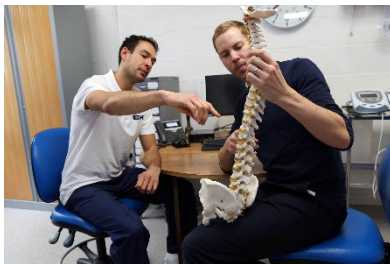


Job Description & Person Specification



Job title: Senior EQA Scientist

Band: Band 7

Job Description

1. General Information

Job title:	Senior EQA Scientist
Band:	7
Department:	UK NEQAS Haematology
Division:	Clinical Support Services
Reports to:	Haematology Service Manager
Accountable to:	Unit Director
DBS Clearance required (please delete as appropriate):	Yes/ No

2. Key relationships

Works closely with staff of both UK NEQAS Haematology and Blood Transfusion Schemes hosted by the West Herts Teaching Hospitals Trust.

Liaises with:

- Laboratory managers and healthcare scientists providing advice on effective participation in UK NEQAS Haematology services where appropriate
- Distribution agents, suppliers of goods and services
- The UK NEQAS Central Office and other UK NEQAS Centres
- UK NEQAS BTLP and shared staff
- Other Trust departments

3. Job Summary

The post-holder will be a qualified Biomedical Scientist able to take responsibility for the co-ordination of the UK NEQAS Automated Counting schemes, including the implementation and development of new techniques and pilot schemes, as well as the preparation, packing and distribution of all UK NEQAS Haematology services.

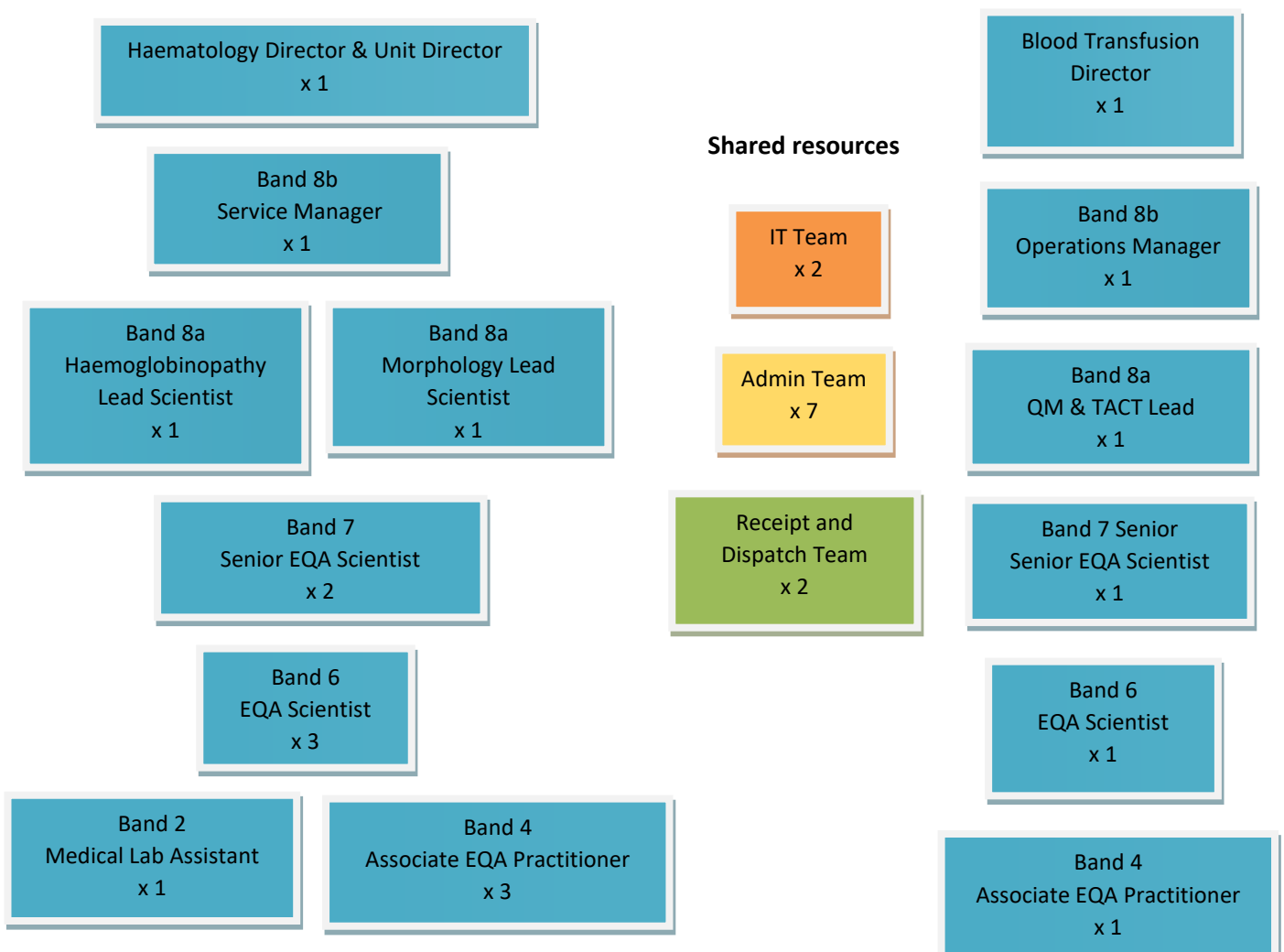
The overview of responsibilities include:

