North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Consultant Clinical Scientist (Genetics)

Grade: 8C

Department: Bristol Genetics Laboratory

Directorate: Core Clinical

Location/Base: Southmead Hospital

Job Summary

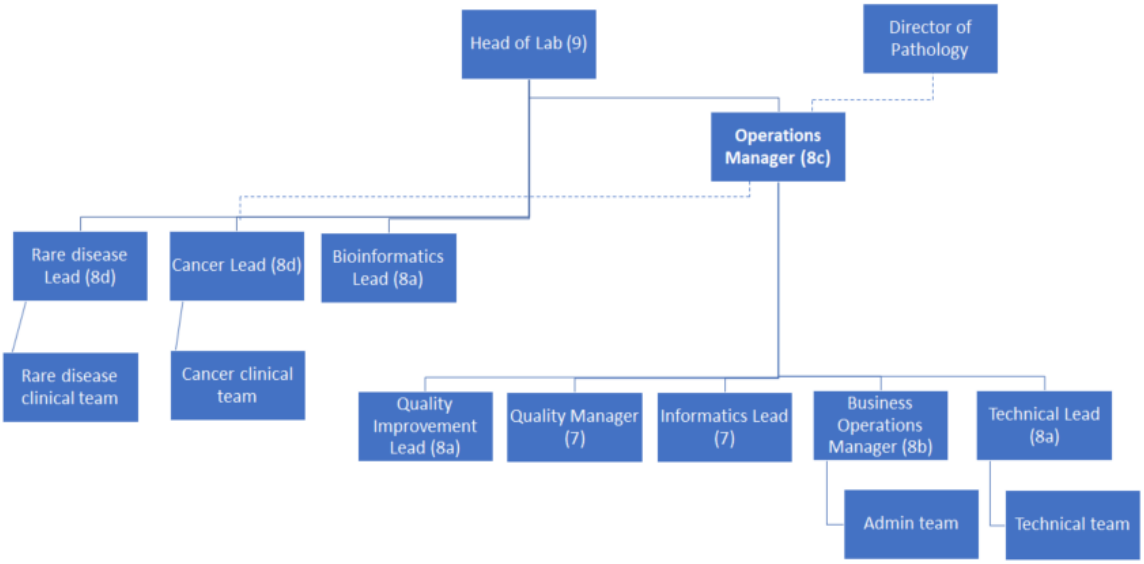
SECTION 2 – JOB SUMMARY

As a Consultant Clinical Scientist acting as an independent practitioner:

- To actively participate in the strategic direction, development and management of a fully integrated laboratory genetics service including service redesign, innovation and translational research, in collaboration with the Head of Department, Cancer Consultant lead, scientific colleagues, clinicians, senior managers and other users of the service
- To deploy all of the competences required of a State Registered Clinical Scientist to diagnose genetic disease
- To be responsible for and provide clinical and scientific leadership in a section of the department, accountable to the Cancer consultant lead and Head of Department for the service provided and the staff therein
- Act in a consultant capacity for all aspects of the work of the Department, providing clinical liaison and a high level of scientific knowledge, skill and expertise to national, local and Trust service users.
- To provide clinical liaison and a very high level of scientific knowledge, skill and expertise across a broad range of investigations
- The post holder will exercise autonomy for his/her own work and that of the division under the overall supervision of the Consultant Lead.
- To deputise for the Head of Department in his/her absence, either individually or jointly with other Consultant Clinical Scientists and heads of section for designated duties, and represent the laboratory as required
- To undertake supervision, training and development of staff in the department under the overall direction of the Head of Department

Organisation Chart/Accountability

SECTION 3 - ORGANISATION CHART/ ACCOUNTABILITY
Responsible to: Head of Department
Accountable to: Cancer Consultant Lead



Knowledge, Training, Experience And Skills Required

- First or second class honours degree in Genetics or other relevant biological subject
- Postgraduate qualification (certificate of competence in clinical cytogenetics/molecular genetics) or relevant PhD qualification or professionally assessed equivalent level of knowledge
- State Registration with the Health Professions Council as a Clinical Scientist (Genetics)
- Fellowship of the Royal College of Pathologists as is also required for Consultant medical posts within pathology (FRCPath is evidence that the post-holder is professionally competent to practice independently at a consultant level)
- Evidence of Continuing Professional Development with RCPath scheme or recognised equivalent at an appropriate level of achievement
- Extensive experience in cancer diagnostic services as a clinical scientist in a diagnostic genetics laboratory
- Extensive specialist knowledge of principles and practice of clinical laboratory genetics such that the post holder can act as an expert within the Trust and for Regional and National Services.
- Extensive experience in a management role including completion of formal training in audit, appraisal, sickness management, capability management, organisational change, resource management and organisation and allocation of workload
- To have either appropriate proven experience of managing a major section of a

department and/or hold a relevant management qualification with appropriate supporting practical experience

