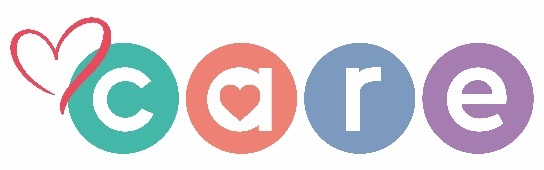


**JOB DESCRIPTION**

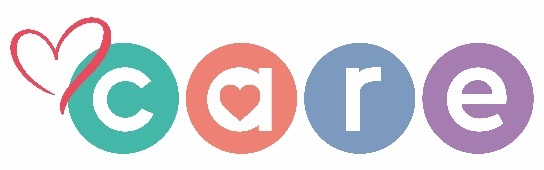
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| **Job Title** | Advanced Biomedical Scientist Dissector | |
| **Location** | Histopathology Department, Noble’s Hospital | |
| **Reports to** | Chief BMS Histology | |
| **Pay Band** | 8a | |
| **Job Evaluation Reference No.** | 1379/JE/24 | |
| **Organisation Chart** | Pathology Manager  Chief BMS Histology  2 x Consultant Histopathologist  Advanced Dissection BMS THIS POST  Senior BMS (Team Leader)  3x Band 6 BMS, 1 x Band 5 BMS, 1 x MLA | |
| **Overview** | The histology department at Noble’s Hospital processes 8000 histology cases per year. The department also handles approximately 150 postmortems, 600 non-gynae, and 5500 gynae specimens (screened in the UK).  We are looking to recruit an advanced BMS Dissector to join our team and assist our Pathologists with specimen dissection and provide training to our specialist BMS staff. This role will enhance the efficiency within our service and allowing for increased processing of specimens. This will support the service by ensuring our capabilities align with the department’s implementation of digital Pathology utilising specialist expert pathologists in the UK. | |
| **Job Purpose** | * To work as an integral part of the Histopathology/Cytology team to help deliver all services by rotation throughout all areas of the Histopathology laboratory * To work as part of the dissection team to shape, maintain and deliver a safe, quality and efficient/timely tissue dissection service in accordance with organisational, professional and accreditation bodies' standards * To independently dissect up to and including category E specimens * To support the development of the dissection service by training expert and advanced dissectors and medical trainees to dissect category C, D and E specimens * To support the smooth operation of the histopathology lab service by ensuring the specimen dissection service is delivered efficiently * The post holder will be expected to maintain competency in agreed areas of the histopathology laboratory and thus ensure an efficient service delivery as directed by the relevant Cellular Pathology Manager. | |
| **Communication & Relationship Skills** | * Use empathy and understanding to ensure that scientific and technical terminology are fully understood when discussing matters relating to the discipline to other health professionals * The post holder is required to ensure timely and accurate reports are issued by the department * Reports by telephone urgent and sensitive results and messages to medical clinicians and nursing staff to ensure patient care is appropriate * When required, attend head of department meetings in place of line manager (BMS3) and represent the interests of the discipline ensuring untoward incidents, QA success or failure and any other relevant information is reported * Take responsibility for discussing issues that are outside of the remit of the junior staff such as result delays, testing strategies and abnormal results * Ensure any routine protocols/procedures that are altered or adjusted are brought to the attention of all relevant people and using document control provide proof that this has been done. Organise training if this is required for the new procedure * Ensure reference laboratory samples are processed as per protocols and that clinicians are aware of these protocols and are informed of any alterations that may affect them in their patient care * When deemed necessary for either annual service/maintenance visits or for emergency visits, organise visits from off-island engineers that cause the minimum disruption to sample turnaround times * Ensures that all information/data associated with Cellular Pathology conforms to GDPR guidelines and policies * Tactfully discuss the adequacy of FNA samples from ROSE clinics with the Consultant Radiologist, whilst in front of patients. | |
| **Knowledge Training & Experience** | * Significant post-registration experience in histology with sufficient experience of specimen dissection up to and including category ‘E’ specimens * Demonstrable experience of managing and developing staff * HCPC registered **AND** * IBMS specialist portfolio or equivalent **AND** * An additional qualification: MSC (relevant to discipline), or FIBMS, or IBMS Diploma in Expert Practice, or the IBMS Higher Specialist Diploma **AND** * Advanced Specialist Diploma in Histological Dissection * Advanced knowledge, and interpretation of Histological Dissection and a histopathology service * Processing samples on an automated tissue processor and the ability to produce high quality sections and stains from the resulting tissue blocks * Ability to assess the cellularity of Fine Needle Aspirates (FNAs) during radiology clinics as part of the rapid on-site evaluation service (ROSE) * Information technology and data handling * Quality assurance and audit * Interpretive skills i.e. understanding and explaining the clinical relevance of tests and results * Ability to advise medical staff when results may be delayed ensuring patient care is maintained * Ability to advise junior staff (Specialist BMS, Trainee BMS, MLAs) as the correct course of action when problematic situations are encountered such as machine failure. | |
