

## SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

### JOB DESCRIPTION

#### 1. JOB IDENTIFICATION

Job Title: Healthcare Scientist

Department: Sheffield Diagnostic Genetics Service

Responsible to: Lead Scientist

Accountable to: Director, SDGS

Band: 7

#### 2. JOB PURPOSE

To manage a substantial workload, a large service or group of services on a rotational basis. To supervise staff within the group on a day-to-day basis. To be responsible for a role within the department such as management of an aspect of CPA, quality management, Sendaways or EQA for examples.

#### 3. MAIN DUTIES/RESPONSIBILITIES

##### Background

The workload in the Laboratory is divided into 2 clinical sections, and Laboratory Services which includes research and development. Each section covers a range of diseases and requires a full and detailed clinical, scientific and technical knowledge at a level where advice can be given to clinicians as to the interpretation of the result and its significance regarding clinical management. The sections are continually evolving and thus require continual evaluation, audit and development.

##### Clinical and Professional

- To supervise and manage in all aspects and take responsibility for a service or defined group of services provided by the laboratory including all clinical and developmental aspects, liaison with clinicians and reporting.
- Develop and implement policies for own area of responsibility and participate in the development of policies that impact outside own services.
- To demonstrate and apply a thorough understanding of the scientific and technical principles involved in the delivery of the service including troubleshooting of assays and techniques both existing and in development.
- To oversee and deliver where required a variety of highly specialised techniques such as karyotyping, microarrays, FISH analysis, fluorescent sequencing, fluorescent fragment analysis, MLPA, various types of PCR, southern blotting requiring the personal use of

highly complex, costly equipment (>£30K).

- To correctly interpret and report the results of tests including those carried out by other members of staff. This can include complex statistical analysis, risk calculations, the accurate clinical interpretation of abnormal results and use of specialised interpretive software.
- In partnership with the Laboratory Management and Practitioner/Technologists, to be responsible for the accuracy, timeliness and appropriateness of a variety of routine and non-routine highly specialist genetic tests.
- To be personally responsible for the time management and planning of multiple tasks and complex activities as described in the job description and be able to respond to changing requirements, adjusting plans as required.
- To ensure that the service is effective and current by regular literature review.
- In consultation with and under the overall supervision of the Lead Scientist, to liaise with all clinical disciplines and laboratory departments in relation to the services at a local, regional and national level to ensure that the service is maintained and developed appropriately.
- To attend appropriate multidisciplinary team meetings on behalf of the service group to give professional opinion on clinical cases.
- To supervise the participation in external quality control schemes for the service(s) ensuring that the results are provided in a timely and appropriate manner.
- To be responsible for the auditing of services provided, according to the laboratory protocols.
- To participate in the development of EQA schemes for the services at a national and international level where appropriate.
- To contribute to the Health & Safety assessment of all processes within the service group.
- To check and countersign reports for a wide range of other services, according to relevant training/knowledge. Checking will include the accuracy and interpretation of results, the accuracy and validity of statistical or risk calculations, and the information and wording of the report.
- To operate a flexible work practice outside normal working hours, this enables the efficient delivery of pre-natal, predictive or urgent testing.
- To abide by the confidentiality policy, taking into account the sensitive and possible emotional nature of clinical referrals.
- To maintain and update existing laboratory databases of clinical referrals, results and reports.

### **Managerial**

In consultation with the Head of Section/Deputy Head of Section/Lead Scientist

- To provide day-to-day supervision for staff within the group including contributing to the PDR process, objective setting and some aspects of performance management.
- To supervise and manage a service or group of services within SDGS to national standards, providing appropriate advice and support to the Scientists and Practitioners/Technologists where needed.
- To supervise all staff allocated to the above service(s) in all aspects of service provision including organisation of workloads, duties and reporting.
- To provide managerial and reporting cover for the clinical services, where competent/appropriately trained.
- Under the management of the Quality Manager and Quality Lead, to be responsible for a role such as Audit lead or EQA Lead for example, attending and contributing to groups and structures both within the department, the Directorate and where appropriate nationally and internationally.
- Contribute to the development and implementation of policies within service and across the department, particularly through management roles such as EQA.

### **Teaching, Research and Service Development**

- To participate in the training programme of the department including seminars, journal clubs and laboratory training sessions.