- Deputising for the UK NEQAS Haematology Service Manager.
- Line manages UK NEQAS Haematology scientific staff.
- Working with a variety of blood products to assist in the preparation of survey material.

- Supervising the
 - preparation and testing of survey material
 - preparation of paperwork to accompany the survey material prepared for distribution
 - the receipt and dispatch of goods and survey material
 - entering and verification of participant generated data for analysis
 - automated and manual bottling of whole blood, red cells and plasma to include checking the material, vial labels and completing the associated paperwork, as required
- Monitoring and ordering of laboratory reagents and consumables
- Validating new survey material or equipment
- Maintaining written and electronic records of results
- Investigating quality incidents, performing root cause analysis and implementing appropriate changes to practice
- Upholds UK NEQAS Code of Practice.

4. Structure Chart

UK NEQAS Haematology and Blood Transfusion lines of management organisation chart



5. Primary Duties and Areas of Responsibility

The UK National External Quality Assessment Schemes for Haematology and Transfusion operate as impartial, independent, self-financing clinical technical services within the West Herts Teaching Hospitals NHS Trust, undertaking health technology assessment in the UK and internationally. The UK NEQAS services are provided by the Trust and staff are Trust employees; the accommodation and facilities for service operation are provided by the support companies (QED Haematology Ltd and QED Transfusion Ltd).

The post holder will work to agreed objectives, targets and milestones for service delivery, being involved with decisions on how these are achieved using their own knowledge and experience. The postholder is guided by senior management, best practice across the UK NEQAS organisation (including UK NEQAS centres external to the Trust).

The postholder will uphold and display Trust values of Commitment, Care & Quality. The postholder will uphold the values and objectives of the UK NEQAS Charity Code of Practice.

The primary duties and responsibilities are to:

- Deputise for the UK NEQAS Haematology Service Manager.
- Line manage, provide training for, and conduct the competency assessments of BMS, and support staff involved in delivering automated counting EQA services.
- Undertake recruitment and appraisal of staff.
- Sustain an expert level of knowledge in laboratory Haematology facilitating the development of UK NEQAS services.
- Offer guidance and assistance to the Scheme Director and Service Manager regarding the establishment and functioning of Haematology automated counting schemes, while considering input from national oversight bodies, professional societies, and adhering to current best practice guidelines.
- Manage the validation of new laboratory methods, equipment, and survey materials, with a role in developing any new survey material as needed.
- Demonstrate clear and efficient communication, both in written and verbal interactions, with internal and external service users.
- Create, review, and update Standard Operating Procedures (SOPs) as well as review and verify SOPs written by other members of staff.
- Consider and approve deviations from standard procedures where required.
- Analyse and review survey data for approval by the Scheme Director and/ or Service Manager.
- Interpret and investigate high level and complex participants' queries.
- Maintain written records of results, analyses the results of trials, and draft subsequent reports.
- Maintain specialist survey material libraries.

