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

JOB DESCRIPTION

POST:	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. Provide laboratory-based support to the Scheme's EQA activities. 2. Provide office-based support to the Scheme's EQA activities. 3. Other duties as directed to support the Scheme's EQA activities.

OVERVIEW OF UK NEQAS ICC & ISH:

Immunocytochemistry (ICC) and in-situ hybridisation (ISH) are slide-based technologies used in the majority of histopathology departments that provide information to confirm the diagnosis of many pathological conditions. Additionally, in some settings the information they provide is prognostic and/or predictive of response to targeted therapies.

UK NEQAS for ICC & ISH was established in the 1980's by a group of like-minded scientists to assess and improve the quality of ICC and latterly ISH testing. It was recognised by the UK Department of Health in 1988 and subsequently became a member of the UK NEQAS Charity.

The Scheme is registered with UK Accreditation Services and is a fully accredited EQA.

UK NEQAS-ICC & ISH is based at the Finsbury Business Centre in Farringdon. The Scheme has a large multi-national participant base (currently approximately 40% of

its participant laboratories are based in the UK). The majority of UK participants are clinical laboratories based in hospitals providing diagnostic service to the NHS.

The Scheme is a not-for-profit subscription-based service offering quality assessments of advanced investigations 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. 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.

While the main remit of the Scheme is educational, the performance of individual participants is reported back to them in a confidential manner. Participants also receive anonymised information about the overall performance of their peer-group. Additionally, UK participants are performance monitored such that persistent poor performance is identified and investigated.

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. Specialist scientific duties.
2. Office-based administrative and managerial duties.
3. General cellular pathology laboratory skills.
4. Construction of multi-tissue blocks, including Tissue Micro-Array blocks.
5. Immunocytochemical staining by hand and automated staining.
6. Attend, and participate in staff meetings.
7. Participate in internal quality activities including audit and competency assessments.
8. Actively pursue own Continuing Professional Development activities and liaise with the Training Officer(s).
9. Assist in EQA related activities including assessment.

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