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

JOB DESCRIPTION

POST:	Quality Manager and Staff Scientist
GRADE:	Grade 8 (or Grade 7 progressing to Grade 8). 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:	1**.** Oversee and maintain the quality management system for UK NEQAS ICC & ISH and for EQAS-CD. 2. Undertake laboratory-based work in support of the Scheme's EQA activities. 3. Contribute to the Scheme's scientific work, including participation in slide assessments.

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 HER2, can predict patient response to targeted therapies.

UK NEQAS-ICC & ISH is based at the Finsbury Business Centre in Farringdon. The scheme currently has a large number of subscribing laboratories, based in the UK, Europe and other overseas countries. The majority of the UK participants are clinical NHS Trust Hospitals laboratories, who provide a diagnostic service to patients. 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.

Quality assessment results for the participants own submitted materials, and for the whole participant cohort are fed-back to aid laboratories in their quality assurance processes and to provide educational and professional development tools.

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 managing and maintaining a comprehensive quality management system. And to be accountable, under the direction of the Scheme Manager for work undertaken to enable the Scheme to retain UK Accreditation Service accreditation to IS0/IEC 17043:2010 standards.

1. Maintain a comprehensive Quality Management System (QMS), which will as a minimum be in accordance with UKAS requirements. This may be extended as required to meet additional national and international quality standards.
2. Formulate a range of QM related policies and procedures, as well as oversee and control all other documentation in conjunction with the Scheme's Director and Manager.
3. Hold regular QM meetings.
4. Attend, and participate in staff meetings.
5. Plan and conduct/oversee regular audits of the QMS, working practices, IQA, and EQA activities.
6. Liaise with the Training Officer(s), with regards to QM of in-house training programs and competency assessments.
7. Represent the Scheme at relevant meetings/conferences such as those related to UKAS updates.
8. Assist in EQA related activities.
9. Assist with general administrative duties where required.
10. Maintain a QMS for the Scheme's host organization (EQAS-CD), which will primarily involve document management.

The post-holder is expected to support the Scheme's EQA related activities by undertaking laboratory and office-based duties as directed and required.

11. Laboratory duties will include:
    - 11.1. Preparation of formalin fixed paraffin embedded (FFPE) samples.
    - 11.2. Preparation of tissue microarray (TMA) blocks.

11.3. Preparation of sections from FFPE samples and TMA blocks.
11.4. Testing (tinctorial staining and immunocytochemistry).
11.5. Cutting of sections for distribution at EQA assessment runs.

12. Office-based duties will include assisting with:
12.1. Preparation of participant reports.
12.2. Preparation of Scheme journal.
12.3. General administrative and clerical duties.

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

13. Comply with the Scheme's Health and Safety regulations.
14. Take part in an annual joint review/appraisal.
15. Be aware of disciplinary procedure:
15.1. Disciplinary rules, grievance procedures as set-out in the Employee Handbook;
15.2. Section 7 and 8 of the Health and Safety at Work Act;
15.3. Finsbury Business Centre Fire Guidelines;
15.4. 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.

External Quality Assessment Service for Cancer Diagnostics (EQAS-CD) holds the contracts for employees of UK NEQAS ICC & ISH. It has adopted an equal opportunities policy and pays specific regard to its content in relation to the treatment of its 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	1. Be qualified to degree level. 2. Committed to continuing personal and professional development. 3. Ability to work in a self-directed manner. 4. Ability to work under direction. 5. Ability to work in a team environment. 6. Ability to work to deadlines. 7. Maintain confidentiality and act in a professional manner at all times. 8. Aware of the significance of quality assurance in cellular pathology.	○ Hold an MSc in Biomedical Sciences, *or* equivalent qualification ○ Experience with quality management systems and accreditation compliance in the healthcare setting. ○ Experience of working in clinical and/or research laboratory. With particular regard to histology and/or immunocytochemistry. ○ Knowledge of ISO/IEC 17043:2010. ○ Hold Institute of Biomedical Sciences Fellowship. ○ Hold Health Care Professions Council State Registration.
Communication	9. Ability to communicate appropriately and effectively (in English), verbally and in writing, with work colleagues and with people external to the Scheme. 10. Demonstrate good interpersonal and work-relationship skills.	○ Evidence of scientific writing ability (published articles). ○ Evidence of presentation skills.
Physical skills	11. Demonstrate good hand-eye co-ordination. 12. Competent keyboard skills. 13. Proficient in use of general laboratory and office equipment.	○ Ability to operate laboratory equipment in accordance with manufacturer's guidelines.
Physical effort	14. No specific requirements but must be aware of regulations and best practice guidelines relevant to manual lifting and handling.	
Managerial	15. Demonstrate an ability to multi-task and to manage a large workload. 16. Have an overview of the situation within the Scheme.	○ Ability to take part in recruitment and selection and appraisal interviews. ○ Ability to undertake disciplinary action if required.
Other	17. Ability to work accurately and efficiently. 18. Ability to plan and organise workload. 19. Demonstrable enthusiasm and motivation	○ Be aware of broader professional and political issues that could impact on the Scheme. ○ Flexible approach to actual hours of work.