| **Main Duties & Responsibilities** | * To be responsible for the maintenance and updating of all relevant Standard Operating Procedures for dissection in line with United Kingdom Accreditation Service (UKAS) requirements and ensure they are consistent with the quality policy of the laboratory * Lead and review investigations into errors and adverse incidents in conjunction with the Quality lead * Develop and review dissection processes * Support the service lead and assume delegated responsibility for day-to-day service management of laboratory's service as required * Train others in dissection according to laboratory standards and provide mentoring * Provide advice to clinicians within own competency and scope of practice * Undertake audit relevant for the dissection service and ensure team compliance with RCPath data sets * The post holder is expected to direct agreed scientific development, improvement, and research performed by scientific and medical staff in the department * Evaluate and develop the dissection service in line with evidence base (e.g. innovations, quality improvement) * Maintain competency in all areas of the laboratory and to continue to develop in the practice of histological dissection techniques keeping up to date with RCPath data sets * To maintain health and safety protocols/standards in the laboratory working area * Cooperate with all staff in Cellular Pathology and other departments in the promotion of an integrated and efficient laboratory service * Ensure that all procedures are carried out according to laboratory safety rules and are consistent with Trust policies and recognise and accept safety regulations, guidelines and policy * To understand and implement Internal Quality Control procedures and External Quality Assessment programmes and to ensure prompt action where failures occur * Ability to maintain, troubleshoot and carry out complex repairs on complex laboratory equipment. | |
| **Analytical & Judgemental Skills** | * Works independently within defined departmental protocols utilising professional judgement in interpretation of complex test results only referring to Chief BMS when assistance needed * Is responsible for the day-to-day assessment of laboratory machine results by analysis of quality control data and taking action to rectify this if deficiencies found * Takes clinical and laboratory decisions in dissection that are outside the remit of the BMS staff * Takes clinical and laboratory decisions that are outside the experience of the post holder to the Chief Biomedical Scientist within Cellular Pathology * Prioritises workloads daily to ensure that reports are issued in a timely manner * Discusses with clinicians any problems in normal service to organise workloads to ensure a minimum disruption of patient care * Liaise with referral departments in the UK in an appropriate and timely fashion * Assess the cellular content of ROSE FNA samples during radiology clinics as to whether the sample contains adequate material for the pathologist to diagnose. Prevents the unnecessary recall of patients for further ultrasound investigations. | |
| **Planning & Organisational Skills** | * Organise workload of junior staff to ensure an efficient service is maintained and reports issued in a timely manner * Organise own workload in allocated area of work ensuring that testing competed, and reports issued in a timely manner * Ensure all consumables and reagents are always in stock, in date and in sufficient quantities to cover any re-ordering delays (without having extra stock that expires and is wasted) * To ensure that patient and workplace records are kept up to date and stored safely to ensure compliance with good work practice and GDPR as stated in the guidelines for Clinical Laboratory Accreditation and DHS policies * Organise in conjunction with the Chief BMS appropriate training for junior staff and the targeting of additional and regular update training in either theoretical or technical skills * Organise staff rotas to cover all required work periods including Saturday mornings and bank holidays * Liaise with outside agencies the maintenance and repair of equipment. | |
| **Physical Skills** | * Repeated use of computer keyboard * Manual dexterity when handling tissue specimens * Regular microscopy for extended periods. | |
| **Patient/Client care** | * Maintain the efficacy of histology dissection for Manx Care * Ensure rapid and accurate turnaround of histopathology specimens, and timely submission to the reporting pathologist * To investigate any incidents/errors in the dissection laboratory * Develop the dissection service to encompass the latest techniques and equipment * Liaise with pathologist staff over complex specimens. | |