- Knowledge of Trust and laboratory policies, national codes of practice and professional guidelines including health and safety
- Experience of CPA/UKAS assessment processes
- To have demonstrable knowledge and experience in research - as evidenced by formal qualifications e.g. PhD, appropriate publications in peer-reviewed journals, involvement in grant applications and experience of presentation of scientific data at national and international meetings
- Participation in clinical trials
- Current knowledge/awareness of new developments/technologies/national services in genetics and their impact on local service provision.
- Current awareness of national policies affecting the NHS and genetic testing

SKILLS REQUIRED

- Highly developed interpersonal and communication skills, both verbal and written
- Excellent organisational and planning skills
- The ability to review the scientific literature critically and to incorporate this information into practice that advances practice for the benefit of patients and other service users
- The ability to assimilate a wide range of normal and abnormal genetics results and advise on interpretation in the light of the clinical presentation of the patient and where necessary the findings from other disciplines (eg haematology, immunology)
- A detailed understanding of the causes and mechanisms of genetic disease
- A detailed understanding of the scientific basis of the analyses performed within the department
- The ability to critically evaluate new methods of analysis
- The ability to plan, review, supervise and undertake scientific research and publish the findings. An understanding of the framework of R&D and its application within the NHS
- The ability to write and implement best practice protocols for use by scientific and technical staff of the department that describe a range of investigations of genetic disorders.
- Ability to concentrate for prolonged periods and to work under pressure
- Excellent laboratory computer literacy
- Highly developed trouble shooting and problem solving skills and the ability to apply these to a broad range of circumstances and the work of others in the department including techniques and specialist equipment.
- High level, specialist interpretative skills including making informed judgements on quality and significance.
- Excellent report writing skills of highly complex test results to a variety of audiences.
- Ability to communicate highly complex and sensitive information e.g. laboratory test results, to a range of stakeholders including users of the service and other health care professionals.
- Ability to provide leadership and professional direction to a team of staff.
- Ability to provide effective training to staff grades working in the section/Department
- Ability to prepare and present highly complex scientific and clinical information at local and national meetings and in the literature. Presenting complex information to large groups
- Possession of IT skills including use of the laboratory computer system, common software packages such as Word, Excel, Access, Powerpoint and a range of specialist applications. Ability to use the Internet to carry out literature searches and obtain other relevant information

Main Duties & Responsibilities Of The Post

As a Consultant Clinical Scientist in an independent practitioner role –

- As part of the Senior management team and in support of the Consultant Lead for Cancer Services
    - As a Consultant Clinical Scientist to deputise for the Consultant Lead for Cancer Services as and when required by him/her or in his/her absence.
    - To provide effective leadership in the delivery of a comprehensive, efficient and effective laboratory genetics service and maintain leadership of a specific section of service.
    - To contribute to the strategic planning for the future provision of the genetics service in keeping with the needs of the Trust, health commissioners and patient needs.
    - To contribute to the development of the service on an ongoing basis by the evaluation and introduction of appropriate new technologies.

- To provide a consultant clinical advisory service to hospital and primary care clinicians, nursing staff and other health professionals. This will include guidance on the selection of tests, the interpretation of results, the selection of further tests, in order to aid the diagnosis and treatment of patients, and within the competencies of the individual, provide guidance on treatment.

- To participate in a clinical authorisation rota with responsibility for the final interpretation of results leaving the laboratory. This will include generation of additional tests and provision of interpretative comments as appropriate.

- To participate in the provision of an out-of-hours consultant clinical advice service for all users of North Bristol NHS Trust's laboratory genetics service.

As Head of Section

- To be responsible for the direction and application of the Section, its financial, managerial and administrative policies and to develop, deliver and maintain and appropriate, effective and high quality scientific service to achieve optimal use of resources.

- To be responsible for the quality of the work performed by the section, and its adherence to Departmental and Directorate Quality Standards as well as those required for accreditation under UKAS ISO 15189 (2012)).

