JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Senior Biomedical Scientist–Haematology/Transfusion Medicine (BMS 7)
Responsible to: Head of Laboratory Services (BMS 8B)
Department(s): Laboratory Services
Directorate: Acute and Specialist Services
Last Update: 12/09/2019

2. JOB PURPOSE

The post holder has delegated responsibility for all routine administration and daily operational oversight of the haematology and transfusion services.

Responsible for transfusion training, competency and training records,

The post holder will provide MHRA clinical governance for Transfusion Medicine on behalf of NHS Shetland for laboratory services by providing a comprehensive, high quality Transfusion Medicine service for the blood transfusion laboratory. In addition they will oversee the Haematology service for the laboratory.

This will include an analytical, interpretative and clinical advisory service to medical, nursing and healthcare science professionals. They will evaluate and develop investigation systems and set quality standards compliant with MHRA, UKAS & CPA to meet current and future demands. They will participate in teaching, research, clinical trials and clinical audit as required. They will work autonomously within professional guidelines.

A secondary role is as a multi-skilled BMS to a) participate in the laboratory after hours on-call service & b) provide backfill cover for the discipline specific BMS’s.
3. DIMENSIONS (Job Facts and Figures)

The laboratory has a staff establishment of up to six BMS staff and up to three HCSW staff. Professional support is provided by the Laboratory Services Clinical Director, SBTS Aberdeen and nominated clinical consultant pathologists within NHS Grampian.

Total annual workload is in the region of 35,000 samples pa growing at a rate of 2-3% pa. Transfusion Medicine workload is currently ~800 specimens pa. More specialised testing (eg. extended compatibility testing, coagulopathy’s, haemoglobinopathy’s) are sent to Aberdeen Royal Infirmary or to SBTS laboratories as appropriate.

4. ORGANISATIONAL POSITION

Reports directly to the Head of Laboratory Services (BMS 8B).

Will co-ordinate blood transfusion (BT) and haematology (Haem) issues between discipline specific leads in the laboratory and the Head of Laboratory Services (BMS 8B).

Act as the BT/Haem liaison lead between the laboratory and other departments in Gilbert Bain Hospital (eg. Transfusion committee) and NHS Shetland GPs & Health Centres.

Acts as BT/Haem specialist liaison lead between the laboratory and external accreditation agencies – NEQAS, UKAS & MHRA.
5. ROLE OF DEPARTMENT

The Laboratory processes and analyses clinical samples in four main areas (Haematology, Clinical Chemistry, Blood Transfusion, Microbiology) in order to aid diagnosis and care of patients within NHS Shetland, both in the hospital and the community.

The majority of the haematology workload is carried out using automated techniques. The daily workload consists of the standard routine haematological tests (FBC, film examination, INR, D-Dimer, ESR). Iron Studies, B12 and Folate testing is done on-site. The Transfusion medicine workload comprises blood groups, antibody screens and compatibility testing, and the operation and maintenance of the Boards blood banking capability. All techniques are manual and utilise Diamed equipment and reagents.

Blood & blood products are supplied through SNBTS Grampian.

The laboratory also registers, prepares and sends away samples that cannot be analysed in NHS Shetland to regional and supra-regional laboratories and records results of referred tests.

6. KEY RESULT AREAS

As Transfusion medicine/Haem BMS specialist (85% of role)

1. As the Biomedical Scientist (BMS) specialist in transfusion medicine/haematology you will have the sole day-to-day responsibility for providing the laboratory blood transfusion haematology service for NHS Shetland

2. Plan and prioritise your own and other laboratory staff workload according to specific demand and any local protocols.

3. Manage the performance of highly specialised scientific instrumentation including the review of internal quality control and external quality assurance programmes.

4. To provide highly specialised technical service e.g. this will include the setup and calibration of highly complex scientific instrumentation for daily use by other BMSs.


6. Provide specialist laboratory advice to NHS Shetland clinical staff – clinicians nursing & AHP staff.

7. Act as administrative coordinator and laboratory lead for the NHS Shetland transfusion committee.

8. Act as main POC for liaison with MHRA and SNBTS.

9. Provide specialist BMS advice and training to junior and other staff as part of the in-house CPD programme.

10. Responsible for testing and maintenance of specialist and expensive equipment for use of self and others.
11. Stock control and ordering of supplies in accordance with Boards SFI (up to £20K).

12. Will provide and implement improvements to Standard Operating Procedures (SOPs) and policies within BT and the laboratory services in general.

