



EMBRYOLOGIST

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 pays 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 MOT.
- 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, master's etc. whilst on the job



JOB DESCRIPTION

Job Title	Embryologist
Band	7
Directorate	Women and Children's
Accountable to	Head of Fertility
DBS Required?	Yes, Enhanced

JOB OVERVIEW

The post holder is required to carry out all aspects of clinical Andrology and Embryology, diligently and to a high standard, in the assisted conception unit.

A degree in a Biological Sciences field is a pre-requisite for the position in order for the post holder to understand the basic principles behind the scientific techniques and practices used in the laboratory. The post holder is expected to have highly developed specialist knowledge in andrology/embryology both in theoretical knowledge and also relevant practical experience. Therefore, a minimum of two years post graduate experience is required in order to provide more complex, sensitive and contentious information when required during the course of their role in the fertility service.

The post holder will possess post-graduate master's level knowledge in the field of Reproductive biology.

The post holder is expected to possess a high level of proficiency and be capable of independent work

within the Fertility laboratories under the supervision of the Consultant Embryologist. The Andrologist/Embryologist will act at all times in a responsible and professional manner towards patients, colleagues and others with whom they may have contact in the course of their work.

As part of his/her workload the post-holder will see both NHS and fee-paying Private patients.

Education and supervision of more junior staff are key requirements of the post.

Scope and range

The post holder is guided by occupational policies, fertility services protocols, and HFEA protocols (Human Fertilisation and Embryology Authority), and is responsible for their own patient caseload, organising aspects of patients' treatment plan within the multidisciplinary team. The post holder can work independently but can refer to manager/ Consultant where necessary.

The post holder will take part in supervisory and teaching responsibilities for trainee clinical scientists in the fertility department. It will also be necessary to provide training sessions for medical, nursing and non-clinical staff when required.

Main Duties and Responsibilities of the Post-Holder

The post holder will independently perform practical tasks required for the successful running of an assisted conception laboratory, including but not restricted to:

- To ensure the laboratory environment is kept in a tidy and sterile manner. Maintenance and cleaning of fertility laboratories to a high standard on a daily/weekly basis.
- Adoption of adequate hygiene and aseptic technique at all times
- The post holder will perform annual audits on cryopreserved semen and embryos and report results directly to the Fertility Services Manager/Consultant Clinical Scientist.
- Maintain and order all laboratory stock items, always ensuring an adequate supply is available for upcoming patients and diagnostic semen analyses.
- Ordering and preparation of culture media and other solutions.
- Daily aseptic preparation of embryo and sperm culture dishes/tubes for upcoming IVF/ICSI patients.
- Daily monitoring of all laboratory equipment, ensuring all equipment is serviced where necessary.
- Write and assist in the implementation of new protocols and systems within the fertility department.
- Quality control of all aspects of Andrology/Embryology laboratory techniques, monitoring of results, disposable batch changes, reporting any relevant or important information to the Consultant Clinical Scientist.
- Act as laboratory co-ordinator for Egg donation and Egg sharing, working alongside Medical and nursing staff to ensure that the Egg donation/ sharing program runs smoothly. Responsible for writing and maintaining protocols for this specialist service in co-ordination with consultant clinical scientist.
- Responsible for co-ordinating the Oocyte freezing and vitrification programs for the Service. Maintaining, writing and developing protocols for this specialist service in co-ordination with the

