HEALTH SERVICES LABORATORIES

Senior Biomedical Scientist – Biochemistry

Contents

*Information sourced from:
Generic Name of Profession
www.hcpc-uk.org/apply/international/forms/
http://www.hcpc-uk.org/apply/international/requirements/
http://www.hcpc-uk.org/apply/eeaandswitzerland/

Job Description

Job Title: Biochemistry Senior Biomedical Scientist

Location: London

Reporting to: Deputy Head of Biochemistry

Accountable to: Head of Biochemistry

Overall Job Purpose:
In co-operation with the HoD, the post holder is responsible for the day-to-day operation of the laboratory and supervision of the departmental team to ensure delivery of a fit-for-purpose clinical biochemistry service for TDL-North West London.

To assist in the performance of the routine diagnostic analytical work of the department as directed. To maintain the highest professional and technical standards in the department. To perform that work to which you are assigned, ensuring that it meets all standards as required by accreditation bodies. To adhere closely to SOPs and to assist in putting these methods into practice and adhering to associated quality assurance procedures.

To participate in department shifts – including early and late cover, night duties and weekends as required.

Specific Responsibilities:
To include, but not restricted to, the following:

Scientific, Technical and Professional

- To undertake work as you are assigned in compliance with current CPA/UKAS accreditation and TDL Quality Management System and H&S requirements.
- To adhere to all standard operating procedures at all times as relevant to the department in which you are working.
- To undertake routine manual, semi-automated and automated analytical work on a range of biological materials.
- Technical validation and authorisation of results, taking appropriate action in line with SOPs; to include adding approved comments, communication and referring results for clinical interpretation as required.
- To operate, maintain and troubleshoot various pieces of laboratory equipment and to ensure all items are correctly functioning and quality controlled at all times.
- To raise service calls with TDL support services and external suppliers in cases of equipment or resource failure; liaise with internal and external support specialists to manage successful fault resolution.
- To be fully familiar with all laboratory IT systems, including appropriate utilisation in discharges of duties.
- To develop and maintain close working relationships with all grades of staff both scientific and medical to ensure the effective delivery of the laboratory service.
- To work independently and prioritise tasks such that contracted KPIs and service standards are met at all times.

- To supervise a designated section of the service, including monitoring and managing staff, equipment and other resources to ensure an efficient, effective and high quality service delivery.
- To report staff performance, technical, quality and service failure issues to the HoD.
- To apply specialist and technical knowledge to advise laboratory staff on technical and trouble-shooting queries.
- To liaise with and support service users as required.
- To advise non-laboratory staff on use of point-of-care equipment.
- To deputise in the absence of the HoD and deputy HoD.

Administrative

- To hold and make a record of meetings as directed by the HoD.
- To order supplies and ensure adequate stocks are maintained, rotated and levels routinely reported on.
- To manage bench rotas for staff members within a designated section of the laboratory and ensure that staff are deployed efficiently and effectively.
- To assist the HoD in managing annual leave reporting.
- To assist in the selection, recruitment and induction of staff as directed by the HoD.
- To adhere to multidisciplinary and flexible working arrangements within the department.
- To regularly review the performance of staff within a designated section and conduct annual joint reviews as directed by the HoD.
- To review and update SOPs as directed by the HoD.
- Management of incomplete lists for NWL and other TDL sites as required.

Quality

- To take corrective action where quality control or assurance procedures indicate loss of performance.
- To review and report on internal and external quality assurance performance and trends to the HoD.
- To review and report on equipment performance issues and trends to the HoD.
- To supervise staff adherence to SOPs and Policies at all times and to communicate any non-conformance to the HoD.
- To assist in audit under the direction of TDL QMG.
- To assist in validation and change control procedures under the direction of the HoD and TDL QMG.
- To report and respond to incident management under the direction of the HoD and TDL QMG.
- To maintain laboratory records as required by SOPs

Training and Education

- To maintain registration with the Health and Care Professions Council (HCPC).
- To undergo training and demonstrate competence to perform independently in all departmental sections.
- To keep up-to-date with discipline specific scientific developments and to maintain a Personnel Development Portfolio (PDP).
- To participate in appropriate seminars, lectures and training sessions as indicated by PDP and agreed with HoD at joint review.

- To assist in the development of all staff at the direction of the HoD.
- To assess the competence of staff at the direction of the HoD.
- To provide motivation and support for staff training and development.

