JOB DESCRIPTION

TITLE: SENIOR BIOMEDICAL SCIENTIST,
Multidisciplinary
Lead for Blood Transfusion

Location/Base: Holly House Hospital

DEPARTMENT: PATHOLOGY

REPORTS TO: PATHOLOGY MANAGER

ACCOUNTABLE TO: HOSPITAL DIRECTOR

SUMMARY OF POSITION:

- To ensure the delivery of a high quality, cost effective blood transfusion service.
- To assist with the running of the multi-disciplinary laboratory, which provides a 24 hour service to all Holly House/other users.
- To promote high levels of service through the continuation and improvement of laboratory standards, quality and value for money.
- To support the establishment and maintenance of CPA/UKAS and MHRA accreditation taking the lead with Blood Transfusion.
- To comply with the department’s standard operating procedures.
- To maintain registration, with the Healthcare Professions Council (HCPC).
- To keep updated through CPD.
- Whilst carrying out all of the following duties it is expected that you will take responsibility for ensuring that customer care standards are met in accordance with the Customer Care Policy.
MAIN DUTIES AND RESPONSIBILITIES

Management

• To work closely with the Pathology Manager to ensure that the required laboratory standards are maintained.

• To take a lead for Blood Transfusion within the laboratory ensuring that all MHRA, CPA/UKAS standards are adhered to and appropriate records maintained.

• To take the lead in organising and chairing the Hospital Transfusion Committee

• To assist in the annual report to MHRA and SABRE

• To report any concerns or non-compliances to the Pathology Manager in a timely manner

• To take part in the audit programme

• To participate in appraisal as per Aspen policy

• To attend laboratory meetings, as required

Blood Transfusion

• To provide professional leadership for Blood Transfusion, working closely with the designated medical consultant

• To keep up-to-date with current trends and policies within Blood Transfusion.

• To liaise with consultants and other service users to provide information or advice, as appropriate.
To be responsible for maintaining adequate stock levels of reagents, consumables etc for the section to perform its functions.

General:

As part of the small team, you should work with your colleagues to:-

- Process all requests that are received within the laboratory.
- Maintain and comply with the departmental standards and operating procedures, to the highest level.
- Comply with departmental and hospital operating procedures, which include; fire, security, COSHH, manual handling, health and safety and quality programmes.
- Maintain accurate records of patients’ results and laboratory maintenance procedures.
- Carry out multi-disciplinary duties within Haematology, Biochemistry, Microbiology and Blood Transfusion.
- To keep up to date with current trends and policies within pathology.
- To participate in audit ensuring that planned programmes are completed within agreed timeframes.
- Participate in the department ‘on-call’ rota.
- To have a flexible approach to work that entails some evenings and weekend hours, on a rotational basis.

SUPPLEMENTARY INFORMATION

Our Values
We are proud to be 'Individually different. Altogether better' and it is only through our people that we will achieve our mission to:
“Provide first-class independent healthcare for the local community in a safe, comfortable and welcoming environment; one in which we would be happy to treat our own families”

We do this by asking you to work within our core values:

- Beyond Compliance – Going above and beyond to improve our business
- Personalised Attention – Taking time to care for others
- Partnership and Teamwork – Inclusive and collaborative
- Investing in Excellence – Working to be the best
- Always with Integrity – Respected, admired and reliable

**Code of conduct**

- I will make the CARE and SAFETY of our patients my first concern and will always act to protect them from risk.
- I will always be respectful to the public, patients, relatives and carers, colleagues and business when representing Aspen Healthcare.
- I will always be honest and act with integrity.
- I will accept responsibility for my own work and if appropriate the proper performance of the people I manage.
- I will show my commitment to working as a team member with all my colleagues and the wider community.
- I will take responsibility for my own learning and development.
- If a member of a professional body, I will comply with the relevant professional code of ethics and conduct at all times

**Equality & Diversity**

Aspen Healthcare Limited is an Equal Opportunity Employer. Its policy is to treat everyone in the same way regardless of their race, religion, marital status, physical/mental disability, gender, sexual orientation, and age, responsibilities for dependents, trade union membership or offending background. The Company values the diversity of its work force as strength and aims to provide a working environment in which people have the opportunity to contribute and develop according to their individual merits and aspirations.

