

UK National External Quality Assessment Scheme for Immunocytochemistry & In-Situ Hybridisation

JOB DESCRIPTION

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| POST: | Staff Scientist |
| GRADE: | Grade 6/7 (Dependent on skill-mix. EQAS-CD Salary Scale grades) |
| BASED AT: | UK NEQAS ICC & ISH, Office 127, Finsbury Business Centre, 40 Bowling Green Lane, London, EC1R 0NE |
| RESPONSIBLE TO: | Scheme Director and Scheme Manager |
| ACCOUNTABLE TO: | EQAS-CD Board of Directors |
| MAIN PURPOSE: | <ol style="list-style-type: none">1. Provide laboratory-based support to the Scheme's EQA activities.2. Other duties as directed to support the Scheme's EQA activities. |

OVERVIEW OF UK NEQAS ICC & ISH:

UK NEQAS for ICC & ISH was established in the 1980s and was recognised by the UK Department of Health in 1988. The scheme has been part of the UK NEQAS family of schemes for over 25 years. Immunocytochemistry (ICC) and in-situ hybridisation (ISH) are slide-based technologies, that provide evidence to support the diagnosis of certain pathological conditions. Some tests, such as those for HER-2, can predict patient response to targeted therapies.

UK NEQAS-ICC & ISH is based at the Finsbury Business Centre in Farringdon. The scheme currently has over 450 subscribing laboratories, of which UK laboratories account for 37% of the total number of subscribers, the remaining 63% are from European and other overseas countries. The majority of the UK clinical laboratories are UK NHS Trust Hospitals who provide a diagnostic service. The scheme is a not-for-profit subscription-based service offering quality assessments within the field cellular pathology. At each assessment, appropriate test samples are distributed to subscribers, who are required to test them for a specified analyte and return their analysed samples. Laboratories are also requested to submit their methodological

data via a web-based data collection system. Participants submissions are assessed for technical quality by an expert panel of biomedical scientists, clinical scientists and pathologists. There is also an element within some assessments that looks at the interpretation of the staining submitted by the participant. This is usually in the biomarker setting.

POST-HOLDER'S DUTIES & RESPONSIBILITIES

The post-holder is expected to support the service by undertaking laboratory-based work, and to support the Scheme's EQA related activities as directed.

1. General cellular pathology laboratory skills.
2. Processing and embedding tissues and cell preparation.
3. Section cutting of formalin-fixed, wax-embedded and fresh frozen samples.
4. Basic tinctorial staining (H&E), by hand and automated processor.
5. Construction of multi-tissue blocks, including Tissue Micro-Array blocks.
6. Immunocytochemical staining by hand and automated staining.
7. Attend, and participate in staff meetings.
8. Participate in internal quality activities including audit and competency assessments.
9. Actively pursue own Continuing Professional Development activities and liaise with the Training Officer(s).
10. Assist in EQA related activities including assessment.
11. Assist with general administrative duties where required.

In addition to the above activities the post-holder will be required to:

1. Comply with the Scheme's Health and Safety regulations.
2. Take part in an annual joint review/appraisal.
3. Be aware of disciplinary procedure, disciplinary rules, grievance procedures as set-out in the Employee Handbook.
4. Section 7 and 8 of the Health and Safety at Work Act
5. Finsbury Business Centre Fire Guidelines
6. Equal Opportunities Policy

The hours of work are 36.5 hours per week; the distribution of these is at the discretion of the Scheme Manager and Scheme Director.

EQAS-CD CIC has adopted an equal opportunities policy and pays specific regard to its content in relation to the treatment of employees and potential employees.

This job description is not meant to be restrictive or exhaustive and duties may change in response to changing circumstances. These will be discussed with the post-holder.

PERSON SPECIFICATION

| Requirement | Essential | Desirable |
|---|--|---|
| Knowledge, training and experience | <p>Significant experience with cellular pathology laboratory work in the healthcare or research setting,</p> <p>Hold BSc, or equivalent in a relevant subject.</p> <p>Demonstrate an awareness of developments in cellular pathology.</p> <p>Be able to show evidence of commitment to continuing personal and professional development.</p> <p>Ability to work to deadlines.</p> <p>Maintain confidentiality and act in a professional manner at all times.</p> <p>Experience of immunocytochemical techniques.</p> | <p>Hold IBMS qualification.</p> <p>Hold and maintain State Registration (Health Professions Council).</p> |
| Communication | <p>Ability to communicate effectively and efficiently with people both within and external to the Scheme, in English both verbally and in writing.</p> <p>Demonstrate good interpersonal and relationship skills.</p> | |
| Physical skills | <p>Demonstrate good hand-eye co-ordination.</p> <p>Competent keyboard skills.</p> <p>Proficient in use of general laboratory and office equipment.</p> | |
| Physical effort | <p>No specific requirements but must be aware of regulations and best practice guidelines relevant to manual lifting and handling.</p> | |
| Managerial | <p>Demonstrate an ability to multi-task and to manage a large workload.</p> | |
| Other | <p>Ability to work accurately, neatly and efficiently.</p> <p>Ability to plan and organise workload.</p> <p>Demonstrable enthusiasm and motivation</p> | <p>Flexible approach to actual hours of work.</p> |