General Duties

- To become familiar with the day to day organisation of the department as it affects your work. You should be aware of the functions of other members of staff in the department as they affect your work.
- To be fully familiar with the laboratory IT system and its appropriate utilisation in the discharge of your duties.
- To undertake such work as you are assigned in a careful and efficient way and in compliance with CPA guidelines. You will be trained for the work that you are expected to perform. Do not attempt any work unless you are confident you can carry it out properly.
- To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and/or customers as you will be regarded as a representative of your staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and your staff are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and company confidentiality.
- To be aware of and abide by the rules and codes of conduct of the department. This is particularly important in the case of Health & Safety and Fire procedures. To behave in a professional manner and co-operate with all other members of staff at all times.
- Staff will participate in the Annual Joint Review procedure, and this job description will be reviewed as part of the Annual Joint Review procedure.
- To work flexible hours according to the Department requirements, as decided by Management.
- To attend laboratory meetings, training sessions and departmental audits as required.
- To maintain the highest standards of quality within the department at all times.
- Other duties as specified by the Laboratory Manager.

ANNUAL JOINT REVIEW

Your performance will be continually assessed for competence, development and training needs and formally reviewed annually at a Training and Development Review. This will allow you to contribute to the corporate objectives of the department and HSL.

HEALTH AND SAFETY

- To be familiar and competent with procedures for dealing with the safe handling of biological and chemical materials in a laboratory environment

- To be familiar and competent with procedures to deal with biological and chemical spillages in a safe manner

- To be familiar and competent with procedures for the safe use of equipment used in the laboratory environment.

QUALITY STANDARDS

- To uphold the Quality Management System by understanding and observing the quality policies and procedures
- To understand and perform all work in accordance with the Standard Operating Procedures in order to ensure compliance with all local and national standards of work practice, e.g. Clinical Pathology Accreditation (UK) Ltd
- To comply with HSL policies pertinent to Clinical Governance and Risk Management.
- To ensure quality control and assurance procedures are followed
- To identify opportunities to improve efficiency in own area
- To assist in the establishment, maintenance and review of the quality management system
- To ensure analytical accuracy and confidentiality of results observing rules laid down by the Data Protection Act
- To communicate any difficulties or problems to senior staff/Manager promptly
- To participate in the agreed audit programme as required.

EDUCATION AND TRAINING

- To provide support for less experienced colleagues as requested
- To review and agree personal development, educational and training needs with the department Training Officer and appropriate Line Manager
- To maintain own personal development portfolio and training records.

CONFIDENTIALITY AND DATA PROTECTION

You have a responsibility to comply with the Data Protection Act 1998 and to maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all HSL policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training

CONFLICT OF INTEREST

HSL is responsible for ensuring that the services provided to NHS institutions for patients in their care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

EQUALITY AND DIVERSITY

HSL values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep our policies and procedures under review to ensure that the job related needs of all staff working in HSL are recognised. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that HSL's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

STANDARDS OF DRESS

All staff are expected to abide by guidance on standards of dress.

Person Specification

Qualifications & Training	
Scientific & Professional Qualifications	Honours degree in Biomedical Science or equivalent.
	Relevant IBMS Specialist Diploma.
	Desirable: Relevant Masters degree, IBMS Higher Specialist Diploma.
Registration	Current registration with The Health and Care Professions Council (HCPC).
Other	Use of Microsoft Office packages, laboratory information management and quality management systems.
Knowledge & Experience	
Scientific, technical & specialist	Substantial post registration experience in a clinical biochemistry laboratory covering a range of technologies.
	Significant experience in analysis, interpretation and technical validation of results.
	Sufficient knowledge to be able to analyse and troubleshoot technical, analytical and quality problems.
	Able to work with accuracy and attention to detail.
	Experience in quality assurance principles and practice.
	Good understanding of external body accreditation requirements.
	Good understanding of training, competence assessment and professional education requirements.
Supervisory	Able to effectively manage small teams, set priorities, monitor performance and address non-conformance.
	Able to liaise with equipment manufacturers to resolve analytical and supply issues.
Skills	
General	Able to work autonomously in a busy and pressurised environment.
	Numerate, being able to analyse, prioritise and problem solve.
	Understanding of H&S policies and legislation.
	Flexible attitude to working in a busy and complex environment, particularly in respect to maintaining an uninterrupted 24/7 service.
	Excellent written and verbal communication skills.
	Ability to work on own initiative and as part of a team.
	Reliable, trustworthy and conscientious.

IT	Skilled in the use of Microsoft Office packages, laboratory information systems and quality systems.
Communication	Able to communicate complex information to all staff groups.
	Able to liaise appropriately with internal and external clients and service users.
	Able to motivate others to achieve departmental aims and objectives.
	Able to assimilate new information, particularly when under pressure.
Additional Circumstances	Commitment to working the hours required to fulfil the job, including flexibility of working.

This job description is subject to amendment in response to the changing needs of the department and company requirements.

