



ASSOCIATE PRACTITIONER OF  
BIOMEDICAL SCIENCES (APBMS)  
CELLULAR PATHOLOGY  
INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

- 27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays
- Flexible working policies
- Generous maternity pay and 2 weeks full pay paternity leave
- Colleague recognition scheme and long service awards
- Option to buy and sell additional annual leave
- Greener travel initiative, including cycle to work scheme and lift share
- Childcare information and support available, including onsite nurseries
- Discounted bus passes with Arriva

## FINANCIAL

- Access to various local and national discounts via various external websites
  - Blue Light Card
  - Health Service
  - Discounts NHS
- Salary sacrifice schemes for home electronics and bikes
- Generous Pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's Health - Bi-monthly forums and men's
- Partnering Ambitious Caring Trusted
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



## JOB DESCRIPTION

<b>Job Title</b>	<b>Associate Practitioner of Biomedical Sciences (APBMS)</b>
<b>Band</b>	<b>4</b>
<b>Directorate</b>	<b>Clinical Support Services</b>
<b>Accountable to</b>	<b>Lead BMS/Operational Manager</b>

## JOB PURPOSE

Assist in the provision of a diagnostic service. To understand, organise and perform competently a range of diagnostic procedures either supervised or unsupervised, that equate to the training and qualifications of an Associate Practitioner. Assist senior BMS staff with the supervision and training of Medical Laboratory Assistants (MLA) and Medical Laboratory Technicians (MLT)

Working alongside the digital pathology section lead, you will be responsible for ensuring the slides are scanned in a timely manner and are of appropriate quality. You will also be responsible for ensuring that the scanners are operating efficiently and effectively

## Scope and range:

- After a period of competency assessment, you may work unsupervised, follow defined, written Standard Operating Procedures, seeking advice from, reporting to and liaising with the senior BMS in charge of the section, as required.
- You are expected to liaise professionally with other staff in Pathology and handle routine enquiries from external users of the service appropriately.
- You are expected to organise and plan your own workload, within parameters determined by the Head BMS/Deputy Head BMS/Lead BMS
- You will rotate through all sections of Cellular Pathology and may be required to attend clinics.
- You will be responsible for ensuring the slides are scanned in a timely manner and are of appropriate quality. You will also be responsible for ensuring that the scanners are operating efficiently and effectively, you perform a range of duties that collectively support the provision of an effective diagnostic service.
- You may be required to work at either of the hospital laboratory sites or RJAH.
- There is a requirement to participate in extended hours/7 day working according to service need.

. APBMS BS Nov 2013 Page 2 of 6

## Main duties and responsibilities of the post-holder:

As an experienced Associate Practitioner, you are expected to perform a range of tasks of a similar nature and responsibility that collectively provide an effective, integrated, diagnostic service.

- You will mainly be involved in the day to day running of the slide scanners and ensuring the quality and efficiency of the scanning is maintained.
- You will be responsible for the daily maintenance of the scanners and ensuring that the outputs are of high quality
- You will also work in all areas of the Histology Laboratory and be involved in provision of the technical service.
- You will be checking that the correct sample type has been received, correct sample labelling and suitability for diagnostic investigations, in accordance with Pathology laboratory policies and standard operating procedures
- You will be inputting data on the laboratory computer system and trouble-shooting issues that may arise.
- Perform an increasing range of laboratory tests, many of which are of a non-routine nature, requiring experience, theoretical and technical knowledge.
- Become competent in new areas of work within the department (e.g. with respect to new service developments)
- You are expected to prioritise appropriately in times of high workload demand.
- You are expected to maintain accurate records of the work for which you are responsible.
- You are expected to liaise professionally with other staff in Pathology and handle routine enquiries from external users of the service appropriately.
- Participate in internal and external quality control schemes associated with the work to which you are assigned.
- Assist in the achievement and maintenance of standards required by United Kingdom Accreditation Service (UKAS), Clinical Pathology Accreditation (CPA) UK Ltd, Medicines and Healthcare Products Regulatory Agency (MHRA) Human Tissue Authority (HTA) and other accreditation schemes.
- Contribute to the general housekeeping and maintenance of the laboratory.
- Delegated responsibility for the training, supervision and assessment of MLA/MLT staff in your section of work. Observe health and safety policies, as they affect the health and safety of you and those around you.
- Undertake training that allows you to broaden the knowledge and skills that enable you to undertake the range of duties required of an AP BMS committed to on-going professional

development and changes to the service, maintaining an up to date working knowledge of your profession.

