*CENTRAL MANCHESTER AND MANCHESTER CHILDREN'S UNIVERSITY HOSPITALS NHS TRUST*

***JOB DESCRIPTION***

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| **Job Title:** | Senior Clinical Scientist in Histocompatibility & Immunogenetics |
| **Division:** | Surgery |
| **Directorate:** | Urology and Renal Transplant |
| **Ward/Department:** | Transplantation Laboratory |
| **Base:** | Manchester Royal Infirmary |
| **Managerially Accountable to:** | Consultant Clinical Scientists in H&I |
| **Reports to:** | Line manager |
| **Professional Accountable to:** | Consultant Clinical Scientist in H&I |
| **Organisational Chart:** | attached |

## A] JOB PURPOSE

1. to be a science graduate with the BSHI Diploma, a Masters level qualification in H&I, professional qualifications (Part 1 examinations of the Royal College of Pathologists in Histocompatibility and Immunogenetics) and registration with the Health and Care Professions Council in Histocompatibility and Immunogenetics

2. to take responsibility, on a daily basis, for organising and planning own work activity and that of a small team

3. to take a lead role in quality assurance and control

4. to participate in laboratory activities involving training and supervision of scientific and administrative staff

5. to take responsibility for a specialised aspect of the laboratory work

6. to advise members of the multidisciplinary team on tests and test result interpretation

7. to participate in unsupervised out-of-hours on-call duties

8. to participate in a relevant CPD scheme

9. to comply with relevant accreditation standards (UKAS ISO 15189:2012 and European Federation of Immunogenetics)

## B] MAIN DUTIES AND RESPONSIBILITIES:

1. <u>Health and Safety</u>:
    a. to adhere to the Trust and Departmental policies
    b. to ensure junior staff consistently follow policies as in (a)

2. <u>Daytime Supervision of Staff:</u>
    a. take a lead role in organising laboratory activities of MLA, H&I Technologists, Senior Technologists, trainees and State registered Healthcare Scientists within a small team
    b. address incoming enquiries concerning testing procedures and reporting of results made by service users
    c. assign relevant test procedures as required

d. ensure laboratory procedures are completed in a timely and efficient manner

3. On-call working:
    a. to participate in the 24 hour on-call service, on a rotational basis, to support selection of organ transplant recipients
    b. to be aware of the current status of potential transplant recipients
    c. to accept referral of organ donor information from NHSBT-ODT, Transplant Coordinators, Surgical Registrars and Consultant Surgeons both in and outside the region (nationally).
    d. to liaise with the duty Consultant Clinical Scientist to establish necessary procedures and processes
    e. to assess of the sensitisation of the recipient to facilitate virtual crossmatching
    f. to receive and interpret screening results for the presence of HLA-specific antibodies to facilitate virtual crossmatching
    g. to perform relevant laboratory tests, including complex molecular biological and serological assays
    h. to take responsibility for selection and testing of appropriate stored patient samples
    i. to be prepared to modify the direction of and introduce additional established testing procedures according to changing demands of the situation through liaison with clinical staff and the duty Consultant Clinical Scientist.
    j. to take responsibility for test interpretation through liaison with the duty Consultant Clinical Scientist
    k. to perform organ allocation protocols according to established procedures
    l. to report by telephone and email (or fax) to NHSBT-ODT, Transplant Coordinators, Surgical Registrars and Consultant Surgeons the full details of tests influencing organ allocation to both local and national transplant patients.
    m. to report by fax any data required to support clinical trials to transplant unit Trials Officers
    n. to prepare and dispatch donor specimens for crossmatching at other centres in the event of no suitable local recipient
    o. to ensure secure storage of donor and recipient samples, including low temperature storage of lymphocytes
    p. to make summary reports to the duty Consultant Clinical Scientist.

4. Duties specialised to the post-holder:
    *a. In Support of Clinical Services*
        I. to provide H&I support and advice to clinical users
        II. to supervise work performed by scientific staff.
        III. to liaise with clinicians and transplant co-ordinators at regular multidisciplinary team meetings, reviewing patient status
        IV. to be responsible for the quality assurance of tests performed
        V. to initiate, interpret and authorise complex results with reference to a Consultant or Principal Clinical Scientist as appropriate
        VI. to prepare reports summarising testing of potential donors
        VII. to be responsible for keeping patient files up to date with current information and for archiving files

