Central Manchester University Hospitals NHS Foundation Trust

Directorate of Laboratory Medicine
Department of Clinical Biochemistry

Job Description – Chief Biomedical Scientist

Job Details

Job Title:	Chief Biomedical Scientist
Division:	Clinical and Scientific Services
Directorate:	Laboratory Medicine
Department:	Clinical Biochemistry
Base:	Newborn Screening Laboratory

ORGANISATIONAL RELATIONSHIPS

Managerially Accountable to:	Principal Clinical Scientist/ Laboratory Manager
Reports to:	Principal Clinical Scientist/Laboratory Manager
Professional Accountable to:	Principal Clinical Scientist /Laboratory Manager
Organisational Chart:	See Appendix A

Job Summary

- To work with the Principal Clinical Scientist (Newborn Screening), Director of Newborn Screening, Laboratory Manager and other members of the Clinical Biochemistry Senior Management team in providing an efficient and effective laboratory service.
- To ensure that both staffing and non-staffing resources are used both economically and effectively.
- To manage the appropriate staff of the department within agreed policies and procedures.
- To work with the Principal Clinical Scientist in the day to day management of the Newborn Screening laboratory budget.

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1. Management - Clinical

- Allocate co-ordinate and supervise the technical aspects of the diagnostic work of the department including the deployment of laboratory staff maximising the use of available resources.
- To have overall responsibility for the analytical newborn screening and paediatric endocrine laboratory service.
- To ensure the prompt, efficient and accurate analysis of all samples and maintain the highest possible standards.
- To ensure the department complies with all relevant standards.
- To be responsible for the implementation, co-ordination and supervision of agreed quality functions and procedures.
- To ensure adequate stocks of reagents and consumables in order to maintain continuity of service.
- To ensure the maintenance of all departmental equipment and assist in maintaining the capital asset register.
- To liaise with the Principal Clinical Scientist (Newborn Screening), Head of Department, Clinical Biochemistry Laboratory Manager and Directorate Manager to ensure the efficient and effective operation of the department.
- To liaise with health visitors, midwives, medical staff, other healthcare professionals and occasionally patients or the parents of patients regarding all issues relating to newborn screening in a professional and sensitive manner.
- To act as the expertise for newborn screening/paediatric endocrine queries
- To ensure the integrity of laboratory information systems.
- To be responsible for establishing local policy within the laboratory.
- To work with the Principal Clinical Scientist (newborn screening), Director of Newborn Screening and Laboratory Manager to develop a strategic direction for the department and plan future service provision.
- To represent the department at directorate, divisional and Trust wide meetings as and when required.

2. Management - Departmental

- To be line manager for biomedical scientist, pathology support workers and administrative staff in the newborn screening laboratory.
- Identify areas for improving laboratory services, ensuring adequate consultation with relevant staff on business planning and development proposals.
- To be responsible, in conjunction with the Principal Clinical Scientist (newborn screening), for the recruitment and selection of BMS's (all grades) and other appropriate staff. To ensure that all recruitment is carried out within the agreed departmental establishment and budget.

- Maintain standards and ensure compliance with Central Manchester Foundation Trust policies.
- To update practices, procedures and laboratory documentation and to obtain and maintain full UKAS accreditation status.
- To co-ordinate the delegated orders system for the newborn screening/endocrine laboratory.
- To be responsible, as a member of the Clinical Biochemistry management team, for delivery of pathology Clinical Governance agenda including complaints management, adverse incident reporting, clinical audit program and risk management.
- To participate in operational management and quality and commissioning meetings.
- To be responsible for the dissemination of relevant information and to ensure that staff are briefed on developments and issues with respect to organisational, scientific and professional matters.
- To be responsible for communicating information to staff which may be sensitive or where there may be barriers to its acceptance.
- To be responsible for the collation of relevant departmental statistical information to meet both statutory and local needs and requirements as agreed with the Head of Department and Operational Manager for Pathology/Clinical Director/Directorate Manager.
- To be able to multitask, prioritise workload and manage time in order to meet strict deadlines.

3. Training and Development Duties

- To conduct a formal appraisal (Performance and Development Review) of biomedical scientist, pathology support workers, administrative and clerical staff at least annually.
- To be responsible for the education and training of all grades of biomedical scientists, trainee biomedical scientists and support staff in the newborn screening/endocrine laboratory. To include:

  a) Organising the induction and training of new staff.
  b) Identifying and implementing specific training needs of existing staff.
  c) Advising staff on training facilities available.
  d) Facilitating such training within available resources.
  e) Developing and updating specific training programs for trainee biomedical scientists, ensuring HPC accreditation status is maintained.
  f) Co-ordinating and supervising appropriate research and development projects for higher qualifications.
- To encourage all staff to develop their full potential for the benefit of the laboratory service and their careers.
- To develop and participate in appropriate staff training programs including those required for State Registration.
- To maintain documented records of staff training.

- To encourage all staff to increase their knowledge of relevant scientific information, promote participation in CPD.
- To contribute to the training and education of midwives, health visitors, junior and senior medical staff and other visiting professionals in analytical, technical and interpretative aspects of newborn screening and paediatric endocrine investigations.