- Represent Pathology professionally when attending meetings.
- Attend Team Briefings, Staff Appraisals, Statutory Training and other mandatory commitments defined by the Trust.
- Responsible for daily maintenance of laboratory equipment
- Load and unload the scanners
- Ensure scans are appropriate quality
- Direct other members of the team who may be working with you
- Work in all sections of the department on a rotational basis

### **Systems and equipment:**

- You are responsible for the safe use and maintenance of expensive, highly complex laboratory equipment.
- You are expected to undertake simple troubleshooting and repairs, according to the training you have received.
- You are able to understand and perform any quality control procedures that apply to the instrument you use and are able to provide any relevant data in respect of that quality control. This extends to the appropriate recording of test results.
- You must be able to use competently, the laboratory computer system for patient and test result, and data entry and retrieval.

### **10. Decisions, judgements and freedom to act:**

As an APBMS:

- You will recognise the clinical value of your work, and the need for providing accurate results in a timely way.
- You will work under indirect supervision, following competency assessment of an area of work but are not expected to validate patient results.
- You are expected to plan and organise your workload, adhering to written laboratory Standard Operating Procedures.
- You are expected to seek advice, report to and liaise with the BMS or senior BMS responsible for your section of work.
- You are responsible for the quality of work you perform, which includes the maintenance of any instrumentation under your care.
- You will ensure all daily internal quality control you perform is checked and signed off by a qualified BMS.

### **11. Communication and relationships:**

- You will observe confidentiality and disclosure of information at all times, in accordance with Trust policy.
- You may have contact with any user of the service, usually by telephone, and be expected to provide routine information and authorised test results.
- You will liaise with staff from both within and outside the department as this relates to the area of work to which you are assigned or are considered competent to practice, recognising the constraints of your grade and the extent of your experience.
- You will work with the senior BMS assigned to your section of work to ensure the operational efficiency of the section remains optimal.

## 12. Physical, Mental and Emotional demands of the post:

- There is a frequent requirement for light physical effort.
- Precise manipulation of samples/reagents is a regular requirement.
- Prolonged concentration is a frequent requirement during tissue embedding, and microtomy, concentration always being necessary whilst handling and processing patient samples and data. Accuracy of data input and analytical performance is vital at all times.
- Unpredictable and rapidly changing work patterns are common
- You would not expect to be exposed to distressing or emotional circumstances as a part of your duties.
- Some activities, particularly embedding and microtomy will involve repetitive action involving upper limbs for which breaks, usually in the form of task rotation, must be taken. Tissue embedding and microtomy will require highly developed dexterity and manipulative skills coupled with speed and precision for efficient delivery of the service.

APBMS BS Nov 2013 Page 4 of 6

## 13. Working conditions:

- There is daily contact with potentially infectious material.
- There is frequent exposure to uncomfortable working temperatures in the summer months.
- There is frequent exposure to formaldehyde, solvents and toxic chemicals for which control measures exist.
- The post holder will frequently assist in the disposal of human tissue bagging this and preparing for disposal offsite





## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Foundation degree in Health Sciences, or</li> <li>• BTEC National Diploma (Science) or</li> <li>• NVQ Level 3 (Laboratory Science) or Equivalent qualification (or higher), in a relevant science based subject.</li> </ul>	

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Relevant laboratory experience</li> <li>• Theoretical knowledge and practical experience of biomedical procedures gained through Foundation degree, NVQ Level 3 or equivalent.</li> <li>• Working knowledge of Microsoft software.</li> <li>• Understanding of patient confidentiality Understanding of Health and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical NHS laboratory experience</li> <li>• NHS Hospital experience</li> <li>• Familiar with instrumentation used in the department, or similar.</li> <li>• Experience of using Pathology IT and Hospital PAS systems.</li> <li>• Knowledge of Pathology IT systems</li> <li>• Knowledge of Quality Management Systems, Quality Assurance and Laboratory accreditation.</li> <li>• European Computer Driving Licence or equivalent.</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Able to build and maintain good working relationships.</li> <li>• Able to plan own workload activities to meet the needs of service.</li> <li>• Able to pay meticulous attention to detail and maintain accuracy.</li> <li>• Able to work under pressure and deal calmly and politely with colleagues.</li> <li>• Able to work without supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Good customer service skills.</li> <li>• Able to adapt and develop new ideas to improve the service.</li> </ul>

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust’s core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

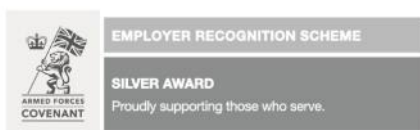
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

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Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)