

JOB DESCRIPTION

POST:	Deputy-Head of Molecular Diagnostics (Cancer) Consultant Clinical Scientist, Molecular Diagnostics
LOCATION:	Molecular Diagnostics, Belfast City Hospital, BHSC
BAND:	8C
REPORTS TO:	Head of Molecular Diagnostics For Microbiology & Molecular Diagnostics
RESPONSIBLE TO:	Lead Clinical Scientist & Clinical Director for Microbiology & Molecular Diagnostics

Job Summary / Main Purpose

This post is a new substantive full-time post, developed within the evolving context of molecular diagnostics delivery nationally and the Pathology Network led HSC commissioned modernisation programme.

As the post-holder, the Deputy-Head of Molecular Diagnostics (Cancer) will support and deputise for the Head of Molecular Diagnostics (Cancer) in providing overall direction and management of a comprehensive, efficient and high quality specialised Molecular Diagnostics service for cancer patients.

The post-holder will support and deputise for the Head of Molecular Diagnostics (Cancer) in the provision of leadership and expert consultative advisory and interpretative service for commissioned Molecular Diagnostic Cancer Services (in conjunction with the QUB/Precision Medicine Centre as defined by the Service Level Agreement) delivered to the Belfast Trust and throughout Northern Ireland (Population 1.8 million).

The post-holder will be the scientific and clinical scientist managerial Deputy-Head for Cancer (Somatic) Service provision and be accountable to the Head of Molecular Diagnostics (Cancer) for the service provided and scientific staff employed.

The Deputy-Head of Molecular Diagnostics (Cancer) will, in conjunction with the Head of Molecular Diagnostics (Cancer), ensure continued strategic direction and development of commissioned Cancer molecular diagnostics services in line with the Trust's overall strategy and needs.

The post-holder will act in a Consultant Clinical Scientific capacity providing clinical liaison and scientific leadership, knowledge, skills and expertise.

The post-holder will keep abreast of scientific knowledge and current practice in all areas covered by the laboratory, being member of relevant clinical and scientific steering groups, societies and committees, representing the Trust in the relevant areas of molecular diagnostics in national and international meetings.

The post-holder will report to the Head of Molecular Diagnostics (Cancer) and be responsible to the Lead Scientist and Clinical Director for Microbiology & Molecular Diagnostics, who are part of the Senior Management Team, and work collaboratively with the Deputy-Head of Molecular Diagnostics (Rare Disease).

The post-holder will work closely alongside the Service Improvement Leads for Cellular pathology, Clinical Haematology and other Consultant colleagues in the Laboratories/ Clinical Specialisms in BHSC and other HSC Trusts.

The post-holder will act as the Deputy-Head of Molecular Diagnostics for Cancer in all matters of service provision and support the Head of Molecular Diagnostics for Cancer, who retains overall responsibility for the maintenance of accreditation and regulatory compliance of all aspects of the service.

The post-holder will support the Head of Molecular Diagnostics (Cancer) in for promoting and maintaining the highest possible standards of scientific work appropriate for a comprehensive, efficient and cost effective Molecular Diagnostic Service provision in collaboration with the Head of Rare Diseases.

The post-holder will maintain awareness of current developments in professional standards and regional policies that relate to the delivery of Cancer Molecular Diagnostics.

In conjunction with the Head of Molecular Diagnostics (Cancer), the post-holder will review the needs of service users (linked to constant surveillance of medical and scientific literature) in order to promote service development.

In conjunction with the senior management team, the post-holder will support the Head of Molecular Diagnostics (Cancer) in ensuring that the clinical governance needs of BHSC are met in relation to the Cancer Molecular Diagnostics Services.

The post-holder will support the Head of Molecular Diagnostics (Cancer) to initiate, direct and collaborate in scientific development, evaluation, audit and research within Cancer Molecular Diagnostics and work with clinicians and scientists within the BHSC and Northern Ireland.

The post-holder will provide scientific and professional advice to the relevant health organisations.

About the Belfast Health and Social Care Trust

The Belfast Health and Social Care Trust was established in April 2007 and comprises the Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Royal Hospitals and South and East Belfast, and North and West Belfast Health and Social Services Trusts.

Hospital Profiles

Musgrave Park Hospital is the Regional Orthopaedic Unit for Northern Ireland. The Musgrave Park Regional Orthopaedic Service is the largest in the British Isles with 29 consultant orthopaedic surgeons and staff. On site is the Queen's University of Belfast's Department of Orthopaedic Surgery which is the largest academic unit in Orthopaedics in the British Isles with an international reputation and an extensive research output.

The Royal Hospitals is the largest hospital complex in Northern Ireland, comprising the Royal Victoria Hospital, the Royal Jubilee Maternity Hospital (RJMh), and the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. It provides virtually all referral services in Northern Ireland and undoubtedly the vast majority of local research. Major re-developments of the Royal Group of Hospitals are underway, which includes the Royal Belfast Hospital for Sick Children and a new Maternity Hospital. A new Critical care Building with ED and theatres has been partially opened. The Royal Hospitals play a major role in clinical education, training and research, with most academic departments linked to the Queen's University of Belfast Medical School on the Royal Hospital's complex – medicine, surgery, ophthalmology, child health, obstetrics and gynaecology, and pathology.

Belfast City Hospital (BCH) is a major teaching hospital, most of which is housed within the Tower (opened in 1985). The Northern Ireland Cancer Centre opened on the campus in March 2006. A strong strategic focus on molecular medicine, cancer and renal services has enabled the development of a vigorous research programme, together with a large Cancer Clinical Trials Unit. There is a modern radiology department and substantial AHP Services (e.g. Physiotherapy, Podiatry, Occupational Therapy, Speech & Language Therapy, Nutrition & Dietetics, etc) and a comprehensive range of pathology.

The Mater Hospital is a long established general hospital with teaching status affiliated to the Queen's University of Belfast. A new state of the art ward block, the McAuley Building, was opened in January 2002. The X-Ray Department is sited in the Dempsey Building, which was opened in 1991. The Dempsey Building also houses the Emergency Department, the Operating Theatres, the Intensive Care/High Dependency Unit, the Outpatient Department and the Maternity Unit. The main Psychiatric Unit occupies a separate building next to the Dempsey Building. There is also a Psychiatric Day Hospital on a separate site, approximately one mile from the main hospital.

A summary of the services across the different hospitals is provided in the provided in the table below.

Site	General Services	Specialist Services
<p>Musgrave Park Hospital 225 Adult beds, 34 Paediatric beds</p>	<p>Anaesthesia Pain Management</p>	<p>Regional Orthopaedic unit Rheumatology Rehabilitation Regional Acquired brain injury unit Care of the elderly unit</p>
<p>Royal Hospitals 900 inpatient beds</p>	<p>A&E Acute & General Medicine Anaesthesia (including critical care) Pain Management</p>	<p>Recognised trauma centre Paediatrics (RBHSC) Obstetrics & Gynaecology (Royal Jubilee Maternity Hospital) School of Dentistry Regional services include: neurosciences, medical and surgical cardiology, thoracic surgery, ophthalmology and specialised endocrinology, ENT, general surgery, vascular surgery and Hepatology.</p>
<p>Belfast City Hospital 800 inpatient beds</p>	<p>A&E (temporarily closed) Acute & General Medicine Anaesthesia (including critical care) Pain Management</p>	<p>Adult Cystic Fibrosis Breast Services (including reconstructive surgery) Cardiology Cochlear Implant Service Gynaecology & Gynaecological Oncology Haematology Haemophilia Service Medical Genetics Medical Oncology Nephrology (including Renal Dialysis) Radiotherapy</p>

Site	General Services	Specialist Services
		Respiratory Medicine Transplant Surgery Urology
Mater Hospital 287 inpatient beds	A&E Acute & General Medicine Anaesthesia (including critical care) Pain Management	Surgical specialties, including Hepatobiliary, Ophthalmic and ENT Obstetrics & Gynaecology Psychiatry

The Belfast Health and Care Trust employ over 22,000 staff and it has a budget of approximately £1.31 billion.

The population within the Belfast Health and Care Trust is approximately 500,000 and the Belfast Health and Social Care Trust also provide nearly all the regional services for the population of Northern Ireland (1.811m).

Management Arrangements within the BHSCT

The Board of the Belfast Trust is responsible for the strategic direction and management of the Trust's activities. It is accountable, through the chairman, to the Permanent Secretary at the Department of Health Social Services and Public Safety, and ultimately to the Minister for Health.

It is made up of a Chairman, seven non-Executive Directors, five Executive Directors and five other Directors. The Department of Health appoints non-executive directors, with the approval of the Minister for Health.

The Trust Board meets approximately 6 times per year and anyone can attend.

Laboratory Management Structure within the BHSCT

The Director of Surgery and Specialist Services is responsible for all the Pathology Services within the BHSCT.

The Co-Director for Laboratories and Pharmacy is the Laboratory Director for the BHSCT and works in close conjunction with the Chair of Division for Labs, with both reporting to the Director of Surgery and Specialist Services.

There are x3 Laboratory Clinical Directors (CDs) with responsibility for Laboratory Services who report to the Chair of Division for Laboratories, with professional accountability to the Associate Medical Director.

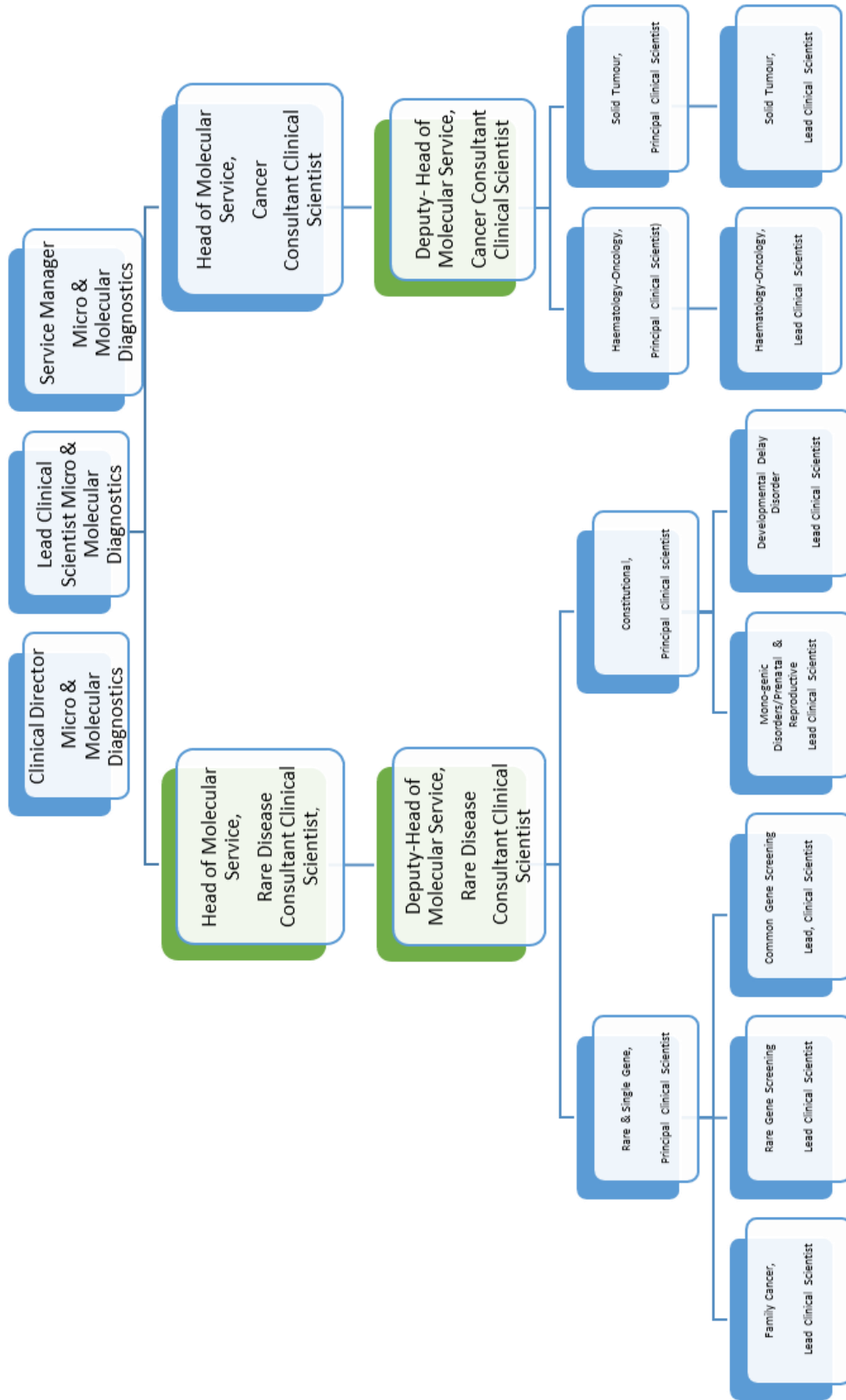
CD for Microbiology & Molecular Diagnostics
CD for Cellular Pathology
CD for Blood sciences

Each of the 8 individual laboratories has a service improvement lead or Lead Scientist. All of the clinical leads are employed within the BHSCT in a substantive Consultant post.

There are 4 Service Managers who report directly to the Co-Director for Laboratories and Pharmacy and there are 8 Discipline Managers working to the 4 Service Managers.

Molecular Diagnostics Structure within the BHSCT

Head/Deputy-Head of Service/Clinical Lead roles are specified (See structure below) for Rare Disease and Cancer molecular diagnostics. The service is split into Rare Disease (Germline) and Cancer (Somatic) reporting lines, with the Heads of Molecular Diagnostics Services reporting to the Lead Scientist. The Lead Scientist, is part of the Senior Management Team for Microbiology & Molecular Diagnostics, which also includes the Clinical Director and Service Manager for Microbiology & Molecular Diagnostics.



The Molecular Diagnostics Laboratory for Rare Disease Services (Germline) and Cancer (Somatic) are part of the Belfast Trust Laboratories and the Cancer and Specialist Services Directorate of the Belfast Health and Social Care Trust.

The Molecular Diagnostics Laboratory Services for Rare Disease (Germline) include:

- Rare Disease: Family Cancer Section
- Rare Disease: Rare Gene Screening Section
- Rare Disease: Monogenic Disorders & Pre-natal & Reproductive Section
- Rare Disease: Common Gene Section
- Rare Disease: Constitutional Genetics, Developmental Delay Disorders Section

The Molecular Diagnostics Laboratory Services for Cancer (Somatic) include:

- Cancer: Haemato-Oncology Section
- Cancer: Solid Tumour Section

The laboratory offers consultant-led scientific and clinical services and clinical advice and interpretation on a comprehensive range of tests for the Rare Disease (Germline) and cancer (somatic) investigation of patients.

The Molecular Diagnostics Cancer Service providing an extensive screening, diagnostic and interpretive service for the management of cancer. The laboratory contains state of the art Next Generation Sequencing (NGS) equipment facilitating rapid and automated high sample throughput. The current Molecular Diagnostics Cancer Service laboratory information system (LIMS) provision is covered Clinisys Labcentre. A regional LIMS tender solution is currently out to market.

The Molecular Service is also involved in the 100,000 Genomes project and is currently working with the DoH, GEL and other devolved nations to gain access to and transition into an operational Whole Genome Sequencing delivery model that will enhance current NGS capabilities.

To maintain turnaround times on site weekend working may be required depending on need.

In line with Trust policy, Consultant Clinical Scientists staff will have access to an office, a personal computer with internet connection and appropriate secretarial support from the shared administration staff team.

It is expected that typically about 60% of working hours will be occupied on direct service provision as appropriate and team activities. These activities will be prioritised over other activities as need arises.

Accreditation status:

Current service UKAS Accreditation status:

No 8952 (Genetics); No 8703 (Haematology); No 8638 (Cellular Pathology):

The test schedule listing accredited tests can be found on the UKAS website:

www.ukas.com/search-accredited-organisations/

(Genetics BCH Site)

UKAS Assessment:	Accreditation granted
Surveillance Visit:	26/01/2019
Assessment Manager:	Gemma McDonnell
Evidence submitted	Yes
Accepted, ongoing issue about?	None
Date of next review	tbc

Laboratory workload

Regional Rare Disease and Cancer molecular pathology service covers all primary care and HSC Trust testing:

Service	2019/20 Sample Numbers
Genetics In House	19,085
Genetics Send away	2,041
NIMPL (Cellular Pathology)	5,700
Molecular Haematology	5,801

Laboratory staffing

Workforce for Molecular Diagnostics (2019-2024)			
JOB ROLE/BAND	Germline	Somatic	TOTAL
Consultant Clinical Scientists	2	2	4
Clinical Scientists	21	10	31
Biomedical Scientists			5
Operational Support Staff			8
Bioinformaticians	1	1	2
Genetic Technologists	12	6	18
MLA Support Staff	9	5	14
Admin Support Staff			3
Total Staff			85

The training status of the department for the different professional groups, with the numbers currently in training in each group:

The Germline and Somatic Services are both accredited to deliver the Trainee Clinical Scientist STP Programmes (NSHCS) in Genomics and Cancer Genomics. There are currently a total of 5 STP trainees across the services, 3 in Germline and 2 in Somatic.

Laboratory facilities

The Molecular Diagnostics (Rare Disease and Cancer) Service is part of the Belfast Trust Laboratories and the Surgery and Specialist Services Directorate of the Belfast Health and Social Care Trust.

The Molecular Diagnostics service includes:

- Rare Disease
- Cancer

The laboratory offers consultant-led scientific and clinical services and clinical advice and interpretation on a comprehensive range of molecular tests for the rare disease and cancer investigation of patients.

Molecular Diagnostics (Rare Disease) Service, based in A Floor BCH Tower-block provides an extensive screening, testing and interpretive service for the management of rare diseases in collaboration with genetic medicine geneticists and genetic counsellor Colleagues for a diverse range of clinical settings including: antenatal and foetal medicine, paediatrics, cardiac genetics, neurology and primary care. The laboratory contains state of the art Next Generation Sequencers recently installed as part of an end to end managed equipment service and has participated in the 100,000 genomes project. The current laboratory information system is StarLIMS which will integrate using the Bioinformatician supported Trust Azure cloud solution and Open HER phenotype software to facilitate genomic levels of data processing.

The commissioned Molecular Diagnostics Cancer Service, is modernising as part of the overall Molecular Diagnostics modernisation programme being supported by the Department of Health. Services are currently based in A Floor (cytogenetics), C Floor (Molecular Haematology) BCH Tower-block and the NI Molecular Pathology Laboratory (NIMPL) (Solid Tumour), based in the Precision Medicine Centre, QUB. Development of this new Somatic structure will align with transition to NGS panel based testing and will underpin a consolidation in testing and molecular cancer service delivery into a stand-alone UKAS accredited Cancer Molecular Diagnostics Service.

The resultant Molecular Diagnostics, Cancer, Service will provide an extensive screening, and interpretive service for the management of cancer testing in diverse clinical settings, supporting Cellular Pathology, Haematology, SHMDS and cytogenetics colleagues. The laboratory contains state of the art Next Generation Sequencers recently installed as part of the Precision Medicine Centre, QUB. Trust staff will work in collaboration with QUB staff to deliver the commissioned Molecular Diagnostics, Cancer service. The current laboratory information system provision is Labcentre and StarLIMS. A new regional LIMS solution is in the early stages of procurement.

Equipment

Germline Service

Chemagic MSMI DNA Automated DNA Extraction Unit

Roche MagNAPure Compact DNA Extraction Unit

Illumina MiSeq and NexSeq 550 for NGS Targeted cancer panel/clinical exome diagnostics

Illumina NexSeq 550 Infinium SNP array

Hamilton Microlab STAR Robotic Liquid Handler

Beckman Coulter Biomek NXp Robotic Liquid Handlers

Leica Cytovision Scanning System

ABI 3730 and 3500XL Genetic Analysers

Range of standard molecular equipment

Somatic Service

NovaSeq6000, NextSeq500, Biomeki7,

3500 Sequencer, DP200 scanner, Polaris Vectra scanner, Philips scanner, Aperio scanner,

Benchmark XT, Leica Bond, Cobas z480,

Roche LightCycler x2

Roche MagNAPure Compact DNA Extraction Unit x2

Syngene G Box GEL Documentation System

Thermo Nano-chip 200 Nucleic Acid Quantification System

Annual Appraisal

The post holder will have annual appraisal as part of this post in line with the BHSCT policy on personal appraisal. Precise arrangements for appraisal have not been finalised. It is expected that this post may have a role in delivering appraisal for other clinical scientists.

There is extensive documentation of Staff Development Review Process on the Trust Hub and recording on HRPTS system.

The Trust formally recognises the contribution of staff to the achievement of the Trust's objectives through the Personal Contribution Framework (PCF). It provides an opportunity for joint discussion and feedback on the individual's contributions to Team and Directorate Management Plans which support the Trust to successfully deliver on its overall objectives.

The integrated approach to the Staff Development Review Process (SDRP) comprises of a meeting to discuss and agree of a comprehensive Personal Development Plan (PDP)

Annual Leave and Study Leave

Terms and conditions will be the standard arrangements under Agenda for Change and Trust policies.

On-call

On call work (predictable and unpredictable), if required, is recognised within job plans and remunerated.

Main Duties / Responsibilities

For each of the following, the postholder will;

Set direction - Deputy-Head of Molecular Diagnostics (Cancer)

1. The post-holder will support the Head of Molecular Diagnostics (Cancer) work with the senior management team for Molecular Diagnostics Rare Disease (Germline) and Cancer (somatic) Services in setting the strategic direction for this service, within the context of the overall strategic direction for Molecular Diagnostics, the directorate plan, commissioner priorities and established standards of clinical practice.
2. The post-holder will in conjunction with the Head of Molecular Diagnostics (Cancer) contribute to the development of guidelines and patient care pathways within an evidence-based framework.
3. The post-holder will support the Head of Molecular Diagnostics (Cancer) in the strategic development and delivery of clinical and laboratory aspects of Molecular Diagnostics Cancer Services with a lead role in molecular services encompassing the latest technical advances where possible and developing and reviewing Trust policy as appropriate. The post has a specific remit for modernising services.
4. The post-holder will contribute to the setting of quality criteria for the procurement and tendering of new diagnostic technology required to provide a modern and effective Molecular Diagnostics Service for Cancer.
5. In conjunction with the Head of Molecular Diagnostics (Cancer), provide leadership and direction to all Scientists within the relevant Laboratory Disciplines, supporting open and on-going communication.

6. Work with other Lead Scientists, Lead and Molecular Operational manager and senior management team to ensure that the Cancer (somatic) Molecular Service is developed in accordance with guidance from commissioners on newly-commissioned tests.
7. Work with other Head, Deputy-Head Scientists, the Molecular Operational manager and senior management team to ensure that the Cancer Molecular Diagnostics Service is appropriately represented within the Divisional Management Plan.
8. Work as a member of the service leadership and management team within the Belfast Health and Social Care Trust, leading on specific initiatives as agreed with the Senior Management Team, Chair of Division and Co-Director and contributing to strategy development for their area.
9. Promote the role of Clinical Scientists in addressing inequalities in health in line with the Trust's health inequalities strategy.

Setting Direction (Consultant Clinical Scientist)

1. The post holder will support the Head of Molecular Diagnostics (Cancer) to provide leadership and management team for the relevant Molecular Services in setting the strategic direction for this service, within the context of the overall strategic direction for laboratory services, the directorate plan, commissioner priorities and established standards of clinical practice.
2. The post holder will contribute to the development of guidelines

Professional Practice - Deputy-Head of Molecular Diagnostics (Cancer)

1. Support the Head of Molecular Diagnostics (Cancer) of provide leadership and champion the implementation of patient safety initiatives within the Cancer Molecular Service in Belfast Trust, working in conjunction with the Lead Scientist, Senior Management Team, QUB/PMC Colleagues and Molecular Operational Manager.
2. In conjunction with the Head of Molecular Diagnostics (Cancer), ensure agreed standards for clinical practice are implemented in line with policies and procedures, and that new guidance and recommendations from external reviews are disseminated to and discussed with colleagues.
3. Deputise when needed and support the Head of Molecular Diagnostics (Cancer) with governance and audit processes as agreed with the Lead Scientist and Clinical Director.
4. Provide professional advice to the service users based on oversight of indicators of performance against quality standards and outcome measures relevant to the service.

5. Be alert to and act upon early indication of unacceptable variation in clinical practice, escalating concerns in a timely manner.
6. Reinforce and contribute to the proper and timely reporting and investigation of adverse incidents and events by all staff.
7. Ensure clinical engagement and compliance with the Trust's complaints management arrangements and targets.
8. Work with colleagues to ensure that Scientists receive the appropriate induction.
9. Work with relevant managers and clinicians to ensure that the scientific workforce within Cancer Molecular Service is resourced appropriately when new tests are commissioned. Resolve immediate workforce difficulties and support the service leadership and management team in implementing scientist workforce plans within available resources.
10. Ensure continuity of the clinical service within existing resources through the equitable management of annual and study leave.
11. Ensure the promotion and delivery of education and training within the clinical service, ensuring the appropriate governance arrangements are in place.

Professional Practice (Consultant Clinical Scientist)

1. The post-holder will independently discuss, advise and challenge clinicians (including senior hospital medical staff) on the selection, performance and interpretation of clinically relevant tests to facilitate the diagnosis, treatment and monitoring of disease to maximise the best use of the Regional Molecular Diagnostics Service.
2. The post-holder will use specialist knowledge and judgement to instigate additional investigations that are appropriate and challenge those that are inappropriate for individual patients.
3. The post-holder will contribute to the development of guidelines and patient care pathways, within an evidence-based framework.
4. The post-holder will take professional responsibility on rotational basis for duties which include:
 - Clinical interpretation of tests, authorisation of results and the addition of complex interpretative comments to laboratory results including recommendations for further action
 - Participation in the Cancer Molecular Service rota to provide consultative advice to clinicians, including approve the appropriateness and providing interpretation of specialised tests which affect the immediate clinical management of individual patients.
 - Explain complex clinical and scientific terminology to users.
 - Advise on patient diagnosis, prognosis and selection for therapeutic

intervention

- Advise on management of inward and outward referral testing
 - Input into Molecular Tumour Boards and Clinical Multidisciplinary meetings.
5. The post-holder will participate in setting the standards for laboratory contact with clinicians, determining how the clinical advisory service is delivered and participate in the development of clinical protocols.
 6. The post-holder will set, promote and maintain the highest possible standards of scientific work appropriate for a comprehensive, efficient and cost-effective Cancer Molecular Service.
 7. Apply scientific methods to solve new diagnostic and therapeutic problems for the benefit of patients.
 8. Maintain an area of specialist interest as agreed with the Lead Clinical Scientist for Microbiology & Molecular Diagnostics and contribute to clinical and scientific meetings in this area of specialist interest.
 9. Initiate and participate in multidisciplinary clinical audit pertinent to the provision of the Molecular Diagnostics Service and ensure that changes in practice agreed as a result of audit activity are implemented.
 10. Initiate and direct scientific development, evaluation and research performed across the department.
 11. Provide specialist input and collaborate with clinicians and scientists undertaking research.
 12. Present at professional regional or national meetings the results of original research, development and audit activity and publish this work in reputable peer reviewed scientific journals.
 13. Participate in the wider development and promotion of the Cancer Molecular Services professional groups through active membership of the UK Clinical Scientific Networks and other relevant organisations.
 14. Participate in the organisation and development of a programme of on-going training for Clinical Scientist staff working within the Molecular Diagnostics Services
 15. Participate in and promote the teaching and organisation of undergraduate and postgraduate Molecular Diagnostics education.
 16. Educate medical staff in making appropriate use of the Molecular Diagnostics Cancer Services
 17. Promote and encourage the effective use of Molecular Diagnostics Cancer Services in other clinical specialities through participation in their professional development and audit activities.

18. Attend and participate in the organisation of relevant clinical and scientific meetings and present at these meetings as required.
19. Participate in Continued Professional Development (CPD) as directed by the Royal College of Pathologists, and the HCPC and maintain a personal CPD portfolio.

Service Delivery - Deputy-Head of Molecular Diagnostics (Cancer)

1. Support the Head of Molecular Diagnostics (Cancer) by working as a member of the Molecular Diagnostics service leadership and management team ensuring the delivery of safe, high quality, efficient and effective services, and supporting and maintaining on-going communication between team members.
2. In conjunction with the Head of Molecular Diagnostics (Cancer), provide clinical leadership in implementing service changes for the benefit of patients and in developing responses to specific patient access and other targets.
3. Encourage and support clinicians to involve users and carers in decisions about treatment, care and service development.
4. Deputise as required in dealing appropriately with public and individual concerns as they affect the service.
5. Support the Head of Molecular Diagnostics (Cancer) in the development and agreement of appropriate protocols for patient management in consultation with the Senior Management Team in line with Trust policies and procedures.
6. Support the service leadership and management team in the delivery of objectives for the service, attending regular meetings within the Division as agreed with the Senior Management Team.
7. Support performance management within the service area contributing to scrutiny of performance indicators and attending accountability meetings where agreed with the Senior Management Team.
8. Promote and support effective multi-professional team working and communication.
9. Any other duties as required to meet the exigencies of the Service.

Service Delivery (Consultant Clinical Scientist)

Taking note of Royal College of Pathologists and other professional guidelines (e.g. NICE) and in collaboration with senior colleagues playing a major role in:

1. Using specialist knowledge to advise the Trust on the implications of national professional guidelines pertinent to the provision of Regional Services with a lead role in molecular diagnostic services.
2. Set appropriate professional standards within the specialty and producing local policies
3. In conjunction with the senior management team (Lead Scientist, Service Manager and Clinical director for Microbiology & Molecular Diagnostics) agree appropriate objectives and develop policies for the specialty.
4. Implement national, Trust and departmental policies within the department.
5. Propose, develop and manage the introduction of new services.
6. Support and develop appropriate standards of practice for specialist regional services.
7. In conjunction with the senior management team, ensuring the appropriateness, timeliness and quality of the Molecular Diagnostics Cancer Service is maintained as confirmed by continued compliance with agreed internal performance indicators and external accreditation standards.
8. With senior speciality staff colleagues procuring the technology and other services needed to provide an effective service.
9. With senior specialty staff colleagues review the specialty's current performance, discussing important specialty issues and contributing to the formulation of strategic planning options aimed at ensuring the continuing efficiency and development of Molecular Diagnostics Service with a lead role in cancer (somatic) molecular diagnostics.
10. With senior specialty staff colleagues contribute to planning strategies affecting service delivery of Molecular Diagnostics Service to hospital and primary care sectors.
11. With senior specialty staff colleagues contribute to resource management, policymaking, planning, review of laboratory organisation and service quality
12. Ensuring that the laboratory responds to clinical priorities and manages demand through personal advice to clinicians and participation in the agreement of investigative protocols.
13. Directing and advising where appropriate on the evaluation and introduction of new procedures into the laboratory.