13. Ensure all Quality control procedures are carried out and report any non-compliance to Quality Co-ordinator.

14. Regularly undertake research in own specialist area, equipment testing and evaluation and participates in clinical trials as appropriate.

15. Will have a key role as a member of the Laboratory Management Team in producing the following, as required by UKAS & MHRA:
   - Setting Annual Quality Objectives
   - Programmed Audit Schedule
   - Annual Management review
   - Maintaining procedures for document control
   - Ensure attendance at laboratory management and staff meetings

As a Multi-discipline BMS (15% of role)

1. Participate in the multidisciplinary out-of-hours on-call service including Haematology, Coagulation, Blood Transfusion and Biochemistry.

2. Receipt, register, process and validate all appropriate samples received, report any abnormal results to requesting clinician.

3. Cover areas outside BT when staff on breaks or there is a need due to Annual leave or sickness.

### 7a. EQUIPMENT AND MACHINERY

1. As a senior BMS, operate and have an advanced level of understanding of complex and intricate/complex analytical instruments that require maintenance, calibration, internal & external controls.

2. Maintain logs for training, competency, maintenance, calibration and quality controls for all haematology & BT equipment.

3. Use of everyday office & communication equipment – PCs, fax, email printers etc.

### 7b. SYSTEMS

1. Expert knowledge of LIMS and document control software.

2. Act as one of the System Administrator’s for the LIMS.

3. Local administration of and training of all staff in national blood transfusion systems – Traceline.
8. ASSIGNMENT AND REVIEW OF WORK

The haematology & BT specialist is accountable to the departmental Head of Service but will be delegated a large degree of autonomy in the performance of their duties. The post holder will be expected to anticipate, plan and correct problems without direct supervision/intervention.

The post holder is expected to meet regularly with the Laboratory Services Clinical Director and in addition will be subject to formal appraisal not less than annually.

Band 7 post holders may deputise for the Laboratory Manager when that position is absent.

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<th>9. DECISIONS AND JUDGEMENTS</th>
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As the BMS Specialist –transfusion medicine/haematology the post holder is responsible for:

1. Applying professional standards, policies & procedures to own work.
   2. The post holder is expected to use a high degree of knowledge and skills in order to make accurate decisions on test results prior to validation/authorisation, and to suggest further reflex testing if required.
   3. Answering queries on test results and giving advice on their interpretation.
   4. Providing and receiving complex and/or sensitive information related to patient clinical condition and test results.
   5. Providing information related to sample requirements for specialised testing.
   6. Elevation of non-conformity issues to appropriate level for resolution, eg Risk Management & Clinical Governance related issues.
   7. Initial reporting and investigation of all non-conformances, Datix incidents and complaints.
   8. Defining and championing innovative approaches to service improvement.
   9. In emergency situations communicating between external agencies (e.g. National Blood services Air ambulance) and A&E or theatre to coordinate blood supplies while carrying out laboratory testing at the same time.

As a BMS the post holder is responsible for:

1. Use of clinical judgement in interpretation of test results. Advice to service users must be within limits of level of knowledge, complexity of tests, clinical details & test results.
2. Initial reporting and investigation of all non-conformances, Datix incidents and complaints.
3. The post holder is expected to use a high degree of knowledge and skills in order to make accurate decisions on test results prior to validation/authorisation, and to suggest further reflex testing if required.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Meeting regulatory and other accreditation standards including MHRA and the United Kingdom Accreditation Scheme (UKAS).
- Working within budgetary and time constraints to maintain an effective QMS.
- Making independent decisions about haematology and blood transfusion issues, often in highly complex, contentious and multifaceted environments.
- Working with potentially hazardous and infectious clinical samples using personal protective clothing and equipment.
- Working under pressure to meet immediate clinical needs of patients and users eg. emergency demand for transfusion products, lone worker on-call, out-of hours.

11. COMMUNICATIONS AND RELATIONSHIPS

1. To provide, receive and deal with highly complex information from request forms and telephone calls from Consultants, GPs and ward staff.
2. To provide advice, instruction and explanation of results to colleagues, clinicians, GPs and other healthcare professionals.
3. To write SOPs and ensure that the information is accurate and understood by the users.
4. To provide training and explanation to less experienced staff and groups of medical students and student nurses.
5. To telephone any urgent or abnormal results to requesting clinicians and ward staff.
6. To communicate with service engineers regarding highly complex scientific analysers in order to undertake advanced troubleshooting often via telephone support.
7. To communicate with medical/technical company product specialists and sales representatives to learn about new methods, reagents, instruments and software updates and to evaluate their use in their specialist area.
8. To prepare and present tutorials on laboratory related subjects to colleagues as part of Continual Professional Development.
9. To use tact and persuasive skills when dealing with Medical Staff over contentious issues e.g. non-compliant samples not being analysed.

