

North Bristol NHS Trust

Exceptional healthcare, personally delivered

Job Description

Job Details

Job Title: Team Leader, Principal Clinical Scientist

Post holder:

Grade: 8A

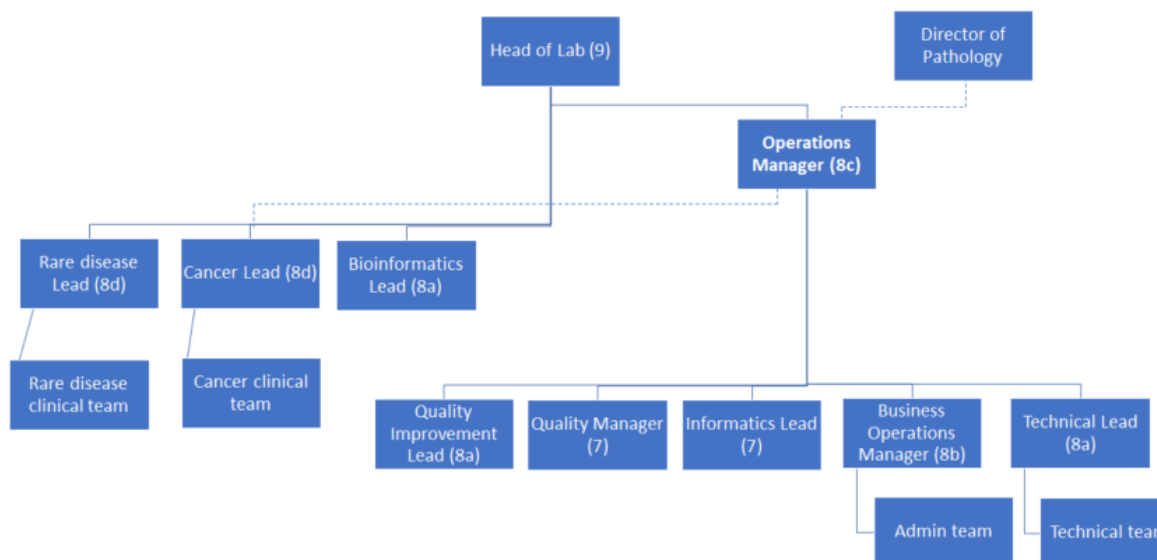
Directorate: Core Clinical Services

Location/Base: Genetics, Pathology Sciences, Southmead Hospital

Job Summary

- To contribute to the development of the department including service redesign, innovation and translational research, in conjunction with other clinical and scientific colleagues under the overall direction of the Head of Department.
- To employ all of the competences required of a State Registered Clinical Scientist to diagnose genetic disease
- To be the scientific and managerial head of a section or sub-section of the laboratory, accountable to the Head of Department for the service provided and the staff therein
- To provide clinical liaison and a high level of scientific knowledge, skill and expertise across a broad range of investigations
- The post holder will exercise considerable autonomy for his/her own work and that of the section under the overall supervision of the Head/Deputy Head of Department

Organisation Chart/Accountability



Accountable to the 8B/8D service lead in the relevant clinical team.