- Participate in the planning and operation of pilot exercises, including recruitment of participants, design of paperwork, preparation of survey material, recording and analysis of results.
- Participate in the planning of the annual schedule of UK NEQAS Haematology services.
- Contribute to written scientific papers and poster presentations.
- Draft, analyse, and review individual and summary performance reports for participating laboratories.
- Prepare written and verbal reports to the scheme advisors, steering committee members, members of the UK NEQAS Steering Committee and National Quality Assurance Advisory Panel.
- Organise and participate in the Haematology Scientific Advisory Groups as well as specialist working groups.
- Coordinate meetings with instrument and reagent manufacturers.
- Promote the UK NEQAS Haematology services at national and international meetings, workshops, and seminars.

Person specification

Job Title: Senior EQA Scientist

Band: 7

	Essential Requirements	Desirable Requirements
Education and Qualification	<p>Degree or equivalent professional qualification</p> <p>FIBMS in Haematology, MSc in an appropriate subject or equivalent qualification</p> <p>Registration with the HCPC</p> <p>Active participation in CPD</p>	
Knowledge	<p>Must demonstrate the following:</p> <ul style="list-style-type: none"> ▪ Specialist knowledge of automated cell counting ▪ a comprehensive understanding of the role of EQA and the fundamentals of quality management systems as part of laboratory quality assurance ▪ Broad theoretical and practical knowledge of general laboratory haematology practice within the UK 	<p>Knowledge of laboratory diagnosis of haemoglobinopathies and enzymopathies</p> <p>Knowledge of blood film morphology</p> <p>Basic statistical knowledge</p>
Experience	<p>Must demonstrate the following:</p> <ul style="list-style-type: none"> ▪ Broad theoretical and practical experience of general laboratory haematology practice within the UK with extensive experience in automated counting ▪ Supervisory experience in personnel management, leading teams, evaluating staff 	<p>Experience in the provision of EQA services</p> <p>Experience in the provision of EQA services, EQA material preparation, review of EQA data / statistical analysis and the interpretation of EQA reports</p> <p>Experience in project management</p>

	<p>performance and conducting staff appraisals</p> <ul style="list-style-type: none"> ▪ Experience with word-processing and spreadsheet applications ▪ Experience with database applications ▪ Experience in drafting reports and scientific documents 	
Skills	<p>Must demonstrate the following:</p> <ul style="list-style-type: none"> ▪ Supervisory and leadership skills ▪ a range of technical Haematology laboratory skills ▪ analytical and communication skills to convey complex information to service users and Scheme advisors ▪ organisational skills to deal with changing workload and priorities. along with the ability to work to deadlines ▪ interpersonal skills, with the ability to interact with individuals at all levels, both within and outside the organisation ▪ Negotiation skills 	

Additional information

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimized. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients, and visitors are not exposed to unnecessary or avoidable risk.

Dignity & Respect	The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation.
Values Based Appraisals	All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them.
Rehabilitation Of Offenders Act	Under this Act, offences which are ‘spent’ need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal ‘spent’ convictions if asked. Further information can be found via: https://www.gov.uk/government/organisations/disclosure-and-barring-service
Health Clearance	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.
Professional Registration	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request.
Work Visa / Permits / Leave To Remain	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.
Confidentiality / Data Protection / Freedom of Information	Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust’s FOI procedure if they receive a written request for information.

Job pack last reviewed: 17/11/22

Our commitment to you

West Hertfordshire Teaching Hospitals NHS Trust is committed to recruiting the best person for the job, based solely on their ability and individual merit as measured against the criteria for the role; through a process that is fair, open, consistent, and free from bias and discrimination.