- To develop interpretative, reporting and follow-up strategies in conjunction with senior staff of the section

- To provide teaching and professional development to Clinical Scientists and other staff

- To be responsible (including appraisal) for all staff/trainees working within the Section

- To direct the scientific work of the section. This includes the validation of the scientific basis for the introduction of new tests and subsequent implementation.

- To prepare business cases for any new equipment within the section and take responsibility for its evaluation, purchase and introduction.

- To collaborate in research with other Departments where specialist input is required. Foster and support research initiatives and collaborate in joint research programmes.

- To offer expert scientific advice and assistance to Clinicians, General Practitioners, fellow Clinical Scientists, and other healthcare professionals on the services offered by the Specialist section e.g advising on submission of specimens, selection of appropriate procedures.
    - To determine, in conjunction with the Consultant Cancer Lead, the organisation of the working practices and staff within the team
    - To ensure the accuracy and timeliness of all results leaving the section.
    - To co-ordinate the workload of the section and collaborate with other Consultant Scientists and heads of sections to ensure that the workload of the laboratory is efficiently and fairly allocated. This includes monitoring the workload of staff in the section and responding to events to ensure that a high quality service is maintained within professional guidelines.
    - To lead a team, working with others to establish team objectives, review workloads, throughput, work rate, staff absence, training and development.
    - To participate in the recruitment and selection of staff
    - To participate in the appointment panels for Departmental staff as required by the Head of Department
    - To participate in service redesign and organisational change
    - To undertake other appropriate duties as delegated by the Head of Department.

Clinical and Scientific

- To provide a very high level of personal scientific skill and expertise in the processing and interpretation of the full range of routine and specialised investigations and procedures relevant to Cancer genomics

- To discuss highly complex results of tests and issue appropriate clinical advice to referring clinicians

- To prepare, authorise and issue appropriate clinical reports including those of a highly complex nature.

- To provide a very high level of expertise in the processing of patient samples and the specialist interpretation of highly complex test results

- To ensure the accuracy and timeliness of all patient results and to develop and improve multi-disciplinary testing pathways to support this.

- To manage the quality and efficiency of the scientific and technical work of the staff of the section to ensure that appropriate procedures for receipt, processing, analysis and interpretation and reporting of findings are employed.

- To attend multidisciplinary meetings with clinicians and pathologists to discuss clinical issues and to provide a very high level of clinical advice regarding the results of highly complex testing, how they fit within the context of a multi-disciplinary diagnosis and advise on the appropriateness of additional/alternate investigations

- Work with key stakeholders within multi-disciplinary teams to develop and improve diagnostic pathways

- Work with multi-disciplinary teams to embed the results/outputs of genomic approaches to medicine into clinical care pathways

Clinical Governance

- To provide a range of clinical services within the designated division ensuring that the services meets established high quality demands for safety and patient care.

- To ensure achievement of and adherence to the standards required of a UKAS (UK Accreditation Service)) accredited laboratory under the direction of the Head of Department.

- To participate in the development and maintenance of a robust quality management system (QMS) to assure high quality service delivery and to meet accreditation requirements

- To actively participate in the preparation of the department for UKAS accreditation. This will include setting and delivery of objectives in conjunction with the Head of Department and the quality lead.

- To participate in the organisation and monitoring of internal and external quality control procedures. This includes clinical audit, incident investigation and reporting, and participation in the relevant UKNEQAS, CEQAS, UN NEQAS LI, EMQN and EuroMRD schemes, discussing and taking action upon outcomes in conjunction with other staff and reporting to the Head of Department.

- To ensure that all members of staff based in the division abide by all statutory requirements, codes of practice, safety regulations and operational policies of the department and to be aware of these measures as applied to other sections

- To ensure a functioning risk management, risk reporting and resolution strategy within the division which includes health and safety, quality management, training, recruitment, internal quality control, patient and laboratory records, reporting to the Head of Department.

Education And Training

- To contribute to teaching or training of other health care professionals and students.
- To liaise with others as appropriate in the organisation, delivery and supervision of teaching and training of the scientific and technical staff of the section and laboratory.
- To ensure the organisation and delivery of induction and training programmes for staff new to the section.
- To participate in and undertake staff appraisal and performance reviews of staff within the section
- To be responsible for maintaining own competency to practice through participation in the RCPath CPD scheme, maintaining a portfolio that reflects personal development and ensures scientific and managerial knowledge is updated in order to improve the service for its users

- To evaluate, advise and disseminate information and education resources as appropriate.

Research and Development

- To promote the R&D profile of the Department both within and outside the Trust.
- To be the initial point of contact with the Trust Research and Development department and researchers and other organisations outside the department (as appropriate) for all research and development that involves the department.
- To take responsibility for fulfilling Research Governance requirements, including
- obtaining funding for, and initiation of, research projects
- ensuring that all research has ethics approval and is reported to the R&D Committee
- ensuring that all research within the department is published appropriately.
- To supervise research projects or to assign appropriate supervisors for such projects and ensure that all R&D within the department IS appropriately supervised
- To publish the results of own research as appropriate.
- To take responsibility for clinical trials involving the Department
- Making recommendations on clinical protocols, local policy and implementation of these
- Initiate the development including the evaluation and introduction of new technologies; develops and introduces new ways of working; contributes to academic research; leads R&D activities
- Participates in the delivery of clinical trials and identify opportunity to broaden the departmental clinical trial portfolio through collaboration with clinical, academic and industry partners

Policy

- Lead the formulation of policies, protocols, standard operating procedures and codes of practice for the division
- To maintain awareness of, and disseminate to others, Trust and departmental Health & Safety policies and procedures.
- To manage the appropriate usage of the Trust policy and procedures
- To ensure that all local and national policies, codes of practice, and statutory regulations pertaining to the section are implemented, advising and assisting senior management as required.

Other

- The post holder will provide Clinical Scientist out of hours support as deemed necessary including working over 7 days of the week.
- This job description will be reviewed as part of staff appraisal
- The post holder may be required to assume responsibility for any other laboratory section or areas of service as required during the absence of senior staff as directed by the Head of Department
- This job description is an outline of the current position and may be amended in detail or emphasis in light of future requirements for the service. All amendments and changes to the job description will be agreed with the post holder.

Working Conditions / Effort

- The postholder is based in both laboratory and office areas requiring frequent movement between geographically separate sections
- The post holder is often expected to travel offsite to regional and national managerial and scientific meetings as is appropriate in the operation of a regional and national service.
- Day to day management and organisation of the laboratory and management of section and departmental staff, including potential issues of conflict arising from supervisory and disciplinary duties.
- Constantly managing and maintaining an appropriate and high quality genetics service, which is liable to unpredictable work patterns due to its urgent nature and requires lengthy periods of intense concentration.
- Meeting and maintaining reporting Service Level Agreements for urgent and routine samples.
- Pressure of operating day to day as an independent practitioner with a requirement for problem solving, clinical advice and decision making within professional and departmental guidelines.
- Stress of communication arising from front-line clinical liaison, telephone enquiries, multi-disciplinary meetings and case discussions, including the identification, interpretation and communication of sensitive and distressing results – e.g. diagnostic, prognostic or predictive tests for terminal diseases and prenatal diagnosis of foetal abnormality.
- Pressure of external communication /presentation of results/data amongst peer groups and clinical teams at National and International meetings
- Responsibilities for keeping a wide range of techniques optimised and working on a daily basis in the context of a constant high workload and meeting reporting time targets, often requiring highly advanced technical skills in technically demanding procedures. Including meeting urgent reporting time deadlines for prenatal samples.
- Responsibilities for providing/organising cover in absence of other staff/Section Heads.

- Pressure of developing up to date and appropriate new services supported by research study in a rapidly developing field

- Pressure of maintaining high quality and training of departmental staff meeting National standards in an environment of limited resource.

- Health and Safety conditions arising from the working environment :Occasional exposure to blood and other body fluids/tissues including potentially infective and known high risk material, ionising radiation, hazardous chemicals, genetically manipulated micro-organisms, ultra violet light and equipment that can expose the worker to high or very low temperatures

- Requirement to wear personal protective equipment e.g. gloves, goggles etc. as supplied.

- Daily extended VDU usage

- Postholder will be required to participate in the flexible working arrangements of the Department and unpredictable urgent work patterns and may be required to work alone or out of hours sometimes at short notice.
- Concentration for long periods at technically demanding procedures.

Improving the patient experience through your work

Patients are the most important people in the health service and are at the centre of what we do. Patients and carers are the 'experts' in how they feel and what it is like to live with or care for someone with a particular illness or condition. The patients' experience of our services should guide the way we deliver services and influence how we engage with patients every day in our work.

All staff should communicate effectively in their day to day practice with patients and should support and enable patients/carers to make choices, changes and influence the way their treatment or care is provided. All staff, managers and Board members should work to promote effective patient, carer and public involvement in all elements of their work

We have a duty to involve, engage and consult with patients, carers and families about plans for health facilities and the provision of our services. North Bristol NHS Trust wholeheartedly embraces the principles of patient partnership and has made clear its commitment to involve patients in key aspects of its work, which will be further strengthened through becoming a Foundation Trust.

Infection control

Compliance with all infection control policies and procedures will form an integral part of the practice of all staff working in a clinical environment. Each staff member will be responsible for familiarising themselves with the Infection Control Manual in the clinical areas and on the

Trust's Intranet site. Staff must keep up to date with new policies and subsequent implementation in practice.

Staff must seek support and advice from Infection Control in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance provided in the Policies is not applicable.

All staff must contact the Occupational Health Dept if they are suffering from any form of infection which may put patients and other staff at risk.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying

Health and Safety/Security

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Commitment to health and safety, no smoking, equal opportunities and harassment and bullying (cont.)

No-Smoking Policy

As an NHS employer, the Trust has a duty to its staff and patients to protect them from the health hazard that smoking represents. Consequently, in line with the public health white paper, *Choosing Health*, the current policy will be that smoking will not be permitted anywhere on Trust property including all buildings, grounds and within leased/owned vehicles of the Trust. This applies to all staff, patients and visitors of the Trust. Failure by staff to comply with this requirement may result
in recourse to the disciplinary procedure. Employees also have a responsibility to remind members of the public, visitors and other staff to refrain from smoking on Trust premises and to inform the appropriate manager if they witness repeat non-compliance.

Equal Opportunities

North Bristol NHS Trust has given its full commitment to the adoption and promotion of the key principles of equal opportunities contained within current legislation and the Trust's Equal Opportunities Policy.

All staff hold personal responsibility for the application of this policy on a day-to-day basis and should not undertake any acts of discriminatory practice during the course of their employment. Similarly all staff have a responsibility to highlight any potentially discriminatory practice to their line manager, human resources department or trade union/professional associations.

Copies of the Equal Opportunities Policy are available in the Personnel Policies and Procedures file in every department and on the intranet.

Harassment and Bullying

We believe that all people, whether staff, patients or visitors, are entitled to an environment in which the dignity of the individual is respected.

We are also firmly committed to promoting an organisational culture which values diversity and equality of opportunity and to preventing discrimination in all aspects of its employment practices and services. We regard harassment and bullying as totally unacceptable forms of behaviour that will not be tolerated or condoned.

Confidentiality and freedom of information

Information relating to patients' records, diagnosis and/or treatment of patients, staff records, or information concerning contracts, tenders and other commercially sensitive matters etc. are considered to be **confidential** and must not be divulged without prior authority other than in accordance with the provisions of the Trust's Policy on raising concerns about Health Care Services as may be amended from time to time. Breaches of confidentiality will result in disciplinary action, and may result in dismissal. Managers are also required as a condition of this Contract to represent the views of the Trust in any dealing they may have with Trust employees, their representatives, the media, general public or other organisations in which he/she may come into contact.

However, as a public body, the Trust has a requirement to publish particular information.

Therefore, in addition to the above confidentiality requirements you must also comply with all aspects of the law concerned with information handling. For this purpose, the relevant legislation is the Freedom of Information Act 2000. This Act places a legal duty on all staff to comply with the rights of the public to access information. Any altering, destroying or concealing of information held by the Trust with the intention of preventing the legitimate disclosure of all or part of that information will result in disciplinary action, and may result in dismissal.

Safeguarding

North Bristol Trust are committed to safeguarding and promoting the welfare of children, young people and adults and to protecting them from all risks of harm. The organisation expects all staff to work to national and local children and adult safeguarding policies and procedures. The trust expects all staff and volunteers to be dementia aware and to support the care of people with dementia. All staff are expected to share this commitment and meet the competencies relevant to their role.

Job Description Agreement

Completed by……..…

Authorised by……..…
Date……

This job description is a guide to the duties you will be expected to perform immediately on your appointment. It is not an exhaustive list, and such duties may well be altered from time to time to meet changes in the Trust's requirements. Any such changes will be commensurate with the grade of the post and will be discussed with the postholder prior to the changes being made