

Biomedical Science Assistant – Team Leader

Department: Health and Community Services

Division: Clinical Support Services and Cancer

Reports to: Biomedical Scientist Team Manager

JE Ref: HCS528

Grade: CS08

JE Date: 02/07/2020

Job purpose

Lead a team of biomedical science assistants conducting laboratory support tasks to process and refer clinical samples, to help guide the diagnosis and management of disease, improving the health and wellbeing of islanders.

Job specific outcomes

Lead a team of biomedical science assistants performing a range of laboratory support tasks, particularly sample receipt, sorting, registering, centrifugation, auto analysis, and referral to other laboratories, to help guide and contribute to clinical diagnoses, treatments and the evaluation of the effectiveness of therapeutic interventions.

Manage the work of the biomedical science assistant team, using personal knowledge, experience and interpersonal skills, to manage rosters, balance workload, and chase up missing specimens and results, to meet urgent clinical need and agreed laboratory turnaround times.

Support and mentor the team to take personal ownership for decisions that impact on patient care, particularly when talking to patients and service users in person and on the telephone, and escalating complex issues to biomedical scientists, to deliver a good level of customer service and to enable prompt and appropriate patient treatment.

As the team leader, delegate effectively to biomedical science assistants, and set competency standards, to ensure laboratory work, maintenance and cleaning tasks are competently and efficiently completed with an appropriate level of supervision.

Network with other professionals, particularly to form effective relationships with remote referral laboratories, manage people's expectations of the service, and chase up and give out laboratory results.

Manage human resources functions for the team, including recruitment, induction, probation review, rosters, overtime allocation, holiday allowances, annual performance review and appraisal, performance management, discipline and leavers.

Keep accurate records of laboratory work, such as temperatures, dates, times, batch numbers, observations and measurements, as evidence of adherence to quality standards; and monitor turnaround times and other quality indicators.

Educate, train and assess the competence of less experienced employees, leading a team, and take responsibility for own development, keeping a folder of evidence, so as to engender a culture of career-long learning.

Participate in the review of documents, management of nonconformity, audit and other quality management tasks, to facilitate and demonstrate commitment to continual improvement.

Minimise risk, and take the lead on using universal precautions and keeping the workplace clean and tidy, to ensure a safe working laboratory environment for employees and visitors.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Institute of Biomedical Science Certificate of Achievement Part II</p> <p>Or</p> <p>A relevant qualification at academic level 5</p>	<p>Registered Scientist (RSci)</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of a range of routine and non-routine medical laboratory procedures, and their theoretical basis</p> <p>Understand the principles of good laboratory practice, quality management, safety, infection prevention and risk management</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to conduct diagnostic laboratory investigations to reproducible standards</p> <p>Able to demonstrate proficiency in practical laboratory skills</p> <p>Able to operate laboratory equipment</p> <p>Able to work with accuracy and precision in conformance with standard operating procedures</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to lead, supervise and motivate a team</p> <p>Able to train and assess the competence of others</p>	

	<p>Able to prioritise and multi-task</p> <p>Demonstrate a logical and systematic approach to problem solving</p> <p>Able to use appropriate information and communication technologies including laboratory information management systems</p> <p>Good verbal and written skills</p> <p>Ability to work to deadlines</p> <p>Ability to work under own initiative</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in a medical laboratory, acquired over approximately two and a half years</p>	<p>Experience of leading, supervising and motivating a team</p> <p>Keep a folder of evidence of competence</p>

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.