Birmingham Women's and Children's NHS Foundation Trust

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE: Registered Clinical Scientist

BAND: Agenda for Change Band 7

LOCATION: Birmingham Women's Hospital, Regional Genetics Laboratory

DEPARTMENT: Laboratory Genetics

HOURS OF WORK: 37.5 per week

ON CALL/OUT OF HOURS: NO

ACCOUNTABLE TO: Director of West Midlands Regional Genetics Laboratory

RESPONSIBLE TO: Team Leader

DIRECTORATE: Genetics

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

JOB INFORMATION

To be personally responsible for his/her own work, working with a high degree of autonomy, subject to the supervision and direction of the Head of Section or other designated senior staff.

To employ all the competences required of a state registered Clinical Scientist to diagnose genetic disease.

To take responsibility for the day to day running of a team within an appropriate sub-section, and as a consequence provide a high quality diagnostic genetics service, and when appropriate to act as a deputy to a sub section leader. The team will be appropriate to the expertise and experience of the post-holder.

To supervise junior scientific and technical staff in their day to day activities

To participate in the training of Trainee Scientists, technical support staff and others

To take responsibility for specialised areas of work or nominated departmental duties, which may include audit officer, clinical governance etc

To take responsibility for monitoring of service improvement schemes

CORE KEY RESPONSIBILITIES

PROFESSIONAL

MANAGEMENT

- To monitor their own performance and that of any staff reporting to them.
- To liaise with others on the day-to-day organisation of staff within the team and to ensure smooth running of the service overall
- Plan manage and organise own workload to meet priorities and ensure timely reporting.
- Liaise with other genetics laboratories over investigations relating to a particular person or family.
- To be responsible for the safe and effective use of expensive and complex equipment.
- To encourage and motivate staff to obtain optimal results.
- Act as first line manager, including carrying out KSF reviews, as required by the Director.
- To participate in the recruitment and selection of staff, as required by the Director.
- Demonstrate a professional and responsible manner at all times.
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RESEARCH AND DEVELOPMENT

- To undertake other appropriate duties as delegated by the Director of department/ Consultant clinical scientist / Head of section.

- To actively participate in the departmental seminar programme, presenting as appropriate. This may extend to presenting data at scientific meetings.

- To actively participate in research and development activities, and scientific reporting and dissemination of data as required by publication or presentation at scientific conferences (National and International).

- To contribute at a high level to the department's research portfolio

- The post holder will participate and lead with medium-term service development and enhancement. This may include:
    - Evaluation and implementation of new methods.
    - Evaluation of published developments and innovations and their transfer into clinical practice

HUMAN RESOURCES

- To adhere to and perpetuate the District and Unit policies and procedures e.g. Equal Opportunities, Health & Safety and No Smoking.

- To perform individual personal reviews as part of the Trust staff appraisal scheme within own section or to other relevant staff as necessary.

- To manage internal grievance and disciplinary incidents/situations in accordance with the Trust policy and procedures

- To manage and monitor sickness absence within own section.

QUALITY

- To work with the team to provide a genetics service within the designated section or subsection ensuring that the service meets established high quality demands for safety and patient care.

- To participate in relevant internal and external quality control procedures. This includes clinical audit, incident investigation and reporting and the UKEQAS scheme for Genetics Laboratories.

- To monitor quality of the service provided for both scientific and interpretational work.

CLINICAL

- To apply a high level of scientific skill and expertise

- To be responsible for supervising all aspects of the clinical service of a subsection of the laboratory or designated area of work, delivering to nationally accepted standards (CPA or equivalent) with appropriate technical support. This will normally include roles such as:

- To head a subsection of the Department.

- To liaise with the Head of Section on the day-to-day organisation of staff within the section, and to provide cover in their absence

- To monitor staff performance and allocate workload.

- To be responsible for trouble shooting of any problems relating to the provision of the Clinical service of the subsection.

- To liaise with others to ensure smooth running of the service overall.

- To implement laboratory procedures for the receipt, processing, analysis, checking, interpretation, preparation of reports (both standard and complex) and reporting of results including authorisation of specific results.

- To undertake an appropriate proportion of the workload of the department.

- To access relevant sources of information to aid interpretation of patient results. This includes carrying out a critical appraisal.

- To collate patient and clinical information to assist and support future patient and family management.

- To interpret and explain results with advice on further action for patient or family members, including calculation of risk, within relevant professional guidelines and subject to supervision from senior staff.

- To liaise with clinical colleagues throughout the Region on interpretation of results and appropriateness of testing in conjunction with the Head of Section and/or Director.