Application Process

Your application should comprise a full CV detailing your experience and relevant achievements pertaining to this role, particularly addressing the requirements of the job description. This should be sent via email to our retained consultants, Acertus via hsl@acertus.co.uk.

If you would like to discuss any aspect of the role, organisation or application process in complete confidence please do not hesitate to contact Carley Redman on (+44) 1730 266208 or via email carley.redman@acertus.co.uk.

Table of Regulated Professions within EEA

If you wish to practise as a Biomedical Scientist within the UK using a protected title, you will need to register with the Health and Care Professions Council (HCPC). For a full list of titles that we protect and regulate (for Biomedical Scientists), please see below:

Name of Regulated Profession	**Country**
Biomedizinische Analytikerin / Biomedizinischer Analytiker	Austria
Technologue de laboratoire médical / Medisch laboratorium technoloog	Belgium
Медицински лаборант	Bulgaria
Biomedicínský technik	Czech Republic
Zdravotní laborant	Czech Republic
Bioanalytiker	Denmark
Laboratoriohoitaja / Laboratorieskötare	Finland
Technicien de laboratoire médical	France
Medizinisch -technische(r) Assistent(in) für Funktionsdiagnostik	Germany
medizinisch-technische(r) Laboratoriums-Assistent(in)	Germany
Michanikós technologías iatrikón orgánon	Greece
Technologos iatrikón ergastiríon (TEI)	Greece
Lífeindafræðingur	Iceland
Medical Laboratory Scientist	Ireland
Tecnico sanitario di laboratorio biomedico	Italy
Medizinischer Laborant	Liechtenstein
Medizinischer Laborist	Liechtenstein
Medizinischer Laborleiter	Liechtenstein
Biomedicinos technologas	Lithuania
Assistant technique médical de laboratoire	Luxembourg
Laborantin	Luxembourg
Medical Laboratory Technologist	Malta
Bioingeniør	Norway
Technik analityki medycznej	Poland
Técnico de análises clínicas e de saúde pública	Portugal
Farmaceutický laborant	Slovakia
Laboratórny diagnostik	Slovakia
Technik pre zdravotnícke pomôcky	Slovakia
Zdravotnícky laborant	Slovakia
Inženir laboratorijske biomedicine	Slovenia
Laboratorijski tehnik	Slovenia
Técnico superior en laboratorio de diagnóstico clínico	Spain
Technicien en analyse biomédicale	Switzerland
Biomedical Scientist	United Kingdom

HCPC Registration

To register with HCPC you will need to complete the HCPC Application Pack and provide the following documents:

- Certified* copies of two appropriate documents to confirm your identity
- A legible certified* copy of your qualification certificate(s) and certified translation (is applicable)
- A certificate of professional status from the regulator in the country where you last practised (if applicable)
- Certified* evidence of any change of name (if applicable)
- A photocopy of an eligible language test certificate or declaration that English is your first language or proof of exemption by virtue of being an EEA citizen
- Professional reference(s)
- A completed, signed and dated HCPC character reference form

***Certified documents**

Many of the documents listed above must be certified as a true copy of the original by a person of professional standing in the community. This means that the person you ask to certify your document(s) must write on it 'I certify that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- A bank manager;
- A Justice of the Peace or other judicial official;
- A minister of the Church, Rabbi, Imam or other recognised religious official;
- A Member of Parliament, Member of Scottish Parliament, Member of the Northern Ireland Assembly,
- Member of the Welsh Assembly;
- An Officer in HM Armed Forces;
- A teacher or lecturer; or
- A registered health and care professional.

EEA Applications - International - EEA mutual recognition rights

Who has EEA mutual recognition rights? To have EEA mutual recognition rights the applicant must:

- be a citizen of a 'relevant European State' (an EEA Member State or Switzerland) or be an exempt person who is treated as such a national (eg by marriage to such a citizen);
- be fully entitled to practise a relevant profession in a relevant European State (other than the UK) and, if the profession is not regulated in that State, to have practised there for at least two out of the last ten years;
- have qualified in a relevant European state or hold qualifications obtained outside of the EEA or Switzerland which have been recognised in a relevant European State. If the latter, then you must also have practised your profession in that State for at least three years.

There is no separate application form for EEA mutual recognition applicants. To apply for registration you need to fill in the International registration application form. The HCPC registration advisors will check all your details and decide whether you have provided sufficient evidence of EEA mutual recognition status.

Applications From EEA

If you do not hold one of our UK approved qualifications, but have completed a qualification or gained experience outside of the UK, you should apply via the international route. To apply as an international applicant, this is via the HCPC international application form, which can be downloaded from their website at www.hcpc-uk.org/apply/international/forms/.

