

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE: Senior Genetic Technologist (AHCS Registered)

BAND: Agenda for Change Band 6

LOCATION: Birmingham Women's Hospital, Regional Genetics Laboratory

DEPARTMENT: Laboratory Genetics

HOURS OF WORK: 37.5 per week (to include late and early cover, Bank Holiday and Saturday working as required)

ON CALL/OUT OF HOURS: No

ACCOUNTABLE TO: Director of West Midlands Regional Genetics Laboratory

RESPONSIBLE TO: Technical Programme Manager/ Clinical Scientist

DIRECTORATE: Genetics

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

Our vision:

To be a world-leading team providing world-leading care.

Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

Our values:

- Ambitious
- Brave
- Compassionate

JOB PURPOSE

The Senior Genetic Technologist will manage the given resources – staff, consumables and equipment – to meet the service delivery objectives of a specific area of service delivery, as defined by the Technical Programme Senior Management Team. This will include meeting required UKAS quality standards and supporting implementation of service developments as necessary.

JOB INFORMATION

A Senior Genetic Technologist will be responsible for managing a specified sub-section(s) of the laboratory as appropriate to their expertise and experience, and as a consequence contribute to a high quality diagnostic genetics service. This involves line management, supervision and training of all staff within the specified sub-section, and management of all necessary resources for the day to day running of the sub-section.

The post-holder will perform as a trained and registered Genetic Technologist undertaking a reasonably broad and demanding range of analytical and technical work activities with a high degree of individual skill and judgement under minimal supervision. The majority of the work will involve genetic analysis using specialist equipment and analysis systems and the skilled use of precision tools for the routine processing of a range of pathological materials, often with unpredictable outcomes. They will be required to communicate complex technical, scientific and often sensitive information to colleagues within their department in both verbal and written forms.

The post holder is required to observe and maintain a high standard of laboratory health, safety and risk procedures; and is required to work to departmental Standard Operating Procedures, and current professional standards.

Senior Genetic Technologists are responsible for their own work and have a significant role in ensuring the accuracy and quality of the work within the specified sub-section but with the ultimate responsibility for the quality of the work being with a more senior Genetic Technologist or Clinical Scientist.

The post holder should be competent in the use of patient databases and other computer software needed to carry out their duties. They will be required to participate in appropriate rotational duties within the section such as booking in of samples, maintenance of equipment, duty scientist, etc...

CORE KEY RESPONSIBILITIES

PROFESSIONAL

- To demonstrate a professional and responsible manner at all times.
- To maintain and follow standard operating procedures and to work within the department's Quality Management System, including adherence to current professional standards and quality control procedures.
- To take responsibility for all equipment within the specified sub-section; this includes service, repair and maintenance of the section's equipment which includes high value equipment over £30,000

including next generation sequencers, ABI Sequencers, Metasystems scanner and associated equipment, Microarray laser scanners.

- To work with the team to ensure achievement of and adherence to the standards required of a United Kingdom Accreditation Service (UKAS) laboratory accredited to ISO15189:2012, in close liaison with the Quality Lead and under the direction of the Head of Programme and ultimately the Director.
- To undertake general Health and Safety monitoring and inspections in liaison with the Health, Safety and Risk manager of the department.
- To abide by Health & Safety and COSHH regulations, and policies of the laboratory.
- To abide by the Trust policy on patient confidentiality.
- To keep own competencies up-to-date and partake in continuing professional development.

PEOPLE MANAGEMENT

- To be responsible for line management and the day to day supervision and co-ordination of a team of technical staff to include: induction; staff development, training and assessment; objective setting and performance management; attendance management and to promote effective team working within and between sections.
- To participate in recruitment and selection of staff as required.

CLINICAL

- To liaise with clinical scientists on appropriateness of tests, results and further tests which may be necessary. Administration of specific referrals under the guidance of a senior scientist, e.g. QF-PCR results.

SPECIFIC KEY RESPONSIBILITIES

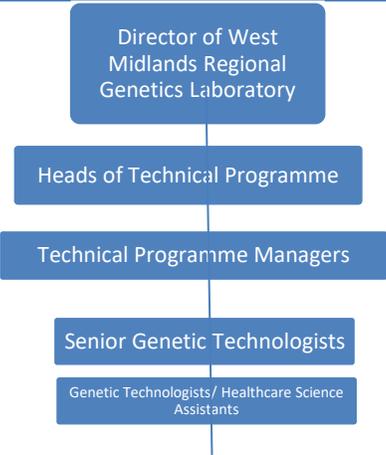
Technical

- To perform a broad range of genomic techniques with specialist expertise; including:
 - Safe receipt and handling of samples.
 - Preparation, assessment and maintenance of cell culture from a range of pathological samples.
 - Preparation of metaphase or interphase cells of a high quality for genetic analysis using manual and automated techniques, to include harvest, slide making and staining.
 - Extraction of DNA or RNA from a range of patient sample types and evaluate quality and quantity required.
 - Perform a broad range of molecular based assays both manually and using automated technology, including sample preparation and validation of the outcome of the reaction.

