills according to professional guidelines and maintains own personal development file.
- Participates in annual performance review and maintains own personal development file.
- Adhere to and abide by professional code at all times (as applicable).

***The above is not an exhaustive list of duties and should be regarded as providing guidelines in which the individual works. This job description is subject to review in light of changing circumstances and operational requirements.***

## **General Information**

### **Communications and Relationships**

The post holder must effectively liaise and communicate with all members of the cellular pathology department, and also, when required, to speak with doctors, consultants and occasionally patients, tactfully and positively. Communication will also be required with other staff within the hospital and with GP practices and NHS Trusts.

### **General Information**

The physical demands of the job include constant vigilance for accuracy, safety and confidentiality. Long periods of standing or sitting at a workbench, good audio and visual acuity required. Mobility and manual handling is required in the transporting of slides, blocks, chemicals and some equipment to and from different workstations, offices and stores.

The mental demands of the job require good concentration throughout the repetitive nature of the work, ensuring high levels of accuracy. Interruptions are to be expected throughout the day as new requests or an enquiry comes in, or as a specific task is required. There will be an expectation that any urgent work would be given appropriate priority.

Some aspects of the work include the description of diseases. All of this information is sensitive and confidential and should be treated with professionalism and according to the relevant SOP's

Some aspects of the work involves the handling of formalin-fixed human tissue. All samples should be handled with care in compliance with the Health and Safety protocols and SOP's. The post holder will also be required to handle glass slides and wax blocks that contain the histological tissue (Human tissue).

### **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the with the DP and GDPR Legislation. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the DP and GDPR Legislation.

### **Systems and IT skills requirements**

All staff need to have the essential IT skills in order to use the UIC CPL Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

### **Health & safety**

All staff must comply with all UIC and CPL Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

i) As a Biomedical Scientist you are required to have membership of the HCPC to practice and it is a condition precedent of your work in the Clinic to maintain membership. It is also your responsibility to comply with the relevant body's code of practice.

ii) You are required to advise the UIC if your professional body in any way limits or changes the terms of your registration.

iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your work.

iv) It is a requirement to have current professional indemnity insurance to work in CPL. This can be obtained through the BMS professional body, the Institute of Biomedical Science.

v) You must provide your manager documentary evidence of registration with the HCPC and current professional indemnity before your work commences or, at the latest, on your first day of work. Furthermore throughout your work with the UIC, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body.

### **Risk management**

All UIC workers are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

### **Infection Control**

All UIC staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the UIC.

### **Financial Regulations**

All staff are responsible for the security of the property of the UIC, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Keeping Children & Adults Safe (Safeguarding)**

All staff must be familiar with and adhere to UIC safeguarding protection procedures and guidelines.

### Personal Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications and Training	<p>GCSE at Grades A-C (or equivalent) Maths, English</p> <p>Institute of Biomedical Science (IBMS) accredited BSc (Hons) degree or equivalent approved by the HCPC</p>	<p>Completed IBMS specialist portfolio or logbook or other evidence of specialist knowledge and/or experience</p> <p>MSc or equivalent in appropriate speciality</p>
Professional Membership	<p>State registration as a Biomedical Scientist with the HCPC</p> <p>Member of the IBMS</p>	
Experience	<p>Minimum 2 years' experience in a routine histopathology laboratory to include specimen dissection Categories A and some B.</p> <p>Experience in participating in Quality Management systems in line with UKAS standards.</p> <p>Ability to work under pressure</p> <p>Ability to work without supervision</p> <p>IT literate</p> <p>Experience of using Laboratory Management System</p>	<p>Experience of performing Immunohistochemistry techniques</p> <p>Experience of Non-Gynae Cytological techniques</p> <p>Specimen dissection of Categories A, B and some C.</p>
Knowledge	<p>Methodical, precise, numerate</p> <p>Ability to pick up techniques quickly</p> <p>Knowledge of Health &amp; Safety legislation</p> <p>Knowledge and understanding of COSHH</p> <p>Knowledge of quality assurance</p> <p>Knowledge of UKAS accreditation</p>	

	<p>Knowledge of laboratory audits and risk assessments.</p> <p>Knows the limit of their practice and when to seek advice.</p>	
Other	<p>The post holder will be required to be flexible in their working pattern to meet service needs</p> <p>Current professional indemnity insurance</p> <p>Satisfactory completion of the following checks:</p> <ul style="list-style-type: none"> <li>• References</li> <li>• Health Screening</li> <li>• **Evidence of right to live and work in UK</li> <li>• Qualification checks</li> <li>• Satisfactory *ACCESSNI clearance.</li> </ul> <p>Evidence of continuing professional development</p>	

**Competencies:**

- Teamworking
- Patient Focus
- Effective Communication and Interpersonal skills
- Effective Planning, Organising, Prioritising and Time Management skills

**Information for Applicants**

\*Positions which involve direct patient care are classified as regulated and are subject to Enhanced AccessNI Disclosure with Disclosure and Barring Service (DBS) checks.

Please refer to our website <https://ulsterindependentclinic.com/jobs/> for the following policies in relation to your application:

- Policy on the Recruitment of Ex-Offenders
- Criminal Records Information Policy
- Fair Processing Notice for Candidates and Applicants

- Policy on handling and Storage of Information

\*Applicants can obtain information about AccessNI at the following website address:

<https://www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks>

AccessNI Code of Practice at the following website address:

<https://www.nidirect.gov.uk/publications/accessni-code-practice>

AccessNI Privacy Notice at the following website address:

<https://www.justice-ni.gov.uk/publications/ani-privacy>

\*\* You must have the legal right to work in the UK and in line with its legal obligations Ulster Independent Clinic will carry out Right to Work documentation checks prior to appointment. This will include checking documentation for those with Settled or Pre Settled status under the EU Settlement Scheme. Please note that whilst we welcome all applications regardless of national origin we do not hold a UK Home Office Sponsor Licence and we are therefore unable to sponsor applicants under the new UK Home Office points based immigration process.