**Health & Safety at Work**

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible
care to avoid injury to yourself and to others by your work activities, and to co-operate with the organisation and others in meeting statutory and mandatory requirements.

**Statutory & Mandatory Training**

You are required to complete mandatory training as required, and if unable to attend ensure this is rectified with your line manager’s support at the earliest opportunity.

**Infection Prevention & Control**

It is the responsibility of all staff to ensure high quality patient care is based upon principles of best practice in infection prevention and control, either directly through personal contact or indirectly through supervision of practice.

It is the responsibility of all staff to fully co-operate with managers in achieving compliance with Infection Control policies and in adopting safe systems of work when undertaking activities that present a risk of the spread of infection.

**Confidentiality**

Information about any individual, which includes either some or all details of their identity is personal and is subject to the Data Protection Act (1998), the Human Rights Act (2000) and other Aspen Healthcare requirements such as the Caldicott principles.

- Patient information, in any form is confidential. This means that information should only be shared or accessed by someone with a legitimate reason, related to the care of the patient.
- Information about members of staff or others in relation to sensitive issues, such as appraisals, investigations, complaints or payroll details is also confidential.

All staff must always maintain confidentiality when dealing with sensitive material and information of this nature and immediately report any potential confidentiality issues that may arise.

**Information Security**

All staff are required to read and comply with all Aspen communications and policies that are issued relating to the electronic security of Aspen and patient information particularly in relation to:

- Saving data and information
- Password management and responsibilities
- Transfer of data and data sharing

Whistleblowing - Raising Concerns

It is the responsibility of all staff to raise any concerns to their line manager or the HR department if they reasonably believe that one or more of the following concerns is either happening, has taken place, or is likely to happen in the future relating to the company's business:

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate attempt to conceal any of the above.
- any other legitimate concerns

Data Protection

All staff must be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, Aspen Healthcare and the individual may be prosecuted. Disciplinary action will be taken for any breach.

Mobility/Flexibility

Your normal place of work will be as stated above, but as a term of your employment you may be required to work from any of the companies’ facilities.

Safeguarding the Welfare of Children and Vulnerable Adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines relevant to their job role

For all posts requiring professional registration

You are required by law to maintain professional registration for the duration of your employment and cannot be lawfully employed should registration lapse. Lapsing may render you subject to disciplinary
action. You are also required to abide by the codes of professional practice as detailed by the professional body (Nursing and Midwifery Council, General Medical Council, Health and Care Professions Council etc.)

Other responsibilities
You will be required to be aware of and adhere to all relevant Company Policies and Guidelines.
This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time and where possible be in consultation with the post holder.

Review
The post-holder must act in such a way to promote a positive image of Aspen Healthcare UK Ltd at all times. This job description is not conclusive and will be regularly reviewed with the post-holder.

**PERSON SPECIFICATION**

**POST:** SENIOR BIOMEDICAL SCIENTIST, MULTIDISCIPLINARY LEAD FOR BLOOD TRANSFUSION

**DEPARTMENT:** PATHOLOGY

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<td>Experience</td>
<td>HCPC Registered BMS</td>
<td>Multidiscipline experience</td>
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<td>Biochemistry or Blood Transfusion</td>
<td>Familiar with Ortho Vitros system</td>
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<td>Knowledge/Skills</td>
<td>Knowledge of Health &amp; Safety &amp; COSHH within laboratories</td>
<td>Knowledge of CPA/UKAS standards</td>
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<td>Knowledge of laboratory equipment maintenance and management</td>
<td>Experience of undertaking audit</td>
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<td>Good interpersonal skills</td>
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<td>Sound verbal &amp; written communication skills</td>
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<td>Able to manage workload and meet deadlines</td>
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<td>Quality/Attributes</td>
<td>Flexible &amp; adaptable</td>
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<td>Willing to develop competencies in other laboratory disciplines</td>
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