

Isle of Man  
Public Service  
**Careers**



# Biomedical Scientist in Histology

Diagnostics Division

**Job Information**

Working together for the Isle of Man



**MANX CARE**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Biomedical Scientist (New Registrant)</b>
<b>Location:</b>	Cellular Pathology
<b>Accountable to:</b>	Pathology Directorate Manager
<b>Reports to:</b>	Chief Biomedical Scientist
<b>Grade:</b>	5
<b>Job Evaluation Reference No:</b>	0806v4/JE/16
<b>Organisation Chart: (attached)</b>	

**JOB PURPOSE**

The post holder will be a State Registered Biomedical Scientist who is responsible for the preparation of histological and cytological material under specific standard operational procedures to produce prepared slides for diagnosis of disease processes by a consultant pathologist, utilising the most up-to-date scientific methods e.g. immunocytochemistry in conjunction with traditional methods.

The post holder contributes to providing a professional clinical laboratory service, working effectively individually and as a team member.

Diagnostic work includes gross surgical and post mortem tissue cut up with a pathologist, preparation of tissue blocks, subsequent microtomy to produce stained histological slides that are then assembled into cases and quality controlled before signing out to the consultant pathologist. Non gynaecological preparations are also produced e.g. urine and breast fine needle aspirations.

In addition the post holder will participate in an external gynaecological service with a reference laboratory that will include sending away specimens on a weekly basis to the reference laboratory and inputting the returned results into the laboratory computer information system.

The post holder will be able to perform all core scientific and interpretive work, which corresponds to the training and qualifications of a Registered Biomedical Scientist.

The department is divided into routine histology including gross surgical cut up, immunocytochemistry and cytology. Staff will be rotated through all sections of the department.

**KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB**

**Knowledge Gained through formal Qualifications:**

- Institute of Biomedical Science (IBMS) accredited BSc (Hons) Biomedical Science degree.
- Or**



- A non-approved Honours science degree plus supplementary education from an accredited biomedical science degree programme equating to an accredited degree.  
**And**
- Certificate of Competence for Health & Care Professional Council Registration (HCPC).

#### **Knowledge Gained through Experience:**

- Acquisition of technical and analytical knowledge gained by ongoing experience and participation in the various activities encountered daily in a clinical histology laboratory setting.

#### **Clinical/Technical Skills**

This is essentially a developmental role leading to the acquisition of a wide range of specialist knowledge, understanding and skills in activities including:

- Safe and correct handling of specimens, statutory health and safety requirements for high risk samples.
- Information technology and data handling.
- Quality assurance and audit.
- Interpretive skills i.e. understanding the clinical relevance of tests and results.
- Eye hand coordination when processing samples and using microtomes.
- Utilises highly developed physical skills involving the manipulation of fine tools, pipettes, scalpels etc for the processing of histology and cytology specimens.

#### **Interpersonal Skills**

- Ability to communicate routine and complex information to other staff and service users including a wide range of health professionals and clerical staff in a professional and sympathetic manner.
- Ability to communicate scientific data without the use of jargon in order to ensure that results are fully understood.
- Ability to provide advice and guidance to support staff and Trainee Biomedical Scientists.
- Ability to communicate histology and cytology results and information to reference laboratories.

#### **IT Skills**

- Keyboard skills are essential for this role in order to use the laboratory computer system, no formal qualifications are required, but it generally takes 2 to 3 months for a post holder to become familiar with the system (inputting requests and case information).
- Ability to read and respond to communication via email.
- Ability to produce simple reports and Excel spreadsheets using Microsoft Office.
- Ability to acquire the skills to be able to use computer driven processors and stainers and other equipment in order to select appropriate programmes and processes when through putting pathological specimens. Ability to troubleshoot during processor or equipment failure.

#### **MAIN DUTIES & RESPONSIBILITIES**

- Following appointment to this role, the post holder is required to undertake the IBMS Specialist Diploma (discipline specific and awarded after completion of laboratory based training programme equivalent to two years practice, and assessment of a training portfolio). There is automatic progression to Specialist Biomedical Scientist following successful completion of this.
- Practises as a state registered Biomedical Scientist, who performs a comprehensive range of routine and specialised histological and cytological analyses.



- Develops knowledge and interpersonal skills with the ultimate aim of the provision of specialist non-clinical advice and guidance to service users, in order to provide the best care for patients e.g. advises clinicians on appropriate investigations and fixatives used.
- Utilises highly developed physical skills involving the manipulation of fine tools, pipettes, scalpels etc for the processing of histological specimens.
- Records the actions of all investigations undertaken in the laboratory computer system and issues reports e.g. synovial fluids.
- Processes and analyses samples and quality control material, and reports results in accordance with Manx Care protocols as specified in local and Health Protection Agency Standard Operating Procedures.
- To undertake manual and semi automated laboratory investigations e.g. microtomy, tissue processing and automated staining.
- To carry out tasks as laid down in the Standard Operating Procedures in the laboratory.
- The post holder will perform gross surgical cut up and biopsy service with the pathologist as laid down in the standard operating procedures.
- The post holder will perform frozen sections and subsequent staining as laid down in the standard operating procedures.
- To perform specialised staining as an aid to diagnosis using method sheets and standard operational procedures.
- To undertake technical assessment of results from laboratory investigations.
- The post holder will participate in an external gynaecological service with a reference laboratory that will include sending away specimens on a weekly basis to the reference laboratory and inputting the returned results into the laboratory computer information system.
- To work in specialised areas e.g. immunocytochemistry.
- To report to the Senior Biomedical Scientist any instance or event which may cause a service delivery failure.
- To undertake preventative maintenance on laboratory instruments.
- The post holder will organise the specimen storage areas including specimen discard as per standard operational procedures.
- To prepare reagents required for laboratory investigations e.g. specialised stains.
- To send away cases to reference laboratories on request and log that information into the LIMS.
- To provide daily and weekly maintenance of automated equipment e.g. changing alcohols and xylene on the tissue processor.
- To undertake quality control in all areas of the laboratory i.e. macro and micro checking of slides before signing out to the surgical pathologist.
- To file both histology and cytology reported request forms and blocks and slides.
- To keep the workplace and workbenches clean and tidy.
- To maintain good work relations with all members of staff and to promote effective teamwork.
- To treat everyone associated with Noble's Hospital with courtesy and respect.
- To ensure compliance with all local and national standards of work practice.
- To maintain and promote the professional image of the department of Cellular Pathology

#### CLINICAL

- The post holder works as part of a team to provide a clinical histopathology/ cytology service.
- Preparing tissue blocks and slides for examination and reporting by the surgical pathologist.
- Deciding which tests or procedures are necessary.
- Performing and interpreting immunocytochemical diagnostic tests.
- Operation of automated equipment e.g. Leica Autostainer. Coverslipper and tissue processors.



### **PROFESSIONAL**

- Maintains State Registration with the Health & Care Professionals Council (HCPC).
- Conforms to the HPC Code of Conduct for Biomedical Scientists.
- Practices Continuing Professional Development (CPD).
- Demonstrates professional behaviour at all times towards colleagues, other health care professionals and members of the public.

### **TRAINING, EDUCATION & RESEARCH**

- Following appointment to this role, the post holder is required to undertake the IBMS Specialist Diploma (discipline specific and awarded after completion of laboratory based training programme equivalent to two years practice, and assessment of a training portfolio). There is automatic progression to Specialist Biomedical Scientist following successful completion of this.
- Delivers on the job training to Trainee Biomedical Scientists as required by departmental training officer e.g. preparation of histopathological stained slides from wax tissue blocks.
- Delivers training to Medical Laboratory Assistants e.g. Data Entry of requests.
- Develops and evaluates new techniques, methodologies and equipment as part of the histological team. In accordance with good scientific practice, development is an ongoing function of the department; the post holder contributes to this process as required.

### **PLANNING & ORGANISATIONAL SKILLS**

- Organises own workload in allocated area of work.
- Frequently required to reschedule own workload when dealing with urgent samples.

### **COMMUNICATION**

- The post holder is required to produce timely reports for the head of department when requested.
- To develop the skills required to communicate sensitive and complex information to other health professionals in simple language.
- To use the laboratory information system efficiently and effectively.
- Receives telephone calls from reference laboratories relating to urgent specimens.
- To inform other health professionals of problems with sample labelling.

### **MANAGERIAL/LEADERSHIP**

- Leadership skills are required when working with unqualified staff. It is necessary to demonstrate professional behaviour when interacting with more junior staff.
- Provide leadership to staff in a professional manner at all times.

### **CLINICAL GOVERNANCE**

- The post holder works autonomously within laboratory protocols, guidelines and Standard Operating Procedures.
- The post holder is required to attend Manx Care meetings in order to contribute to discussions relating to development of protocols and procedures within the cellular pathology area.



- Post holder will be expected to comment on and propose changes to standard operating procedures within the laboratory.
- Participates in quality assurance procedures within the department of histology in order to ensure that all analyses are performed to expected standards by monitoring internal and external quality control material, e.g. internal daily accuracy and precision checking and external comparison with peer group laboratories and reference laboratories using national external quality assurance schemes (NEQAS) e.g. ICC NEQAS.
- Reports any untoward incidents to line manager as appropriate.

#### **SYSTEMS & EQUIPMENT**

- As part of the histology team, ensures that consumable supplies are used in rotation according to shelf life and informs Senior/ Chief BMS of the need to order supplies.
- Participates in evaluation of laboratory equipment as directed by the senior staff.
- Manipulates precision instruments, e.g. pipettes and microscopes.
- To comply with local and national policies for the safe, secure and confidential processing, and storage of patient and other laboratory information.
- To use the Laboratory Information Management System according to the authorised protocols.
- To maintain the integrity and accuracy of laboratory databases.
- To enter their own results and results from reference laboratories into the LIMS e.g. cytology results and synovial fluid results.
- Utilises specialist laboratory equipment e.g. automated immunocytochemical stainer.
- Utilises specialist laboratory equipment to aid diagnosis e.g. polarising Microscope

#### **DECISIONS & JUDGEMENTS**

- Post holder will work independently within defined Manx Care protocols utilising acquired skills e.g. specialised staining of liver biopsies.
- The post holder will be expected to refer to Specialist, Senior and Chief BMS, where interpretation of results is outside of their own experience.

#### **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/Security**

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 Manx Care policies relating to safeguarding.

**CARE**

In Manx Care we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is 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) .....**

**Date: .....**

**Job Holder's signature: .....**

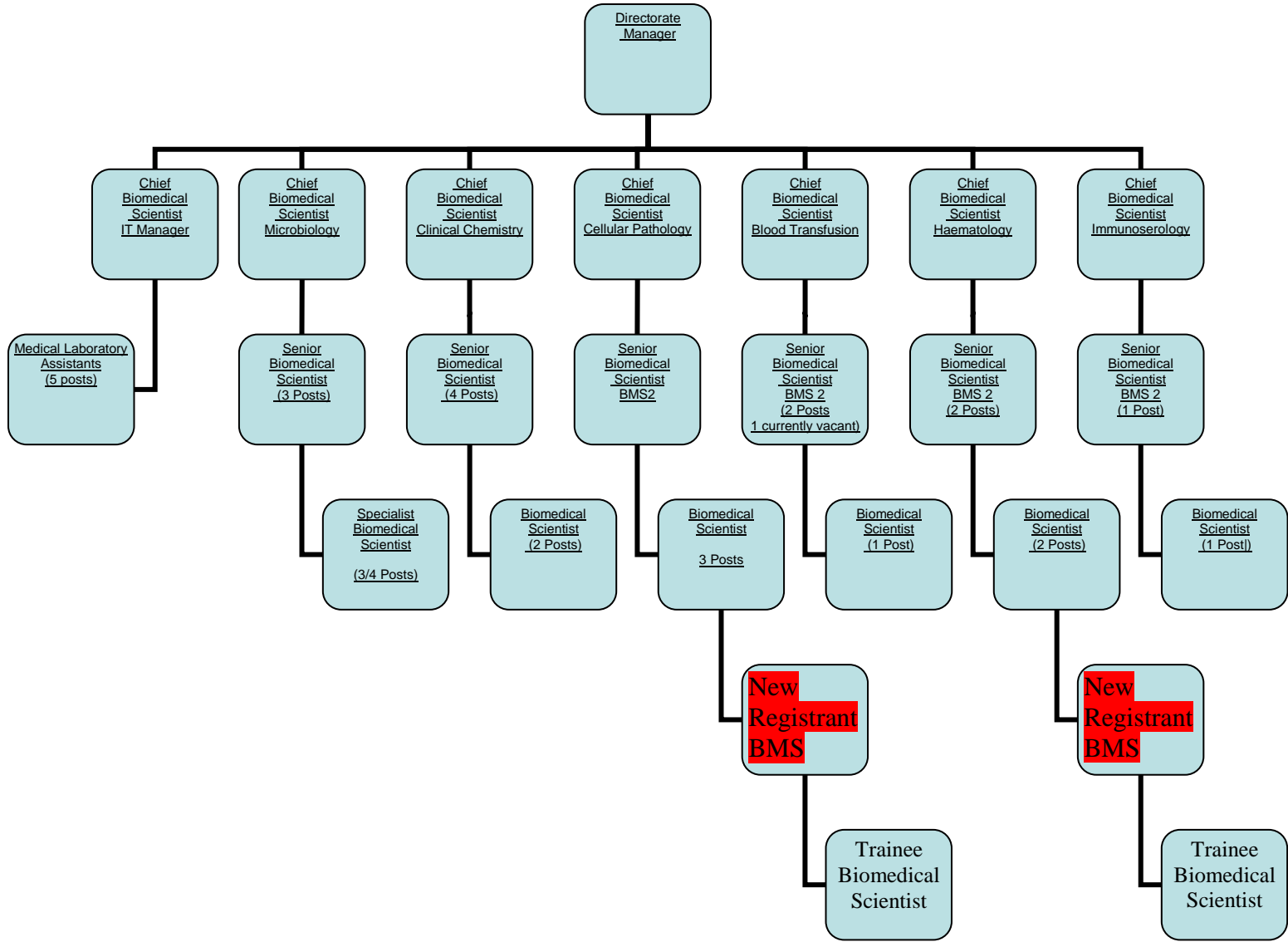
**Line Manager's name (please print) .....**

**Date: .....**

**Line Manager's signature: .....**



### Pathology Directorate New Registrant





**JOB DESCRIPTION APPENDIX 1**

**PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB  
AND WORKING CONDITIONS**

<b>Physical Effort</b> <ul style="list-style-type: none"><li>• Required to lift and empty boxes of supplies weight up to 20kg</li><li>• Repetitive movements are made when cutting sections to place onto slides , this is a skill acquired by on the job training</li><li>• Keyboard skills are essential for this paper free laboratory in order to use the laboratory computer system and may require considerable time working at a PC.</li><li>• Required to sit at a microscope for examining slides (15% of daily activity)</li><li>• Required to lift and industrial solvents and alcohol drums weighing up to 20kg.</li><li>• There are no lifting aids available.</li></ul>	
<b>Emotional Effort</b> <ul style="list-style-type: none"><li>• Indirect exposure to distressing clinical details when inputting details into computer relating to patient illness, including terminal disease, sexual assault, children and that relating to permanent disability.</li><li>• Ability to cut whole organs so they may fix with formaldehyde, this is a skill learnt from extensive study and qualification and experience to do the job.</li><li>• May occasionally have to view bodies in the mortuary in the course of the post.</li></ul>	
<b>Mental Effort</b> <ul style="list-style-type: none"><li>• Occasionally interruptions take the form of urgent specimens which have to be processed immediately, work may have to be returned to later following completion of this task (few times a day)</li><li>• concentration is required for large parts of the day when validating reports, interpreting results and inputting these results into the computer (time varies from 20% to 40% of working day)</li><li>• Concentration is required when undertaking microscopy.( time varies from 15-20 % of working day)</li><li>• There are frequent interruptions, mainly from telephone calls from hospital and community staff who require results or technical advice.</li><li>• Occasionally interruptions take the form of urgent specimens which have to be processed immediately, work may have to be abandoned and returned to later following completion of this task (once a day).</li></ul>	
<b>Working Conditions</b> <ul style="list-style-type: none"><li>• Daily processes, gross surgical specimens which may be infectious (HIV, HCV, HBV).</li><li>• Daily handles hazardous chemicals in the process of specialised investigations .e.g. Formalin fixative, industrial alcohols and solvents.</li><li>• Possible Infective cytology specimens are processed in a category 2 safety cabinet on a daily basis.</li><li>• Works with razor sharp blades on a microtome.</li></ul>	
<b>AGREEMENT OF ABOVE DESCRIPTION</b>  I have read and agree with the above description.	



<b>Job Holder's Name (please print)</b> .....	<b>Date:</b> .....
<b>Job Holder's Signature:</b> .....	
<b>Line Manager's Name (please print)</b> .....	<b>Date:</b> .....
<b>Line Manager's Signature:</b> .....	



**MANX CARE**

**HISTOPATHOLOGY / PATHOLOGY**

**Biomedical Scientist (New Registrant)**

**PERSON SPECIFICATION**

<b>CRITERIA FOR SELECTION</b>	<b>ESSENTIAL REQUIREMENTS</b>	<b>DESIRABLE REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>	<b>LINK TO KNOWLEDGE &amp; SKILLS FRAMEWORK</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>BSc (Hons) Biomedical Science or IBMS accredited qualification</li> <li>Registration with HCPC</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a Clinical</li> <li>Histopathology Setting</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Pre-employment checks</li> </ul>	
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Knowledge of laboratory techniques</li> </ul>		<ul style="list-style-type: none"> <li>Portfolio</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Scientific &amp; Technical skills associated with registered BMS</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>	
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills</li> <li>Good communication skills</li> <li>Team player</li> <li>Honesty and integrity</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Police check</li> </ul>	
<b>OTHER RELEVANT REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development</li> <li>Satisfactory Police Check</li> </ul>	<ul style="list-style-type: none"> <li>Isle of Man Worker</li> </ul>	<ul style="list-style-type: none"> <li>Portfolio</li> <li>Application</li> <li>Pre-employment Checks</li> </ul>	