Consultant clinical scientist

- Identification and collection of oocytes during surgical procedures for oocyte retrieval
- Insemination of oocytes during IVF with sperm from partner or donor as appropriate.
- Stripping oocytes of cumulus cells and checking for normal, abnormal and failed fertilisation.
- Assist medical staff with surgical procedures in theatre during laparoscopic oocyte recovery procedures.
- Identification, extraction and cryopreservation of sperm from testicular tissue during PESA (percutaneous epididymal sperm aspiration) and TESE (testicular sperm extraction) procedures.
- Culturing, grading and selection of embryos for transfer and preparing transfer catheters for transfer procedure.
- Consultations with chemotherapy patients, prior to semen cryopreservation.
- Cryopreservation and thawing of fertilised oocytes, embryos and sperm.
- Make accurate and legible notes of all procedures performed and log onto relevant computer databases.
- Communicate with patients about the scientific aspects of their treatment, including gamete quality and fertilisation rates.
- To perform a complete range of diagnostic analysis, interpret results and decide upon the most appropriate course of treatment and or referral to other members of the fertility team and or external departments.
- To adopt high levels of precision and speed in order to achieve accurate and reflective semen analysis results.
- To employ high levels of precision, accuracy, hand-to-eye and sensory co-ordination at all stages whilst performing assisted conception procedures such as IVF and ICSI.
- To prepare semen for In-Vitro Fertilisation, Intra-Cytoplasmic Sperm Injection, Intra-Uterine insemination and Donor Insemination using methods appropriate for the sample.
- Order and take stock of donor sperm, always ensuring an adequate supply is available for upcoming patients and communicate with patients with regard to donor matching.
- To carry out post vasectomy semen testing
- To adopt good laboratory practices, with particular respect for the safety of patients and staff throughout all the procedures performed
- To witness clinical procedures as the needs of the service dictate and ensure all relevant paperwork relating to the witnessing procedures is completed.
- To plan, organise and conduct activities such as writing patient information leaflets, participating in

research projects, clinical trials and audits alongside routine daily duties, thus making it essential to prioritise.

- To communicate effectively with other members of the multidisciplinary team at the Fertility Centre to ensure the unit runs smoothly and successfully.
- To bring any matters of concern about any aspect of the job to the attention of the Consultant Clinical Scientist/ Fertility Services Manager without delay
- To act at all times within the regulations enforced by the Human Fertilisation and Embryology Authority
- To act at all times within the guidelines of professional bodies.
- To act in accordance with Trust and Departmental Policies at all times.
- To take part in the scientific on-call rota. To be on-call one week in three to rectify any failure in cryopreservation dewars holding frozen sperm and embryos.
- To work at weekends as required and be on standby to work one weekend in three should a clinical emergency arise.
- To be able to work flexibly as the needs of the service dictate, including working additional and unsociable hours without prior notice.
- To carry out any additional duties, in accordance with the grade and the nature of the post as required by the manager to ensure the optimal performance of the fertility centre.
- To receive payment from private patients for booked treatments on a regular basis (to include discussing finance issues with patients and handling cash and cheques).
- To hold responsibility for taking, transcribing and distribution of formal minutes of scientific meetings on a regular basis
- To be aware of and abide by individual and unit responsibilities with regard to the Health and Safety at Work Act and the Health and Safety Policy.
- To have knowledge of the Shrewsbury and Telford Hospital NHS Trust Policies with regard to disciplinary and grievance procedures.
- To investigate accidents/incidents to patients and staff, completing accident/incident forms and submitting them to the Service Manager.
- To attend obligatory training sessions as in the Trust Policy e.g., fire lectures, risk assessment.
- To be responsible for own professional development and maintenance of personal professional profile.
- Any other duties as may reasonably be required.

This job description provides an outline of some of the responsibilities and tasks required of the post-holder and may at any time need to be changed in line with the needs of the service. Any changes will be discussed between the Fertility Services Manager/Consultant Clinical Scientist and the post-holder prior to the changes being made.

Systems and Equipment

- Daily use of computers, microscopes, incubators, sterile cabinets, embryo cryopreservation equipment and cryopreservation dewars.
- Design, and maintain confidential patient information on computerised database systems and spreadsheets.
- As a licensed intra-cytoplasmic sperm injection (ICSI) practitioner the post holder will perform microsurgical techniques and procedures (IVF) on sperm, oocytes and embryos.