| **Policy/Service Development** | * To be responsible for the maintenance and updating of all relevant Standard Operating Procedures for dissection in line with United Kingdom Accreditation Service (UKAS) requirements and ensure they are consistent with the quality policy of the laboratory * Develop and review dissection processes * Evaluate and develop the dissection service in line with evidence base (e.g. innovations, quality improvement). | |
| **Financial & Physical Resources** | * To assist in the investigation of revenue saving procedures and assessment of cost effectiveness of service delivery whilst maintaining the service * Deputise for the BMS 3 in his/her absence and thus be aware of, and be able to process, policies such as sickness and annual leave * Be a signatory for the Chief BMS in his/her absence for the ordering of reagents and consumables * Utilises laboratory equipment according to manufacturer’s guidelines and within the principles of correct health and safety * Maintains the equipment to safe standards and ensures using quality control that accurate and precise results are issued. This is done using either in-house or commercial control samples * Troubleshoots and carries out routine and non-routine maintenance of equipment and is responsible that staff under the post holder abide by all procedures and protocols. | |
| **Human Resources** | * To support the development of the dissection service by training expert and advanced dissectors and medical trainees to dissect category C, D and E specimens * Lead and review investigations into errors and adverse incidents. * Support the service lead and assume delegated responsibility for day-to-day service management of laboratory's dissection service as required * Train others in dissection according to laboratory standards and provide mentoring * The post holder will participate in Continuous Professional Development in line with KSF and work towards gaining further knowledge through certificate level training and short courses.  This will be done through Personal Contribution Plan & Annual Staff Development review * Participate in the Trust’s Performance Review Scheme. To review the performance of direct reports on a regular basis, and to provide direction on personal development requirements and appropriate action. | |
| **Information Resources** | * Is responsible for the monthly and annual figures within the laboratory information system and ensures they are presented to the Chief BMS for statistical analysis * To participate in the management of the laboratory Information Systems, resolving problems both locally and in conjunction with the system provider and modifying the system to accommodate changing requirements * Liaise with the pathology IT manager to maintain the laboratory computer equipment and ensure performance and integrity maintained * Has a basic working knowledge of Microsoft Office which allows the production of policies, procedures and spreadsheets * Ability to use Quality Systems Management software (i.e. passport or similar) * Has a detailed knowledge of the laboratory information system and any other systems that are connected to the network that provide results for clinicians * In areas outside their expertise, pass on at earliest opportunity tasks to the laboratory computer manager to ensure systems are maintained and testing is not delayed to the detriment of the patient. | |
| **Research & Development** | * The post holder is expected to direct agreed scientific development, improvement, and research performed by scientific and medical staff in the department * Undertake audit relevant for the dissection service and ensure team compliance with RCPath data sets. | |
| **Freedom to Act** | * The post holder must continue to meet the standards of proficiency as specified by the HCPC to maintain registration as a Biomedical Scientist * Ensure that all procedures are carried out according to laboratory safety rules and are consistent with Trust policies and recognise and accept safety regulations, guidelines and policy. | |
| **Confidentiality** | In the course of your duties, you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018. | |
| **Health & Safety** | It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person’s responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers. | |
| **Safeguarding** | The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding. | |
| **CARE** | In Manx Care we pride ourselves on being Committed and passionate, Accountable and Reflective, Respectful and Inclusive and Excellent and Innovative. **CARE** represents what we are about, what we stand for and what we value. All our recruitment, performance management and development are based on our **CARE** ethos. | |
| **JOB DESCRIPTION AGREEMENT**  I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.  **Job holder’s name (please print)**  …………………………………………………………………………………………  **Job holder’s signature**    ………………………………………………………………………………………….  **Line manager’s name (please print)**  ………………………………………………………………………………………….  **Line manager’s signature**  ………………………………………………………………………………………… | | **Date**  …………………………………  **Date**  ………………………………… |

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**JOB DESCRIPTION APPENDIX 1**

**Physical, mental & emotional demands of the job and working conditions**

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| Physical effort | * Repeated use of computer keyboard * Standing dictating for extended periods over a ventilated dissection table * Irregular lifting of chairs, equipment and consumables (>20kg occasionally) * Manual dexterity when handling tissue specimens * Regular microscopy for extended periods | |
| Mental effort | * Dealing with continual interruptions due to telephone requests for information * Regular awareness of the needs to issue results as soon as possible and have reports issued by the end of day * Regularly having to prioritise workloads and assess the importance * Regular periods when machine or instrumentation failure of varying degree results in extra workloads * Regular periods of multi-tasking * Long periods of concentration when analysing scientific data and authorising results * Long periods of concentration when undertaking microscopy. * Concentration required for processing samples and interpreting results during long periods of duty related to the provision of the ‘out-of-hours’ service when it is necessary to remain awake and alert | |
| Emotional effort | * Regular exposure to clinical details of a potentially upsetting nature * Regular exposure to stressful incidents with other professional staff e.g. Calls for urgent results, calls for advice, incorrect procedures by other members of staff * Irregular dealing with patients who are known to the employee * Regular exposure to times of short staffing when workloads can increase and demands on time can be increased * Prioritising workloads to ensure urgent work that is identified as such is done first * Occasional direct patient bedside contact during ROSE clinics which are often very stressful for the patient * Regularly must deal with very sensitive results and the separate confidentiality issues associated with cancer patients | |
| Working conditions | * Regular exposure to chemicals, body fluids and infectious material * Regular exposure to moderate noise from refrigeration and centrifuges * Regular exposure to contaminated equipment. e.g. during maintenance * Exposure to needle stick injury risk * Regularly work in isolation or independently | |
| **Agreement of above description**  I have read and agree with the content of this job description and accept that the role will be reviewed annually as part of the development review process.  **Job holder’s name (please print)** ………………………………………………..  **Job holder’s signature** ………………………………………………………………..  **Line manager’s name (please print)** ……………………………………………  **Line manager’s signature** …………………………………………………………… | | **Date** …………………………………  **Date** ………………………………… |

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**Person Specification**

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| **Criteria for selection** | **Attributes** | **Essential (E) or Desirable (D) requirements** | **Method of assessment** |
| **Qualifications** | * HCPC registered ***AND*** * IBMS specialist portfolio or equivalent ***AND*** * An additional qualification: MSC (relevant to discipline), or FIBMS, or IBMS Diploma in Expert Practice, or the IBMS Higher Specialist Diploma ***AND*** * Advanced Specialist Diploma in Histological Dissection | E  E  E  E | CV  Interview  Pre-employment checks |
| **Knowledge & Experience** | * Significant post-registration experience in histology with sufficient experience of specimen dissection up to and including category ‘E’ specimens * Demonstrable experience of managing and developing staff * Advanced knowledge, and interpretation of Histological Dissection and a histopathology service | E  E  E | CV  Interview |
| **Attributes** | * Ability to work effectively within a team to achieve objectives * Ability to train and supervise other staff members * Ability to manage time effectively and prioritise tasks to meet deadlines * Maintain high standards of personal accountability | E  E  E  E | CV  Interview |
| **CARE** | * Demonstrate their COMMITMENT by their regular attendance and the efficient completion of all tasks allocated to them. * Demonstrate ACCOUNTABILITY & REFLECTION by carrying out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations and comply with the HPSS Code of Conduct. * Demonstrate RESPECT & INCLUSION always provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner * Demonstrate EXCELLENCE & INNOVATION by providing up to date care for the service | E  E  E  E | Interview |
| **Circumstances & Interests** | * Post holder will participate as required in weekend and Public Holidays working as part of the conditioned 37.5 hours per week * The ideal post holder would have interests in anatomy, training, and service development * Satisfactory Police Check * IOM Worker | E  E  E  D | Interview  Pre-employment checks  Application form |