VIII. to monitor patients post-transplant, to check test results performed by other scientists, and to prepare reports.

b. *Technical Responsibilities*

IX. to be a technical expert in Luminex technology, managing the team responsible for using these assays on a daily basis.
X. To be a technical expert in all histocompatibility tests which are performed pre- or post-transplant.
XI. to be responsible for troubleshooting, validation and authorisation of tests results obtained by other scientists with reference to senior staff as appropriate.
XII. To be a reference for troubleshooting and maintenance for the above technologies.
XIII. to support and facilitate development of new laboratory techniques
XIV. to support the Consultant Clinical Scientists in management and co-ordination of clinical studies which accommodate technological advances, and improve academic understanding of the clinical service

*c Administrative Responsibilities*

I. to assist in the preparation of monthly workload figures and in the preparation of a quarterly audit report
II. to liaise with consultants, transplant co-ordinators, clinical colleagues and external agencies supporting transplantation?
III. to ensure that the laboratory databases are accurate.
IV. to enter and retrieve laboratory sample data and complex laboratory test results using the laboratory computer databases. To supervise administrative staff performing these tasks and validate data entry performed by other staff
V. to efficiently report results in the prescribed manner
VI. to participate in the departmental appraisal scheme as appraisee and qualified appraiser.
VII. to maintain patient records, including those on the transplant lists, patients who are being worked up to go on the list or patients who are post-transplant.
VIII. Verifying patient data held on the NHSBT-ODT database.

d *Managerial and Training*

I. to be a line manager, and to supervise a designated team, ensuring that workload is distributed efficiently.
II. to conduct performance appraisals for staff members under the post-holders line management responsibility
III. to be responsible for the validation and error detection of tests performed within the department
IV. to participate in departmental staff meetings to promote strategic development of the service
V. to act in an advisory capacity for training issues and to devise training programmes for all staff in new techniques or developments as the need arises
VI. to train and supervise other staff, auditing performance as required
VII. to hold training Manager Status accredited by the British Society for Histocompatibility and Immunogenetics.

VIII. to train junior staff in areas of personal expertise
IX. to deliver tutorials to trainee clinical scientists on specialist areas as required.
X. to participate as a training manager at a local and a national level by reviewing and marking essays and case studies submitted as part of the BSHI or STP schemes.
XI. To be responsible for monitoring the progress of training for Trainee Clinical Scientists in H & I.
XII. To participate in laboratory teaching commitments through tutorials and seminars to laboratory and clinical staff.
XIII. To be involved in recruitment, selection and interviewing of scientific staff as required.

5. Professional development:
   a. to attend organised tutorials, seminars, lectures and meetings to maintain competence in the discipline
   b. to attain a high degree of precision in performing complex laboratory manipulations.
   c. to support training for less experienced staff of all grades.
   d. to participate in the BSHI or RCPath CPD scheme.
   e. to attend and lead laboratory research and development meetings
   f. to attend and lead laboratory CPD meetings.

6. Policy
   a. to create and update Laboratory Standard Operating Procedures.
   b. To contribute toward the development of service policies.

7. Clinical Governance
   a. to participate in risk management through error reporting and subsequent investigation through audit procedures
   b. to identify and apply corrective action
   c. to apply a high degree of professional responsibility in anticipating risks to laboratory services and functions and to take avoiding actions.

8. Clinical
   a. to liaise effectively with clinical colleagues through attendance at MDT meetings
   b. to maintain patients records and files
   c. to resource clinicians with sufficient information on and interpretation of test results to enable effective patient care

9. Research and Development
   a. to participate in the audit and research and development work of the laboratory, under supervision
   b. to actively participate in research in the discipline by undertaking HSST studies or equivalent
   c. research and development as necessary to support collaborative projects including participation in formulating applications for grant funding and ethical approval as appropriate
   d. to produce written work to be submitted for presentation or publication at local, national and international venues.

11. Performance and Development Reviews

The post holder will participate in Performance and Development Reviews in line with Trust policy.

12. Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.

13 Smoking Control Policy

The Trust had adopted a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree not to smoke on hospital premises.

**PERSON SPECIFICATION**

Senior Clinical Scientist in Histocompatibility & Immunogenetics

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Registration** | Required | |
| **Qualifications** | Graduate in a relevant science subject at 2:i or higher. BSHI Diploma in Histocompatibility and Immunogenetics | Professional qualifications (e.g. Part 1 examinations of the Royal College of Pathologists in Histocompatibility and Immunogenetics). |
| **Knowledge and Experience** | Significant experience working within a multidisciplinary team, following state-registration in Histocompatibility and Immunogenetics. | May be working towards higher academic (PhD, or Part 2 FRCPath in Histocompatibility and Immunogenetics). Evidence of experience in line management or supervision. |
| **Skills** | High level of manual dexterity. Accuracy and reproducibility are extremely important. Ability to interact with staff at all levels. Liaison skills with clinical colleagues. | |