Decisions, Judgements and Freedom to Act

- To carry out all laboratory tasks in accordance with protocols
- To aid the development and implementation of new laboratory protocols/changes to existing laboratory protocols
- Suggesting and implementing changes to improve the current service and reflect the changing needs of the service.
- To perform a complete range of diagnostic semen analyses, interpret results and decide upon the most appropriate course of treatment.
- To provide appropriate lifestyle advice to patients in relation to their fertility condition.
- The post holder will adhere to HFEA regulations at all times and will be guided by unit protocols and broad occupational policies, work is managed rather than supervised.
- The post holder will be responsible for his or her own caseload requiring frequent planning and organisation of a number of complex activities, formulating and adjustment of laboratory schedules is necessary. The post holder has the freedom to use professional judgement in patient treatments to decide the most appropriate treatment within departmental guidance, such as the decision to select IVF or ICSI procedures but should refer to the Consultant clinical scientist if necessary.

Communication and Relationships

- The post holder will have regular patient contact and consultations where it will be necessary to communicate effectively with patients many of whom are in a stressed and emotional state. Regular exposure to highly emotive atmospheres to include bereavement and terminal illness.
- To interpret results and deliver complicated; sensitive and sometimes distressing information coherently and empathetically when there may be barriers to understanding and acceptance. The post holder will have the freedom to refer for further diagnostic tests where necessary.
- To provide developed specialist scientific knowledge and advice to patients concerning fertility and assisted conception.
- To refer patients to other disciplines within the fertility team, and to other departments, when required

- To demonstrate and train routine and specialised laboratory activities to trainees, students, medical and non-medical staff and other visitors to the unit on a regular basis.

Physical, Mental and Emotional Demands of the Post

- To frequently spend prolonged periods of time sat in a restricted position at a microscope whilst performing diagnostic analyses, and a substantial portion of working time performing in-vitro fertilisation (IVF) and intra-cytoplasmic sperm injection (ICSI) procedures.
- To frequently sustain prolonged periods of intense concentration whilst performing clinical IVF and ICSI procedures. Interruptions are frequent and workload is unpredictable.
- Frequent exposure to highly distressing and emotional circumstances whilst imparting bad news to patients such as treatment failure or infertility.
- Take referrals of terminally ill patients and patients recently diagnosed with cancer for gamete cryopreservation from medical oncology consultants. See the patients urgently (occasionally patients seen immediately) for consultations and communicate with these patients their fertility status.
- Perform clinical intra-cytoplasmic sperm injection (ICSI) procedures as a HFEA licensed practitioner.
- Frequently required to work unpredictably and unsociable hours without prior notice as the needs of the service dictate.

Working Conditions

- To have direct contact with bodily fluids (primarily semen) on a daily basis. The majority of analytical samples are not screened for HIV, Hepatitis B and Hepatitis C.
 - Frequent exposure to Liquid Nitrogen and chemicals such as Formalin on a daily basis.



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"> • BSc Hons in a relevant biological science • Association of Clinical Embryologists Post Graduate Certificate in Clinical Embryology • -Health professions council state registration in Clinical Embryology 	<ul style="list-style-type: none"> • HFEA licensed ICSI practitioner • -Relevant MSc or PhD • DipRC Path in Embryology • Post graduate diploma in Clinical Andrology • ESHRE accredited Clinical Embryologist

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience working in an IVF laboratory. • Member of the Association of Clinical Embryologists • Understanding of all aspects of assisted conception • Evidence of ongoing professional development • Working knowledge of HFEA regulations • Demonstrate professional credibility. • Effective analytical and reflective skills • Audit, research and data analysis and interpretation 	<ul style="list-style-type: none"> • Member of the Association of Biomedical Andrologists • Member of the British Fertility Society • Member of European Society for Human Reproduction & Embryology • Knowledge and experience of obstetrics & gynaecology problems

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Effective and appropriate communication skills • IT and keyboard skills • Be prepared to undertake the supervision of the practice of students. • Be prepared to participate in supervision of practice. • Advanced communication, interpersonal and negotiation skills • Evidence of ability to plan, organise and manage own workload. • Experience of working as a team member • Data analysis, judgement and clinical decision making. 	<ul style="list-style-type: none"> •

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.

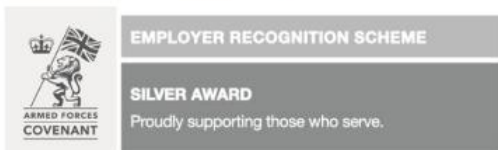
The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

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.





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