Knowledge, Training, Experience And Skills Required

- HCPC Registered Clinical Scientist (genetics/cytogenetics/molecular genetics)
- 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 assessed equivalent training and experience
- Fellowship of the Royal College of Pathologists (FRCPath) (minimum part 1) or recognised equivalent qualification
- Evidence of Continuing Professional Development with RCPATH scheme or recognised equivalent.
- Significant experience as a clinical scientist in a genetics laboratory
- Extensive specialist knowledge of principles of clinical laboratory genetics
- Experience in a management role including training and supervision, appraisal, sickness management, resource management and organisation and allocation of workload
- Recognised management qualification or completion of relevant management courses (recruitment and selection, appraisal etc)
- Knowledge of Trust and laboratory policies, national codes of practice and professional guidelines including health and safety
- Experience of UKAS assessment processes
- A good record of research and development experience as appropriate to the service including involvement in grant applications and experience of presentation of scientific data at national and international meetings and in peer-reviewed journals
- Up to date knowledge/awareness of new developments/technologies/national services in genetics and their impact on local service provision.
- Up to date 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
- Ability to critically analyse and interpret scientific data
- Ability to concentrate and to work under pressure
- Good computer literacy
- Highly developed trouble shooting and problem solving skills to apply to his/her work 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.
- Good report writing skills of complex test results.
- Ability to communicate complex and sensitive information e.g. laboratory test results, to users of the service and other health care professionals.
- Good personal (and team) organisational skills.
- 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 critically appraise scientific literature and other complex information and use this to devise appropriate research and development experimental protocols to meet the aims of service development
- Ability to prepare and present complex scientific and clinical information at local and national meetings and in the literature.
- Ability to produce and develop policies and procedures within the Department.
- To understand, communicate and implement appropriate aspects relating to the quality of service in theory and practice. To understand and apply the principles of Clinical Governance, audit and internal and external quality control in the laboratory according to Best Practice Guidelines.

Main Duties & Responsibilities Of The Post

Leadership and Management

- To take responsibility for the running of a section or sub-section of the laboratory
- To develop and improve existing services by continual review of quality, productivity and efficiency
- To actively participate in business and operational planning of the service within the framework of directorate and departmental objectives, including service redesign.
- To ensure the accuracy and timeliness of all results leaving the section.
- To co-ordinate the workload of the section and collaborate with other 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.
- Working with others, to establish team objectives and review workloads, throughput, work rate, staff absence, training and development.
- To participate in the recruitment and selection of staff
- To undertake other appropriate duties as delegated by the Head of Department.

Clinical

- To provide a 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 the section
- 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 high level of expertise in the processing of patient samples and the specialist interpretation of complex test results
- To ensure the accuracy and timeliness of all patient results.
- 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 maintain continued professional development to an adequate level.
- To attend multidisciplinary meetings with clinicians and pathologists to discuss clinical issues.

Clinical Governance

- To provide a clinical service within the designated section ensuring that the service meets established high quality demands for safety and patient care.
- To ensure achievement of and adherence to the standards required of a UKAS ISO 15189 (2012) accredited laboratory under the direction of the Head of Department.
- 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, EQMN and EuroMRD schemes, discussing and taking action upon outcomes in conjunction with other staff and reporting to the Head of Department.
- To ensure a functioning risk management and risk reporting strategy within the section 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

- Making recommendations on clinical protocols, local policy and implementation of these
- Evaluation of published developments and innovations.
- undertake development including the evaluation and introduction of new technologies and/or new ways of working relevant to the section; contributes to academic research.
- Supervise staff undertaking R&D activities

Policy

- Assist and contribute to the formulation of policies, protocols, standard operating procedures and codes of practice for the service

- To maintain awareness of, and disseminate to others, Trust and departmental Health & Safety policies and procedures.
- To manage internal grievance and disciplinary incidents/situations in accordance with 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
- This job description will be reviewed as part of staff appraisal
- The post holder may be required to assume responsibility for other laboratory sections or areas of service within area of expertise 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 occasionally 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 quality genetics service, which is liable to unpredictable work patterns due to its urgent nature and requires lengthy periods of intense concentration.
- Meeting reporting time targets 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 and case discussions, including the identification, interpretation and communication of sensitive and distressing results – e.g .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 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 including weekends and bank holidays and may be required to work alone or out of hours sometimes at short notice.
 - Concentration for long periods at technically demanding procedures

NBTCARES



NBT Cares. It's a very simple statement; one which epitomises how everybody across our organisation goes the extra mile to ensure our patients get the best possible care.

NBT Cares is also an acronym, standing for caring, ambitious, respectful and supportive – our organisational values.

And our NBT Cares values are underpinned by our positive behaviours framework – a framework that provides clear guidance on how colleagues can work with one another in a constructive and supportive way.

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.

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 LINK 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