We are committed to being a diverse and inclusive employer and foster a culture where all employees are valued, respected and acknowledged. All applicants will be considered for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We particularly welcome applications from Black, Asian and Minority Ethnic communities, people with disabilities and/or long-term health conditions and LGBT+ community members. We have policies and procedures in place to ensure that all applicants and employees are treated fairly and consistently. We are proud to be accredited as a Disability Confident Employer, with a number of active staff networks. Staff network members create a positive and inclusive work environment at West Hertfordshire Teaching Hospitals NHS Trust by actively contributing to the Trust's mission, values and efforts specific to inclusion.

We ask all applicants to tell us about their personal information to help us monitor our processes and ensure that we treat everyone fairly.



Staff benefits and rewards

Supporting you

- Our Employee Assistance Programme (EAP) is a free service for staff provided by Vita Health. It's here to help you manage all of life's events 24/7 365 days a year.
- We have a spiritual care team offering support to people of all faiths.
- The Trust offers health and wellbeing days which includes free massage and relaxation treatments, in addition to fitness classes.

Annual leave

- You get 27 days on starting, 29 days after 5 years and 33 days after 10 years' service (excludes bank holidays).
- If you already have NHS service, then we will honour this in terms of your annual leave entitlement.
- We have a range of flexible working options across the Trust including part-time hours and home working.

Discounts

- You can order bikes and safety accessories with our Cycle to work scheme staff benefit.
- Discounted childcare at our onsite Busy Bees nurseries.
- Free eye tests.
- £2 subsidised onsite meals at Watford.
- Free quarterly health checks, massages, and fitness classes.
- Discounted gym memberships including Anytime Fitness and Nuffield Health.

NHS Pension

- One of the UK's best pension schemes, the NHS pension offers an excellent package of benefits. Visit: www.nhsbsa.nhs.uk/pensions.aspx for more information on NHS Pensions.

Maternity/Paternity Pay & Shared Parental Leave

- Female staff with at least one years' service can benefit from up to a year's leave, 8 weeks of which are full pay, then 18 weeks at half pay plus Statutory Maternity Pay.
- The Trust also provides two weeks paternity leave for partners at full pay, for those with at least one years' service. Further information outlined in the policy.

Development Opportunities

- The Trust offers over 300 online courses that staff can undertake either at home or in the workplace.

- Staff may be eligible for funding to undertake an apprenticeship or a foundation degree, or undertake courses provided by the University of Hertfordshire or an alternative course provider.
- The Trust has a Coaching Network and trained coaches within the Trust are matched with staff of all disciplines to provide a powerful development opportunity.

Staff Recognition

- The Trust recognises its staff through Long Service Awards, Stars of Herts Awards and through an Annual Stars of Herts event.

Library

- The library staff are committed to providing an efficient service, offering the latest and most appropriate collections, along with a study environment supported by advice and guidance on finding information.
- Staff can ask the library to search for information, evidence and publications.

Staff Networks

- The Trust has an equality and diversity staff network providing support for staff. This includes Disability, Carers, BAME and LGBT+ networks.
- The Trust recognises several trade unions and works in partnership with Unison, Unite, BMA and RCN to name a few.
- The Trust has a range of peer support networks which include Wellbeing Champions and Mental Health First Aiders.

Temporary Staffing via Bank

- A fantastic opportunity to gain additional experience and keep your skills up to date
- Flexible shift patterns
- Competitive weekly pay and access to 'NHSP Stakeholder pension' for eligible members

Schwartz Centre Rounds

- A forum where all staff (clinical and non-clinical) can come together regularly to discuss the emotional and social aspects of working in healthcare.
- Helps staff to feel more supported in their jobs and allows them the time and space to reflect

Engagement Events

- Annual engagement events at West Hertfordshire Teaching Hospital include, Well Fest All Stars Awards Night, Afternoon Tea's and much more.