10. To deal constructively and sensitively with complaints.

11. To know what information is available and keep staff up to date with changes in information to do the job.

12. Actively participate in departmental meetings to decide on laboratory policies.

13. Deal with staff holidays/grievances. Providing support and reassurance caused by bullying, stress, harassment and staff relations.

14. Liaise with other laboratory disciplines where agreement and co-operation is required. This includes Biochemistry, Microbiology, Central Registration and POCT.

15. Contribute and participate in the activities of relevant local and national professional bodies e.g. Institute of Biomedical Science, Health Professional Council and Institute of Healthcare Management.

16. Manages, motivates, co-ordinates and audits staff training to meet appraisal objectives and targets.

17. Ultimately accountable through the Laboratory Manager to the Head of Service.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

1. Requirement to multi-task contiguously between the three blood science departments – Haematology, Transfusion Medicine & Biochemistry.

2. Requirement to work autonomously, while dealing with highly complex, multi-stranded and often contentious issues.

3. Manual handling of stocks and delivery of goods in accordance with Health Board manual handling training.

4. Contact with potentially hazardous or infectious reagents and waste materials.

5. Need for good hand-eye co-ordination.

6. Working intermittently at computer workstations for prolonged periods.

7. Need for attention to detail regarding the labelling of samples and forms, and checking the accuracy of patient details.

8. Participation in weekend and out-of-hours work (Currently 1:4).

9. Intense concentration is required when performing compatibility testing and blood film examination on clinical samples for in excess of eight hours day.

10. A multidisciplinary on-call requirement having already completed a full day shift (Currently 1:4).
11. Requirement to communicate with members of the public, and staff about complex scientific & clinical issues that may be unwelcome or contentious and invoke a degree of resistance and antagonism.

12. Service related issues may be technical, staffing training or requests for advice and support from other health professionals and departments.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Overview of Responsibilities (relating to KSF dimensions)
1. Provides and receives complex sensitive information and communicates with colleagues.
2. Contributes to own and others development.
3. Maintains & develops an environment & culture that improves health, safety & security.
4. Appraise, interpret and apply suggestions, recommendations and directives to improve services.
5. Contributes to quality improvement.
6. Promote people’s equality, diversity and rights.
7. Monitor the processing of data and information
8. Commission & procure laboratory products, equipment & services
9. Co-ordinate, authorise and monitor expenditure
12. Contribute to developing and sustaining capacity & capability

ESSENTIAL

EXPERIENCE
• Substantial post-qualification experience in a blood transfusion department acceptable to MHRA.
• Experience in haematology and peripheral blood film review
• Demonstrable practical experience of UKAS/CPA and MHRA accreditation process
• Substantial experience of laboratory supervision and/or training

QUALIFICATIONS, TRAINING, RESEARCH, PUBLICATIONS
• HCPC Registered.
• MSc degree or equivalent experience suitable for registration as a Fellow of the Institute of Biomedical Sciences (FIBMS).
• Evidence of advanced training, i.e. CPD portfolio.
• Specialist qualifications in haematology and/or blood transfusion
KNOWLEDGE AND SKILLS
• Expert knowledge of routine diagnostic procedures
• Demonstrable ability to produce working documents – eg SOPs
• Able to use and produce Word documents, Spreadsheets and use of databases.

DISPOSITION
• Ability to maintain excellent communication skills in a busy environment, both in person over the telephone, by e-mail and Fax.
• Demonstrable negotiation skills
• Ability to work autonomously and to tight deadlines.

OTHER
• Ability to deal with medical confidential information in the context of the data protection act.
• Must participate in after-hours rota. (Training will be provided)
• Full driving licence or ability to make suitable arrangements to attend promptly for on-call purposes.

DESIRABLE

EXPERIENCE
• Demonstrable experience of some specialist haematology
• Demonstrable experience of specialist blood transfusion - donors, compatibility testing
• Practical experience of working in a multi-disciplinary laboratory.
• Experience of occupational health and safety role/procedures

QUALIFICATIONS, TRAINING, RESEARCH, PUBLICATIONS
• Other computing or management qualifications

KNOWLEDGE AND SKILLS
• Previous experience of Clinisys “Labcentre” laboratory information system
• Previous experience of document control software

DISPOSITION
• Demonstrable leadership skills

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature: [Signature]

Head of Department Signature: [Signature]

Date: [Date]