PEOPLE MANAGEMENT

- To work with the team to ensure achievement of and adherence to the standards required of a CPA (Clinical Pathology Accreditation UK Ltd.) accredited Laboratory,

- in close liaison with the Quality Lead and under the direction of the Head of Section and ultimately the Director

- To participate in the preparation of the department for CPA Accreditation.

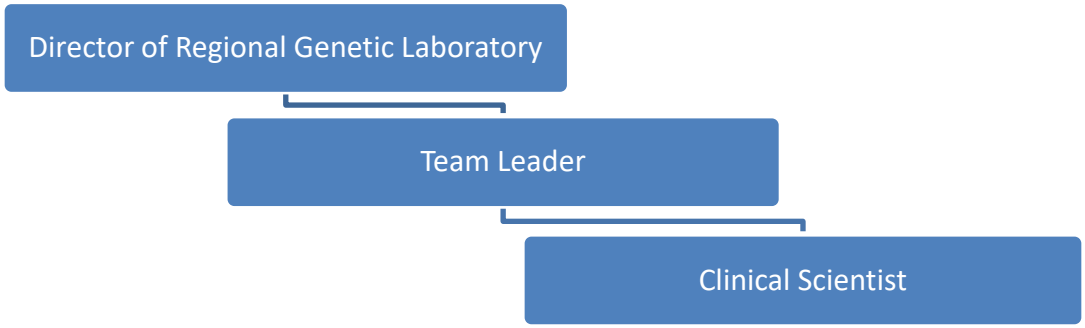
- To ensure that all members of staff based in the section abide by all statutory requirements, codes of practice, safety regulations and operational policies of the department and to be aware of these measures as applied to other sections.

- To ensure risk management and risk reporting strategy within the section functions effectively.
- The post holder will have significant responsibility for training, coaching and mentoring within the department to include:
- Supervising, advising, co-operating and collaborating with junior colleagues and others to promote their scientific and clinical awareness and continuing professional development. Participate in the range of training provided within and by the department.
- Training of technologist/Practitioner staff and pre-registration Clinical Scientists/Healthcare Scientists,
- Contributing to post State Registration training programmes.
- Contributing to teaching of other technical, scientific, medical and other staff on relevant topics.
- Participate in training meetings with other trainers and the Training Officer to ensure a co-ordinated approach and effective delivery of training.
- Actively pursue further professional qualifications such as FRCPath.

SPECIFIC KEY RESPONSIBILITIES

- The post holder will provide Clinical Scientist support out of hours as deemed necessary by the Director. They will participate in weekend and bank holiday rotas in a clinical scientist and technical capacity.

ORGANISATIONAL CHART



TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

PERSON SPECIFICATION

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BAND: Agenda for Change Band 7

LOCATION: Birmingham Women's Hospital,

Regional Genetics Laboratory

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
Science degree (first or second class with Honours or higher degree)	Essential	A / I
Certificate of Competence/MSC healthcare scientist training programme	Essential	A / I
State Registration with the Health Professional Council	Essential	A / I
Actively preparing for FRCPath (Part 1) or assessed equivalent experience	Essential	A / I
Active participation in CPD	Essential	A / I
Participation in departmental seminars/journal clubs	Essential	A / I
Contribute to departmental publications	Desirable	A / I
Completed Training for Trainers	Desirable	A / I

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
Post registration experience in clinical diagnostic genetics	Essential	A / I
Good technical and analysis skills	Essential	A / I
Involvement in new developments for the department	Desirable	A / I
Evidence of additional role(s) within the department	Desirable	A / I
Experience of authorisation of reports.	Desirable	I
Detailed knowledge of theoretical and practical aspects of laboratory genetics	Essential	I
Experience of writing clinical diagnostic reports requiring clinical knowledge and clinical interpretation of results.	Essential	I
ANALYTICAL AND JUDGEMENT SKILLS	**ESSENTIAL OR DESIRABLE**	**METHOD OF ASSESSMENT (A/I/T)**

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
Ability to communicate highly complex information in both verbal and written formats	Essential	I
Excellent organisational skills	Essential	I
Ability to gather and assimilate information i.e. literature searches, use of internet and relevant clinical databases. Computer literacy is essential.	Essential	I
Competence in applying Health, Safety & Risk knowledge based on legislation in a laboratory setting	Essential	I
Evidence of ability to supervise and manage a service, or small group of services.	Desirable	I
PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)
Enthusiasm/motivation	Essential	I
Ability to work under pressure	Essential	I
Developed interpersonal skills to enable adequate communication with a wide range of clinical and non-clinical colleagues.	Essential	I
Self Confidence	Desirable	I

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT (A/I/T)

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

Date of JD/Person Specification:

Date of Review:

Version: