Birmingham Women's and Children's NHS Foundation Trust

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE: PRINCIPAL CLINICAL SCIENTIST

BAND: 8a

LOCATION: Birmingham Women's Hospital, Regional Genetics Laboratory

DEPARTMENT: Laboratory Genetics

HOURS OF WORK: 37.5 per week

ON CALL/OUT OF HOURS: NO

ACCOUNTABLE TO: Director of West Midlands Regional Genetics Laboratory

RESPONSIBLE TO: Consultant Clinical Scientist

DIRECTORATE: Genetics

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

JOB PURPOSE

The post holder will be a senior state registered clinical scientist required to work with a considerable degree of autonomy and assume responsibility for individual patient outcomes leading a team of professional staff. He/she will also have to take the responsibility for directing and monitoring the outcome of medium-term service improvement schemes both with and/or without scientific and technical support.

JOB INFORMATION

In addition to the above managerial role the post holder will perform highly accurate scientific analysis on material derived from a wide range of pathological samples with often an unpredictable outcome. The job holder will also decide on when to apply specific genetic tests as appropriate to the clinical indication, interpret the findings and provide a diagnosis or make clinical judgements based on these results.

Depending on the requirements of the department this may be a rotational post and as such demands a very high level of expertise and flexibility.

The post holder will have overall responsibility for a sub section within a major section of the laboratory, with the sub section being appropriate to the expertise and experience of the post-holder.

This Job Outline highlights the main areas of responsibility for the post and is not exhaustive. It is expected that in line with the development of the Trust, additional responsibilities that are commensurate to the role will be added to this role outline to reflect the changing environment of the Trust as an NHS organisation.

CORE KEY RESPONSIBILITIES

PROFESSIONAL

- The post holder will be a senior state registered Clinical Scientist required to work with a considerable degree of autonomy and assume responsibility for individual patient outcomes leading a team of professional staff.

- He/she will also have to take the responsibility for directing and monitoring the outcome of medium-term service improvement schemes both with and/or without scientific and technical support.

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CLINICAL:

- To be professionally responsible for their own work and that of all healthcare scientists within the team
- To be actively involved in the relevant diagnosis of genetic disorders and thereby personally contributing significantly to the clinical service
- To liaise with clinicians throughout the West Midlands Region on patient referrals and appropriate testing.
- To communicate highly specialised and complex scientific and clinical information in both verbal and written form to the many diverse clinicians who use the service.
- To provide accurate clinical information and advice to clinicians both within the West Midlands region and from outside the region that refer samples or otherwise utilise the laboratory services.
- To formulate, authorise and issue appropriate reports to the referring clinicians according to departmental policy.
- To ensure the accuracy and timeliness of all patient results.
- To maintain continued professional development to an adequate level with the appropriate medical college.

PEOPLE MANAGEMENT

- To have overall responsibility for the day to day running of a sub section involving analysis of samples from a wide range of patient disorders.
- To develop and improve existing services by focussed, continual review of quality, productivity and efficiency
- To liaise with the Director/ Consultant Clinical Scientist / Head of section on the organisation of the working practices and staff within the team
- To ensure the accuracy and timeliness of all results leaving the sub section.
- To monitor and manage work performance of staff within the sub section, including organisation of rotas / out of hours working / annual leave and other human resource issues.

- To manage specific contractual work to ensure contract conditions are met.
- To assist the Director of the department with planning and policy decisions.
- To participate in the recruitment and selection of staff as required by the director
- To undertake other appropriate duties as delegated by the Director of department/ Consultant clinical scientist / Head of section.
- This is a rotational post and the post-holder can expect to lead any sub section in the department appropriate to the expertise of the post holder

SUPPLEMENTARY DUTIES AND RESPONSIBILITIES

QUALITY

- To ensure that at all times there are adequate staff, supplies and well-functioning equipment for the efficient provision of the service.
- To participate in internal and external laboratory audit and internal and external quality assessment schemes in accordance with the department's quality manual.
- To monitor the quality of the service provided for both scientific and interpretational work.

CLINICAL GOVERNANCE

- To work with the team to ensure achievement of and adherence to the standards required of a CPA (Clinical Pathology Accreditation UK Ltd) accredited laboratory, in close liaison with the Quality lead and under the direction of the Head of Section and ultimately the Director
- To participate in the preparation of the department for CPA accreditation
- To ensure that all members of staff based in the section abide by all statutory requirements, codes of practice, safety regulations and operational policies of the department and to be aware of these measures as applied to other sections
- To ensure risk management and risk reporting strategy within the section functions effectively

EDUCATION AND TRAINING

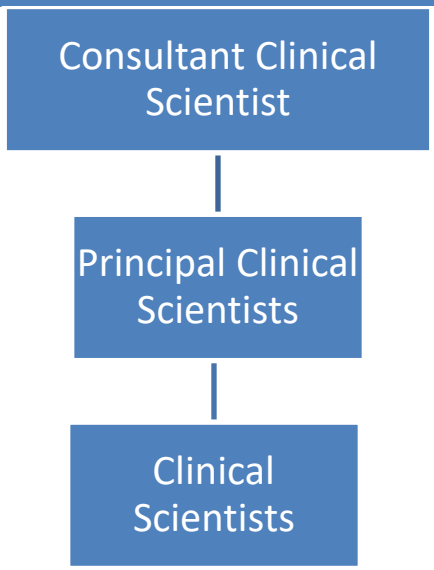
- The post holder will have significant responsibility for training programmes within the department to include:
- Higher specialist training of Clinical Scientists.

- Specific training of trainees either as direct training lead in the section or training supervisor including performance of internal training assessment.
- Contributing to teaching of other technical, scientific, medical and other staff on relevant topics.
- To provide teaching and lecturing to staff within the department, externally to other professionals and to the public as necessary
- To evaluate, advise and disseminate information and education resources as maybe appropriate.

RESEARCH AND DEVELOPMENT

- To be responsible for the evaluation, validation and implementation of new methods.
- Making recommendations on clinical protocols, local policy and implementation these
- Evaluation of published developments and innovations.
- Research and development including dissemination of results by publication and presentation at local and national meetings and involvement in grant applications
- To be responsible for the evaluation and introduction of new technologies relevant to the section.
- To contribute at a high level to the department's research portfolio

ORGANISATIONAL CHART



COMMUNICATION AND WORKING RELATIONSHIPS

- The post holder will have proven excellent communication skills
- The post holder will be expected to communicate effectively with team members both within his or her line management structure and within the management structure of the wider Departmental Programmes
- The post holder will be expected to communicate with Clinicians and Clinical Scientists and Genetic technologists both within the organization, across the Genomic Medicine network and with other Clinical and Scientific disciplines with a high level of autonomy
- This is expected to include complex discussions on patient results, testing strategies, performance and quality.
- This is expected include presentations of service development and clinical findings at National meetings and Conferences

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

- The post holder will analyze and advise on highly complex genomic test results with a high degree of autonomy and judgment
- This will include authorization of complex results and communication with Clinicians on their significance
- The post holder must be able to autonomously judge levels of responsibility and seek peer and senior advice when appropriate

PLANNING AND ORGANISATIONAL SKILLS

- The post holder will have excellent planning and organisational skills
- This will include organisation of team meeting and planning projects with clear aims, timelines and outputs
- This will include organisation of rotas and responsibility for ensuring staffing levels and adequate for service delivery and discussion with other Principal and Consultant Scientists to ensure resilience across their designated Clinical Programme

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.

- Ensure clarity and effectiveness in developing and designing roles.

- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.

- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.

- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.

- Promote an effective team ethos.

- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.

- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

- Contribute to developing and maintaining equality of opportunity in working practices by complying with legislation and organisational policies. Advise colleagues about equality, diversity and human rights policies and procedures and ensure they are followed.

- Ensure that colleagues are treated fairly. Behave in a non-discriminatory way and challenge the discriminatory behaviour of others. Be supportive of colleagues or service users who wish to raise issues about discriminatory practice or experience.

HEALTH AND SAFETY

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The postholder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

CONFIDENTIALITY

Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a dismissible offence and in the case of

computerised information, could result in prosecution or action for civic damage under the Data Protection Act 1998.

It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right to such information.

The Trust fully upholds the Caldicott Report principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information.

INFECTION PREVENTION AND CONTROL

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

MAJOR INCIDENTS

In the event of a Major Incident or Pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence, reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.

RISK MANAGEMENT

The post-holder should be aware of the process for reviewing systems and improving them, in order to increase patient safety and improve the service provided by BCH. All staff (on permanent, temporary or honorary contracts) should have an awareness of the risk management processes and an understanding of risk management as part of the Governance agenda. This includes assessing, monitoring and managing all aspects of risk, including the planning and undertaking of any remedial action.