Please complete all the relevant details, ensuring to include all requested supporting documentation and payment*. If your application is successful you will be registered to work in the UK in your specified field.

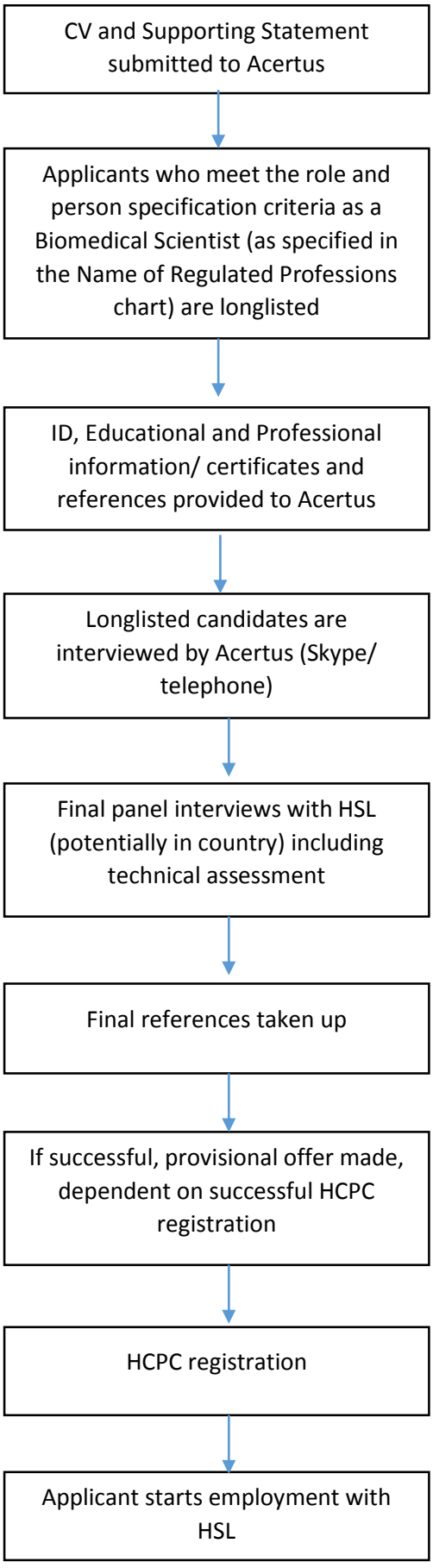
We cannot advise your chances of successful registration because applications are assessed on an individual basis. In order to be registered you will need to meet the UK Standards of Proficiency and you are recommended to read these to ascertain your best chances of success - http://www.hcpc-uk.org/publications/standards/. If your application is not accepted HCPC will write to you asking for further verification. The HCPC assessors will inform you of the standards that you have not met and ask you to provide further information about why you meet these standards. If you are unable to provide satisfactory further information, you may be invited to attend a test of competence (any travel expenses will not be met), where your skills will be assessed directly.

All applicants applying for registration via the international route will be subject to background checking of their identity, qualifications and employment history before they are allowed to join the Register. Rule 5(1) of the Health and Care Professions Council (Registration and Fees) Rules 2003 authorises the HCPC to seek additional information about a registration applicant from any person or source it considers appropriate, for the purposes of satisfying itself as to the good character of the applicant. This may involve us contacting competent authorities and / or professional bodies, education providers and past employers in order for them to verify the information you have provided as part of your application. We may also employ an outside agency to conduct these checks on our behalf.

We will endeavour to complete an initial assessment of your application within 16 weeks of receipt. However, if further checks are needed or we do not receive the information we require, this may take longer. We will contact you if we require any additional information from you. Please note that we cannot guarantee the outcome of an application and applicants are advised not to make arrangements that are reliant on you being registered (e.g. starting a job). Applicants who choose to make travel or work arrangements before knowing the outcome of their application do so at their own risk.

*The non-refundable scrutiny fee for international applicants is £440, in most instances this will be met by HSL, on the proviso that your application meets the specified criteria, interview and assessment processes. Any ongoing HCPC registration fee (annual or otherwise) will be met by the applicant.

Application Process Flow Chart



TERMS OF AGREEMENT WITH PERMANENT OR CONTRACT STAFF (TO BE DIRECTLY ENGAGED BY THE CLIENT)

Should you decide to formally apply we write to confirm how we will provide our recruitment services to you.

1. Acertus Search and Select are to provide you permanent or contract recruitment services that is to say we will act as an agency as defined under the Employment Agencies Act 1973.

2. You authorise Acertus Search and Select to submit your formal application for the position of Biomedical Scientist to our client on your behalf.

Should you have any queries, or require any further information on the services we provide please contact Linda McCue on 01730 266208 or linda.mccue@acertus.co.uk.