4. Budgets and Financial

- To establish with the Principal Clinical Scientist (newborn screening), Head of Department and Laboratory Manager the departmental budget priorities; revenue consequences of departmental policy and of capital spending.
- Implement departmental and Trust policies, support the Principal Clinical Scientist in monitoring and controlling expenditure and advising the Head of Department and Operational Manager for Pathology of both current and anticipated workload and expenditure patterns.
- To act as authorized signatory for expenses and orders totalling £1000 or less.
- To undertake these duties in line with the Standing Orders and Standing Financial Instructions of the Trust.
- To advise the Head of Department and Laboratory Manager on the purchase and supply of capital or leased equipment.

5. Scientific and Technical

- To perform highly specialized technical work as required. This includes analyses employing automated and complex manual techniques.
- To ensure that deadlines are met and that results are reported in a timely manner. To include:

  a) Reporting results for the newborn screening programmes on a regular basis.
  b) Interpreting results, where appropriate, and ensuring that results requiring further action are followed up quickly.
  c) Prioritising the workload, particularly in a crisis situation.
  d) Contacting the appropriate commercial company in the event of instrument or reagent failure.

6. Research and Development

- To undertake development of new methodologies and technologies, as required.
- To participate in laboratory initiated and collaborative research projects and clinical trials as required.

- To undertake laboratory based and clinical audit. To include:

  a) Audits assessing aspects of laboratory quality including those required for UKAS accreditation purposes.
  b) Multidisciplinary clinical audit.
  c) Audit of newborn screening programmes against national standards.

7. Educational and professional development

- To maintain highly specialist scientific competence and knowledge as required.
- To maintain an up to date knowledge and awareness of current developments in relevant subjects.
- To ensure that such knowledge is systematically passed to all laboratory staff, where appropriate.
- To continually develop and maintain excellent leadership, organisational, communication, and interpersonal skills with proven management skills.
- To support and participate in departmental and pathology wide CPD meetings.
- Participate in a program of personal development.
- Follow professional code of conduct and guidelines.
- Attend mandatory 'trust courses' and use the knowledge and information gained for personal development and to the benefit of the department.
- Awareness and adherence to trust policies.

8. Health and safety

- To implement and ensure adherence to all departmental and Trust Health and Safety policies.
- In conjunction with the Principal Clinical Scientist (newborn screening), Head of Department, Operational Manager and Safety Representatives to develop and agree codes of practice to ensure safe working conditions following Local and National Health and Safety Guidelines.
- To regularly review departmental Health and Safety systems and policies and bring relevant matters to the attention of the clinical biochemistry senior management team.
- To liaise with the internal and external Safety Officers and Safety Representatives as required.
- To undertake training of staff in Health and Safety matters including induction of new staff as required under the departments codes of practice.
- To undertake COSHH and risk assessments for all methods and procedures performed in the newborn screening/endocrine laboratory. To be responsible for producing and updating all documentation relating to these assessments.
- To advise the estates department of any maintenance required for departmental buildings and equipment.

- To maintain and monitor security arrangements within the department.

9. Human Resources

- To be responsible for managing annual leave, study leave and sickness absence for all biomedical scientist, pathology support workers and administrative staff within the newborn screening/endocrine laboratory.
- To work with the Principal Clinical Scientist in the implementation of all relevant Trust HR policies.
- To maintain accurate records with regard to biomedical scientist staff maintaining their professional registration.

10. General Information

Health & Safety

The post holder must not willfully endanger him/herself or others while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

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.

All accidents must be reported to your line manager and you are asked to participate in accident prevention by reporting potential hazards.

Security
The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality
Confidentiality must be maintained at all times in all aspects of work.

Smoking
The Trust operates a controlled smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

Team Briefing
The Trust operates a system of Team Briefing which is based on the principle that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing.

11. SUMMARY AND JOINT REVIEW

This job description may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.

Job description reviews will normally take place at the annual joint review meeting.

Job Holder's Signature:		**Date:**	
Laboratory Manager's Signature:		**Date:**	
Clinical Head of Department, Biochemistry, Signature:		**Date:**	