Other Regular Duties:

- To participate in focussed research and development activity under the supervision of more experienced colleagues.
- To participate in occasional out of hours' duties.
- The post retains considerable commitment to post-basic training and as such the holder will participate in local and national professional training as deemed appropriate. The Trust will provide study leave and support, where possible. Similarly the post holder will be expected to participate in CPD activities, constantly improving and applying technical skills and knowledge to perform the job to a high level of quality and reliability.
- To carry out any other reasonable duties as may be required, which are commensurate with the grade and nature of the post, to meet the needs of these service. This will include cover of appropriate duties during the absences of colleagues.
- This job description outlines the current and main duties and responsibilities of the post. Owing to the changing nature of the service, the duties and responsibilities within posts and the obligations placed upon post holders will inevitably vary and develop. In view of this, the job description will need to be reviewed and subsequently may be altered. Any resulting changes will be subject to consultation with the post holder. There will be a regular review of this job description, which as a minimum will be carried out annually, by the responsible manager and the post holder

ORGANISATIONAL CHART



COMMUNICATION AND WORKING RELATIONSHIPS

- The responsibilities of the post will be discharged by working closely with members of the technical team, other senior Genetic Technologists and Clinical Scientist Team Leaders in specified areas of the department.
- To support training delivery across the department, this includes delivering training seminars and one to one tutorials as required.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

- To take a lead role in the technical evaluation and introduction of new techniques and equipment into the diagnostic service under the supervision of more experienced colleagues.
- To identify problems within laboratory processes and rectify them, under the supervision of more senior colleagues.

Analytical

- To perform a range of genetic analyses, defined by the laboratory, in a highly proficient manner and use complex analysis software appropriate to the expertise and experience of the post-holder. This will involve the analysis of both routine and complex cases, using manual and automated methods. For example, analysis of chromosome complement and identification of abnormalities for both conventionally G-banded and FISH preparations; analysis of DNA for identification of abnormalities for a range of microarray platforms; analysis of a broad range of molecular-based tests performed on DNA and RNA to detect genetic variation in order to assist with genetic diagnosis.
- Assessment of quality of data according to defined criteria.

Reporting

- Validation of results from a range of procedures to inform repeat analysis, need for additional investigations, or reporting.
- To collate all relevant data from analysis software packages and worksheets in readiness for reporting.
- Compilation of reports determined by the results of the specific genetic analysis, following specific protocols, appropriate to the expertise and experience of the post-holder. Printing and collation of reports for signing.
- To generate reports on the accuracy and timeliness of tests/results leaving the sub section.

PLANNING AND ORGANISATIONAL SKILLS

- To co-ordinate and oversee all technical processes within the specified sub-section to include provision of rotas, maintenance of technical standard operating procedures and COSHH documentation, leading on quality control, batch testing, trouble-shooting technical problems and undertaking audits as appropriate to the expertise and experience of the post-holder.
- Provision of technical support at appropriate level across the department where need arises, e.g. annual leave or sickness absence.
- Day-to-day management of own individual workload and contribution to sectional needs and liaise with appropriate line manager regarding technical matters as necessary.

- To be responsible for asset management involving maintaining stock levels, ordering and receipt of consumables within specified sub-section; this includes being the point of contact for company representatives, negotiation of pricing, service maintenance and quality issues.

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

To provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation.

Managers will be expected to:

- Understand the Trust's key priorities and those of your department and how these translate within your area/team.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

PERSON SPECIFICATION

JOB TITLE: Senior Genetic Technologist (AHCS Registered)

BAND: Agenda for Change Band 6

LOCATION: Birmingham Women’s Hospital, Regional Genetics Laboratory

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
BSc in a Biological Science or equivalent experience	Essential	A / C
Registered with the AHCS or appropriate healthcare scientist scheme	Desirable	A/C
Working towards completion of Registration within an agreed and reasonable time following appointment	Essential	A/I
Active participation in CPD	Essential	A/I
Evidence of personal development	Essential	A / I
ACC/CMGS Certificate Competence in Genetic Technology; or equivalent training	Desirable	A/I

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Significant experience at career framework 5 or equivalent	Essential	A/I
Excellent knowledge of quality systems	Essential	A/I/T
Experience of troubleshooting	Essential	A/I/T
Ability to contribute to development and evaluation of services.	Essential	A/I/T
Experience of report writing	Desirable	A/I/T

ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Good attention to detail	Essential	A / I / T
Excellent technical and analytical skills	Essential	I / T

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Good technical and IT skills	Essential	I/T
Excellent organisational and supervisory skills in particular ability to lead a technical team(s)	Essential	A/I/R
Training/Coaching skills	Desirable	I/T

PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Excellent communication and interpersonal skills	Essential	A/I

Ability to work within a team but also on own with minimal supervision	Essential	I
Flexible approach to work	Essential	I
Ability to work under pressure	Essential	I
Enthusiastic/motivated	Essential	I
Ability to demonstrate Trust values	Essential	I
Commitment to service delivery and patient care	Essential	I
Self-confident	Desirable	I
Ability to write clearly and concisely	Essential	A/I/T

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Interest in genetics in a clinical environment	Essential	A / I / R / T

To be evidenced by key: A – Application I – Interview T – Test C – Certificate R - Reference

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

Date of JD/Person Specification: July 2022

Date of Review: 04.01.23

Version: 3.1