14. In conjunction with senior departmental management contribute to:
- Recruitment and development of Laboratory staff.
 - Ensuring that the health and safety standards of the Laboratory are met.
15. Provide an interface for discussion of errors or breakdown relating to diagnostic services
16. In conjunction with laboratory management, ensure that the professional specialist advice given by technical and junior scientific staff is of an acceptable standard and in line with prevailing local and national protocols and guidelines.
17. Oversee the effective and efficient referral of selected specimens to ensure that Molecular Diagnostics Services are used appropriately.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust’s ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: *This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.*

PERSONNEL SPECIFICATION

JOB TITLE / BAND: Deputy-Head of Molecular Diagnostics Service (Cancer)
Consultant Clinical Scientist,
Molecular Diagnostics
Band 8C

DEPT / DIRECTORATE: Molecular Diagnostics
Cancer & Specialist Services

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	Experience in the leadership of a clinical molecular diagnostics service for cancer delivering advanced molecular techniques Registration with the Health and Care Professions council (HCPC) as a Clinical Scientist	Shortlisting by Application Form

	<p>Fellow of the Royal College of Pathologists (FRCPath) in relevant discipline (or be within 12 months of achieving it)</p> <p>Thorough and broad experience in clinical molecular diagnostics of Cancer.</p> <p>At least 5 years' experience of working in a Clinical molecular diagnostics Cancer laboratory</p> <p>Ability to take responsibility for delivering the Clinical Cancer Service without supervision</p> <p>Interest and experience in the development and maintenance of a high-quality molecular diagnostics-based Cancer laboratory service.</p>	
<p>Knowledge Skills Abilities</p>	<p>Ability to work effectively within a team to achieve objectives.</p> <p>Mature attitude with ability to work independently</p> <p>Ability to direct self-learning.</p> <p>Competent in the use of Microsoft Office and other software packages relevant to Genomic Analysis.</p> <p>Ability to train and supervise other staff members.</p> <p>As appropriate to the job, extensive knowledge of Cytogenetics/Molecular Genetics /Haematology/Cancer Pathology/Cancer genomics</p>	<p>Shortlisting by Application Form</p> <p>And / Or</p> <p>Interview / Test</p>

DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	<p>At least one year's experience of working in a NHS diagnostic laboratory as a registered Clinical Scientist in Cytogenetics/Molecular Genetics /Haematology/Cancer Pathology/ Cancer genomics</p> <p>PhD in a relevant subject.</p> <p>Experience of working with genomic data and analysis packages.</p> <p>Experience in fluorescent in-situ hybridisation and array CGH /SNP array analysis.</p> <p>Experience in molecular tissue pathology technologies, e.g. IHC, ISH, Flow cytometry, q-PCR, etc.</p> <p>Experience of NGS analysis and interpretation.</p> <p>Have published papers directly relevant to clinical service development in Molecular Diagnostics</p>	Shortlisting by Application Form
Other (e.g. Knowledge Skills Abilities)	<p>Experience and excellent competency in communication and presentation</p> <p>A track History of audit, QI, management and IT skills</p>	Shortlisting by Application Form And / Or Interview / Test

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. *Failure to produce evidence will result in a non-appointment.*

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

Healthcare Leadership Competencies

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at:

<http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results

HSC Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.

What does this mean?



Working together

We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.

What does this look like in practice?

- I work with others and value everyone's contribution
- I treat people with respect and dignity
- I work as part of a team looking for opportunities to support and help people in both my own and other teams
- I actively engage people on issues that affect them
- I look for feedback and examples of good practice, aiming to improve where possible.



Excellence

We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.

- I put the people I care for and support at the centre of all I do to make a difference
- I take responsibility for my decisions and actions
- I commit to best practice and sharing learning, while continually learning and developing
- I try to improve by asking 'could we do this better?'



Openness & Honesty

We are open and honest with each other and act with integrity and candour.

- I am open and honest in order to develop trusting relationships
- I ask someone to help when needed
- I speak up if I have concerns
- I challenge inappropriate or unacceptable behaviour and practice.



Compassion

We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.

- I am sensitive to the different needs and feelings of others and treat people with kindness
- I learn from others by listening carefully to them
- I look after my own health and wellbeing so that I can care and support others.