HEALTH SERVICES LABORATORIES

Biomedical Scientist – Haematology and Blood Transfusion

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: Haematology and Blood Transfusion Biomedical Scientist

Location: London / Middlesex

Subordinates: Medical Laboratory Assistants, Client Service Officers

Reporting to: Department Chief Biomedical Scientist

Liaises with: Senior Biomedical Scientists

Overall Job Purpose:
As a trained Biomedical Scientist the post holder is responsible for the delegated tasks required for the delivery of a fit-for-purpose medical laboratory service. The responsibilities of this role include the analysis of patient samples to aid diagnosis of disease processes by the application of haematology technological and manual methods. Diagnostic work includes examination of blood samples to enumerate blood cells, investigate abnormalities of blood cells and their biochemical functions.

The analysis of samples to ensure safe blood transfusion practices by the application of blood transfusion technology, utilising the most up to date scientific methods in conjunction with traditional methods of microscopy and antigen/antibody-complex diagnostics. Diagnostic work includes examination of blood and plasma to identify blood groups and antibody status, including the identification of atypical antibodies. To provide blood and blood products to patients in a safe and timely manner and to respond appropriately to major incidents in accordance with the Trust Major Incident policy, thus ensuring blood and blood products are rapidly available.

Staff must achieve the departmental competency assessment to work out-of-hours as an autonomous practitioner to provide a 24/7 service

Main Duties:

To include, but not be restricted to, the following duties:

Technical

a. To perform manual, semi-automated and fully automated laboratory investigations.
b. Understand and comply with Standard Operating Procedures.
c. To plan and organise their work to comply within the demands of the clinicians and the department.
d. To undertake technical validation of complex results from laboratory investigations, to ensure accuracy and precision as specified by laboratory protocols.
e. To measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures.
f. To report any instance or event which may cause a service delivery failure to a Senior Biomedical scientist in charge of the section.
g. To respond to emergencies in a calm, efficient manner maintaining patient safety at all times.
h. To prepare reagents required for laboratory investigations.
i. To undertake technical validation of highly complex results from laboratory investigations, to ensure accuracy and precision as specified by laboratory protocols.

j. To measure and monitor the accuracy and precision of laboratory investigations using appropriate quality control procedures. To ensure compliance with the external national quality control schemes.
k. To assess, initiate and monitor appropriate action when a situation may cause service delivery failure.
l. To review, assess and initiate corrective action when quality control procedures indicate loss of performance with the laboratory instruments or methods and monitor results.
m. To communicate patient results by telephone when required.
n. To write, prepare, review and comply with Standard Operating Procedures (SOPs) and to have the authority to advise on procedures not covered by SOPs.

Diagnostic

a. To use interpretative skills to determine the clinical significance of results of laboratory tests.
b. To interpret laboratory results and take appropriate actions.
c. To acquire and maintain an up to date knowledge-base of haematology and blood transfusion theory and practice.
d. To maintain HCPC Registration through continual professional development.
e. To work autonomously out-of-hours after demonstrating competency to departmental requirements in order to meet the necessary standard.
f. To assess the clinical relevance and importance of diagnostic test requests, work in progress and test results.
g. To assess the clinical importance and urgency of test requests and results that impact on patient care and communicate these effectively.
h. To use interpretative skills to determine the clinical significance of results of laboratory tests, for example by deciding which tests or procedures are necessary to identify haematological disease.
i. To interpret laboratory results and take appropriate actions i.e.

- Authorisation of results
- Ordering relevant follow-up laboratory procedures
- Adding relevant technical and clinical comments
- Referring results for a second opinion
- Informing the requestor/medical staff of clinically significant results.

j. Work autonomously in Haematology and Blood Transfusion out of hours in an unsupervised capacity.

Resource Management

a. To advise the Senior or Chief Biomedical Scientists when stocks of reagents and consumables are approaching minimum stock levels.
b. To undertake routine operative maintenance on laboratory instruments.
c. To ensure compliance with good working practices required for the standards of UKAS and Blood Safety and Quality Regulations (BSQR), including Health and Safety.
d. To participate in day-to-day supervision and training of Medical Laboratory Assistants, Junior Medical Staff, locum staff, work based students and Trainee Biomedical Scientists preparing for State Registration.
e. To maintain good working relationships with all members of staff and to promote effective teamwork.
f. To liaise between BMS and medical staff as required.

g. To contribute towards a learning environment and to be proactive in the continuing education and self development of all staff.

Training and Development

a. To maintain registration with the Health Care Professions Council (HCPC).
b. To comply with the code of practise for the Institute of Biomedical Sciences (IBMS) and HCPC.
c. To support and participate in staff training and development as required.
d. To be pro-active in continuing professional development (CPD).
e. To assist in the maintenance of the UKAS and BSQR standards to ensure the department remains compliant at all times.
f. To participate with supervision of the work and performance monitoring of Medical Laboratory Assistants, Trainees and Students and newly qualified Biomedical Scientists in the procedures for which the post holder is responsible.
g. To undertake mandatory training as required and appropriate to this post including annual Fire Training and annual Good Manufacturing Process (GMP) training.