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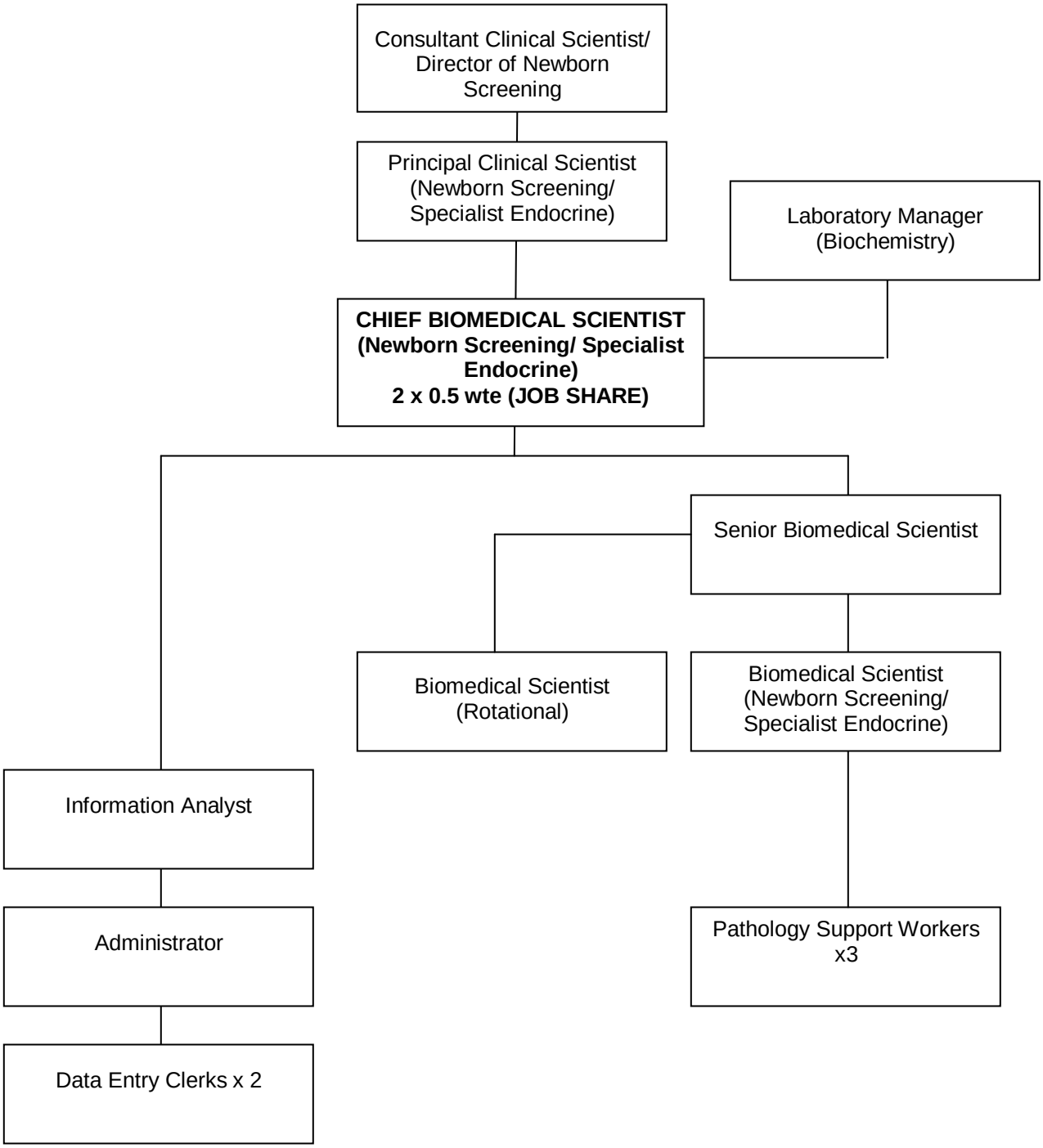
APPENDIX A



Updated 07/12/16 BH

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Person Specification

Job Title: **Head Biomedical Scientist (Newborn Screening)**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Registration	State Registered with The Health professions Council. CPD registered.	Member of 'The Science Council' ie. 'Chartered Scientist'.
Qualifications	Postgraduate level Qualification equivalent to Fellowship of the Institute of Biomedical Sciences or MSc.	Training qualification. Training in specialist areas. IM&T qualification. Management qualification.
Knowledge and Experience	CPD registered. Comprehensive Experience and Knowledge of clinical biochemistry Including: Health and Safety including COSHH Quality Assurance UKAS 'regulations and Systems' Directing staff Training staff IM&T Experience with Microsoft products: Word & Excel Budget monitoring Good knowledge of managerial processes and HR policies and procedures within the Trust. Involvement in service planning and development.	Expert knowledge and experience of newborn screening and endocrinology

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ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills	Well developed analytical (technical) skills. Ability to troubleshoot IT problems. Ability to develop IT skills as required. To be able to perform a range of techniques that require excellent hand eye coordination. Knowledge of current management theory and practice. Ability to conduct audit of services and take corrective action. Highly developed written and oral communication skills including the providing and receiving of highly complex information. Ability to develop new methods and to troubleshoot existing methods. Ability to use own initiative. Ability to organize, prioritise and manage complex activities. Organisational and Supervisory skills. Evidence/achievement in delivering objectives. Ability to effectively carry out staff appraisals and assist staff in 'Personal Development Plans'. Presentation skills.	Experience of immunoassay, HPLC and other specialized analytical techniques relevant to endocrinology/newborn screening Knowledge of national newborn screening initiatives.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Special requirements	Excellent interpersonal abilities. Be an effective team Leader. Be an effective team Worker. Undertake further training as required. Able to show initiative. To provide strong professional leadership for all Technical staff.	Openness. Ability to learn from Experience.