- Provide training for a service or group of services.
- Together with the Head of Research and Development and Laboratory Management, to have responsibility for research, development and validation of new tests of clinical diagnostic and prognostic importance within the services.
- Together with the R&D team, develop and implement new areas of service provision which will include new technology.
- Present the results of service development at local, national and international meetings.
- Undergo relevant training and professional development including attendance at relevant national and international meetings, to ensure the continuing development and improvement of the service.
- Be responsible for the instruction and supervision of students and technical staff within the department and members of other professional groups who may wish to work in the department, to gain experience of genetic techniques or undertake research projects.
- To participate in internal and external quality control procedures and to abide by all Codes of Practice, Safety Regulations, Protocols and Operational Policies of the department and the service at a level in excess of that required by Clinical Pathology Accreditation.

The postholder will participate in an annual Personal Development Review process as well as all necessary mandatory training. As part of the PDR process the postholder's involvement and contribution to Quality Management will be reviewed along with their understanding and compliance with the current, relevant Trust objectives.

Following PDR and discussion with the post-holder, this job description may be amended to one of equivalent grade for the purposes of training and staff development.

#### 4. SCOPE AND RANGE

##### Internal Relationships

- Responsibility for service provision on a rotating basis (1-2yr rotations)
- Frequent requirement for sustained keyboard work and microscope work or similar.
- Frequent requirement for prolonged concentration.
- Occasional exposure to distressing circumstances such as imparting unwelcome news to staff or distressed patients.
- Occasional exposure to unpleasant working conditions

##### External Relationships

- Represents the department in areas such as CPA groups which are Directorate wide and occasionally nationally.
- Representing the service(s) at regular MDT meetings and similar over a wide range of services to discuss and advise on patients or patient groups and service management. This involves engagement with a wide range of colleagues and other Healthcare professionals.

#### 5. ORGANISATIONAL POSITION

See SDGS Organisational Chart 408.021

<p><b>6. JOB DESCRIPTION AGREEMENT</b></p> <p>Job Holder's Signature:</p> <p>Manager's Signature:</p>	<p>Date:</p> <p>Date:</p>
<p><b>TRUST VALUES</b></p> <p>Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.</p> <p><i>Keeping children, young people and families at the heart of what we do</i></p> <p><b>Compassion</b> </p> <ul style="list-style-type: none"><li>• We are led by kindness for all – for our patients, their families and our colleagues</li><li>• We will show empathy and understanding, treating everyone with dignity and courtesy</li><li>• We will respect each other and those we care for</li></ul> <p><b>Accountability</b> </p> <ul style="list-style-type: none"><li>• We always strive to do the right thing</li><li>• We own responsibility for our successes, failures and understand where we need to improve</li><li>• We will create a supportive working environment where everyone takes responsibility for their own actions</li></ul> <p><b>Respect</b> </p> <ul style="list-style-type: none"><li>• We value differences and treat everyone fairly and consistently</li><li>• We will actively tackle inequality and will foster a culture of inclusion</li></ul> <p><b>Excellence</b> </p> <ul style="list-style-type: none"><li>• We will seek to improve the way we work and deliver a high quality standard of care</li><li>• We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally</li></ul> <p><b>Together we care</b></p>	

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**PERSON SPECIFICATION – Healthcare Scientist**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	Graduate in relevant good (2.2 or above) honours degree in science or additional postgraduate qualification if not appropriate degree Registered in appropriate scheme for Healthcare Scientist.	Relevant post graduate or masters qualification	AF, In
<b>Experience</b>	Post registration experience in Genetics over a range of services Experience of service planning, development and delivery Experience of management of some aspects of CPA		AF, Ref
<b>Knowledge and Skills</b>	Broad practical and theoretical knowledge of Human Genetics with several areas of highly specialist skills and detailed knowledge.  Knowledge of Health and Safety, quality management and CPA requirements in a laboratory environment.  Very high level of technical and analytical skill including trouble shooting with complex systems.  Excellent communication skills.  Ability to train and develop staff in clinical science. Excellent organisational skills including meticulous record keeping.		AF, In, P, Ref

HR Use only  
AFC code:

	Ability to supervise and manage services, or groups of services, and meet tight deadlines where results may influence critical, potentially life-threatening treatment.		
<b>Personal Attributes</b>	Excellent team player and independent worker. Able to deal with confidential and emotionally stressful issues such as PreNatal Diagnosis and/or significant patient mortality.		In, Ref
<b>Demonstrates Trust Values</b>	Compassion, Accountability, Respect and Excellence.		In/REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference