

Job Description

Job Title	Senior Medical Scientist - Biochemistry
Department	Laboratory
Reports to	Laboratory Manager
Date	April 2011

Overall Purpose of Role

To assist in planning, organising and co-ordinating the Laboratory service in accordance with the mission, values, vision and strategic plan of the Hospital.

This role is responsible for the technical and scientific oversight of the clinical laboratory.

Responsibilities and Deliverables

- To write, maintain and enforce procedures relating to all areas of the clinical laboratory and its related testing equipment.
- To assist in training and leading a team of skilled staff and creating and promoting healthy working relationships.
- To assist in identifying and implementing operational procedures up to “best practice” standard in order to optimise use of resources.
- To assist in the implementation of a quality management programme that is patient centred and which measures and audits performance and client satisfaction.

Service Delivery

- Perform scientific work to the required JCI Standards, as determined by the Laboratory Manager
- To achieve compliance with INAB Accreditation standards and the E.U. Directive on Blood/Blood Products, if working in an INAB accredited laboratory discipline.
- Lead and co-ordinate scientific staff within the clinical laboratory in cooperation with the Laboratory manager

- Prioritises and organises work during busy periods and co-ordinates multiple concurrent testing.
- Arrange for the timely and proper processing of all specimens received in the laboratory ensuring the delivery of a high quality service in an efficient and cost effective manner
- Participate if required in the Departmental 'on call' rota.
- Co-operate with the relevant staff in developing and leading the introduction of new ideas and technologies according to the Hospital policies.
- Participate as required in the registration and custody of Laboratory stocks in accordance with policy.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, investigate the circumstances as required, and report findings to laboratory management.
- Ensure that the policy in relation to the retention and control of quality and process records is followed.
- Facilitate and participate with medical and scientific staff in evaluating drugs, equipment, consumable items and research projects.
- Facilitate arrangements, where appropriate, to introduce professional visitors to the laboratory.
- Develop with the laboratory management procedures to be followed in preventing and managing accidents occurring in the laboratory area.
- Facilitate arrangements in the laboratory for educating and training undergraduates, house staff and post-graduate students.
- Participate in professional development of team members, through promoting self learning and formal courses or informal on the job training.
- Participate on external committees as required.

Financial

Together with the Laboratory Manager,

- Facilitate management of departmental budgets to ensure the most effective use of available resources.
- Assist as required in the preparation of annual budget estimates including a planned programme for replacing capital equipment.
- Maintain an assets register of appropriate equipment.
- Participate as required in the provision of appropriate statistical and management information.
- Facilitate the production of a departmental report for the annual Hospital's Reports.

Staff Management

- Participate as required in the recruitment, selection and training of the laboratory team.
- Lead by example a professional, punctual and dedicated team promoting good open communications.
- Communicate clearly and courteously to members of the laboratory team and all clients of the hospital.
- Create and promote healthy working relationships and stimulate initiative among laboratory staff.

Health and Safety

- Participate in ensuring that effective safety procedures are in place to comply with the Safety, Health and Welfare at Work Act as within hospital policy.
- Assist and co-operate with laboratory Management Team in developing procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

Quality

- Participate in the implementation of quality management programmes.
- Actively participate in internal and external quality control and assurance programmes

- Ensure adherence to all codes of and guidelines relating to professional practice and including the maintenance of Quality Assurance standards.

Information Technology

- Participate as required in developing the laboratory information system for the department.
- Facilitate the collection, interpretation and presentation of data and information on Department activity, staffing and expenditure according to the Hospital's reporting needs.

Review

- Achievement of laboratory and personal objectives is facilitated by review.
- Participate in review process as outlined by the Laboratory Management team.

Any other duties deemed appropriate to the post. Please note that the duties of this post may change over time.

Flexibility:

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore the post holder will be required to demonstrate flexibility as and when required by their manager.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the Hospital this job description may be reviewed in light of possible new structures and/or changing needs of the Hospital.

Job Description received by employee: _____

Signature

Date

UPMC Beacon Hospital**Person Specification****Title:- Senior Medical Scientist - Biochemistry****Reports to:- Laboratory Manager**

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none">• Possess the fellowship or be eligible for fellowship of the Academy of Medical Laboratory Science (FAMLS) or equivalent.• Possess membership or be eligible for membership of the Academy of Medical Laboratory Science (MAMLS) or equivalent.• Please see overleaf for professional qualifications and experience.	<ul style="list-style-type: none">• Formal qualification in management.
Experience – (Length/Type)	<ul style="list-style-type: none">• Minimum of 4 years satisfactory post-qualification experience.	<ul style="list-style-type: none">• Experience in paediatric biochemistry• Experience in immunoassay• Have partaken in emergency on-call rotas.
Skills/Abilities	<ul style="list-style-type: none">• Demonstrate the capacity to lead the clinical chemistry laboratory team.• Co-ordinate with laboratory management and other hospital departments to ensure delivery of an appropriate clinical chemistry laboratory service.• Have excellent interpersonal and communication skills and a high capacity for responsibility and individual initiative.	<ul style="list-style-type: none">• Demonstrate adaptability to the rapid changes taking place in the health services.
Knowledge & Understanding	<ul style="list-style-type: none">• Appreciation of all aspects of the provision of a modern clinical chemistry laboratory service.• Be aware of the application of modern molecular methods in clinical chemistry• Be aware of the management of point of care systems• Be familiar with the accreditation criteria and objectives.• Be familiar with legislation as it pertains to the provision of a quality clinical chemistry laboratory service.• Demonstrate the capacity to manage staff.• Understand quality control criteria.	<ul style="list-style-type: none">• Be familiar with laboratory information systems.• Be aware of aspects of financial management of laboratory services• Be familiar with other hospital departments and their relationships with the laboratory.• Be familiar with current health and safety legislation as it pertains to the laboratory• Be familiar with IT packages supporting office and laboratory service.