Information Technology

a. To use the Laboratory information systems according to authorised protocols and to train junior staff.
b. To comply with local and national policies for safe secure and confidential processing and storage of patient and other lab Information, ensuring compliance to the data protection act (1984).
c. To maintain the integrity and accuracy of laboratory databases.
d. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.
e. To enter own results and those obtained by others into the LIMS.
f. To undertake work-file management to ensure that all results are reported within the agreed turnaround time.
g. To ensure computer records are kept up to date and stored safely to ensure compliance with good working practices required for the standards of UKAS and BSQR.
h. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

Administrative

a. To ensure all records are kept up to date and stored safely to ensure compliance with the standards of UKAS and BSQR.
b. To ensure that all results are reported with the agreed turnaround times.
c. To use departmental resources efficiently and to advise a senior member of staff when stock of reagents and consumables are approaching minimum stock levels.
d. To participate in the review of policies and procedures COSHH and workplace risk assessments as directed by the Head of Department.
e. For short periods of time the post holder may be required to deputise for senior BMS staff.
f. To observe and adhere to the security arrangements of the Department

General Duties

a. To become familiar with the day–to-day organisation of the department and to be aware of the functions of the members of staff in the department.
b. To provide planned and emergency cover at the other Hospital laboratories served by your base location (as applicable).
c. To become familiar with the location of the other hospitals and travel when and where necessary within the region covered by your base location (as applicable).
d. To attend and participate in laboratory meetings as required.
e. To undertake such work as you are assigned in a careful and efficient way and in compliance with current UKAS standards, BSQR requirements and the TDL Quality Management System.
f. 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 department as well as the Company, and you should behave accordingly. Matters regarding patients 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.
g. To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate with all other members of staff at all times.
h. You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.
i. To adhere to and to positively promote the Sonic / TDL Core Values.
j. To maintain high standards of work within your department.
k. Other duties as assigned by the Operations Manager, Head of Department or senior BMS staff.
l. To participate in an Annual Joint Review

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

Attributes	Requirements
Qualifications	BSc in Biomedical Science.
	Registration with the Health Profession Council as a Biomedical Scientist
Experience	Minimum 3 year in an accredited laboratory (at least two years at the level of Specialist BMS, practicing in Haematology and Blood Transfusion)
	Participation in out-of-hours service (working alone)
Skills and Abilities	To be able to work as part of a team
	Show initiative
	Prioritise their work
	Basic understanding of quality management procedures
	Supervisory skills
	Problem solving
Personal Qualities	Good interpersonal skills
	Good communication skills
	Good organisational skills

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.

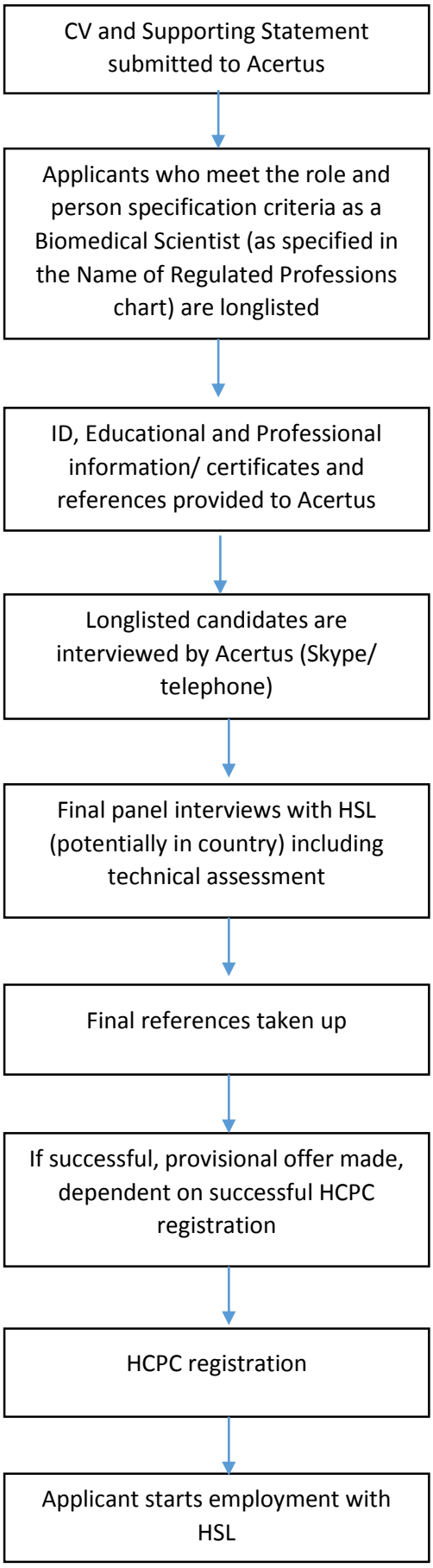
We cannot advise your chances of successful registration because applications are assessed on an individual basis. In order to be registered you will need to meet the UK Standards of Proficiency and you are recommended to read these to ascertain your best chances of success - http://www.hcpc-uk.org/publications/standards/. 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.