All staff should ensure they are aware of the Trust Risk Manual. All staff must be aware of their responsibility for reporting any adverse incidents, including "near miss" events, in accordance with the Trust's Policy and guidance from the National Patient Safety Agency (NPSA).

EQUALITY AND DIGNITY

The postholder will be expected to adhere strictly to principles of fairness and equality in carrying out the role. At all times the postholder will be required to show respect for and maintain the dignity of patients, the public and work colleagues.

The Trust will not tolerate any form of bullying or harassment, violence or aggression against its employees.

SAFEGUARDING

As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implications for your continued employment. You are required to inform the Head of Child Protection

Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

COMMUNICATION (STAFF WITH SUPERVISORY/MANAGERIAL/LEADERSHIP RESPONSIBILITY)

An integral part of the role of any manager or person with leadership responsibilities is to communicate effectively with their staff and colleagues. It is an expectation of this role that resources and time will be allocated to communicate fully with staff and involve them in the decisions affecting them.

Arrangements should be made to ensure that local and Trust wide matters are communicated and discussed via appropriate means i.e., team meetings, written briefings etc.

INDUCTION

It is the responsibility of every employee to participate fully in induction.

A Trust wide induction course is held on the first and third Monday of each month and local induction will be provided within your own place of work.

APPRAISAL AND PERFORMANCE MANAGEMENT

All staff will be expected to fully participate in the Appraisal/ Performance Management process. This obligation will include the preparation for and attendance at appraisal/performance management interviews and completion of the associated documentation.

For Consultant Medical Staff an annual appraisal and review of the Job Plan is a contractual requirement.

Failure to participate in any stage of the process will render the process 'incomplete'.

WORKING TIME DIRECTIVE

The working Time Regulations 1998 require that you should not work more than an average of 48 hours each week, i.e. in a 17 week period no more than 816 hours or 1248 hours in a 26 week period. To work more you must have the authorisation of your manager and you must sign an opt-out agreement that you choose to work more.

Should you have more than one job with the Trust or have a job with another employer, then the total hours worked in all your jobs should not exceed the average of 48 hours as above. You are therefore required to inform your manager if you continue to work elsewhere and the number of hours you work, or if you take up work elsewhere during your employment with the Trust.

PERSON SPECIFICATION

JOB TITLE: PRINCIPAL CLINICAL SCIENTIST

BAND: 8a

LOCATION: WEST MIDLANDS REGIONAL GENETICS LABORATORY

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
List qualifications required – include level of qualification and the subject required		
Science degree (first or second class with Honours or higher degree)	Essential	A / C
Certificate of Competence (or other relevant training)	Essential	A / C
State Registration with the Health Professional Council	Essential	A / C
Higher Degree, DipRCPath/FRCPath (Part 1) or actively preparing for FRCPath (Part 1) or assessed equivalent experience.	Essential	A / C
Active participation in CPD	Essential	A / I
Publication record	Desirable	A / I
Completed interview and appraisal training	Desirable	A

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
What level of experience is required for this post?		
Significant post-training experience in clinical diagnostic genetics	Essential	A / I
Experience of laboratory supervisory work	Essential	A / I
Excellent specialist technical, chromosome or molecular analysis and interpretative skills. Expert knowledge of the principles of clinical diagnostic genetics including up-to-date knowledge of diagnostic tests.	Essential	A / I
Sound knowledge of Health & Safety issues	Essential	A / I
Evidence of research and development	Desirable	A / I

ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
What level of analytical skills is required? What level of judgement is needed and in what context?		

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
What level of professional/managerial/specialist Knowledge is required? Which subject is this in? How will it be evidenced?		

What level of IT skills will be required?		
PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
E.g. time management **Ability to work under pressure** **Team member**		
Experience and competence in writing and checking clinical diagnostic reports to the required standards.	Essential	A / I
Excellent organisational and supervisory skills in particular ability to lead team of scientists and technicians.	Essential	A / I
Reporting of test results with distressing implications to patients and their families	Essential	A / I
Computer literacy	Essential	A / I
Involvement in Quality and/or laboratory accreditation	Desirable	A / I
Experience of training others	Essential	A / I
Flexible approach to work.	Essential	I
Enthusiasm/motivation. Strong interpersonal skills.		I
Commitment to service delivery and patient care	Essential	I
Saturday working on a rotational basis may be required.	Essential	I

OTHER REQUIREMENTS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Are there any other requirements specific to this job role that have not been included elsewhere in the PS?		

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

Date of JD/Person Specification: 02/07/2021

Date of Review: 02/07/2021

Version: v1