

Job Description

Title: Point of Care Testing Coordinator

Band: Band 7

Staff Group: Healthcare Scientist

Reports to: Pathology Care Group Manager

Job Summary:

- Responsible for day-to-day operational matters of all the point of care testing (POCT) equipment sited within Portsmouth Hospitals University NHS Trust. This will include the co-ordination and supervision of all point of care testing.
- Oversee the supervision, training and development of staff from various professions throughout the Trust in the use of POCT equipment to national standards, in line with UKAS accreditation of laboratory and POCT services.
- The post holder, in collaboration with the Care Group Manager, POCT Committee and Clinical Governance committees across the Trust, will also be responsible for the co-ordination, documentation and planning of the future POCT requirements of the Trust.
- The post holder will be expected to work independently within the limits defined by the POCT Committee Chair, Pathology Care group Manager and the Heads of Services within Pathology, in observance of the professional code of practice of a Health and Care Professions Council Registered Healthcare Scientist.
- The post holder will be expected to maintain effective communication with the Pathology Laboratory Managers, POCT Committee Chair, Pathology Care Group Manager, IT Department, Pharmacy Department, Clinical Engineering, Procurement Team, clinicians, nurses and support staff.

Key Responsibilities:

Shared Functions

- Proactively and positively contribute to the achievement of deliverables through individual and team effort.
- Manage the production of the required deliverables and control risks.
- Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
- Ensure that approved budgets are spent effectively and in accordance with agreed procedures.
- Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated.
- Build and sustain effective communications with other roles involved in the shared services as required.
- Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims.

- Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
- Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues.
- Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
- Dissemination of knowledge through engagement in report writing and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.
- Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation.

Specific Functions

- To ensure the delivery of a high quality POCT service that is continually developing to meet the requirements of UKAS ISO 15189 standards.
- To ensure the Trust POCT policy is adhered to at all times throughout the Trust
- To identify all areas of POCT within the Trust and to maintain a database of all the POCT equipment.
- To be trained in the use of POCT equipment and to be able to perform and interpret diagnostic tests within the Healthcare Professions Council Code of Practice.
- To co-ordinate and supervise all aspects of POCT undertaken within the Trust.
- To co-ordinate, develop and maintain a training strategy for all POCT equipment. This will involve working with all staff groups and grades within the Trust, both laboratory and ward based, to provide education, training and support in order to reduce risk of breakdown or malfunction.
- To maintain a database of trained staff and to review performance of all trained staff on a regular basis, making recommendations for development and future training needs, and advising where there are competence issues.
- To ensure the maintenance of all POCT equipment is performed to the manufacturer's recommendations. This will require the design, supply and management of maintenance logs for each piece of equipment.
- To ensure that all POCT equipment is functioning correctly and used correctly and to have the necessary expertise to trouble shoot and repair equipment where appropriate for optimal use.
- To oversee all internal quality control and external quality assurance procedures for POCT, ensuring that the total quality assurance program is performed to national standards, registering with EQA schemes where appropriate. To monitor performance of POCT equipment across the Trust and take appropriate action as necessary in the event of failure.
- To advise on the suitability of future POCT, including the provision of technical advice, suitability assessments and cost/benefit analyses. This will involve liaison with clinical and non-clinical staff within the Trust.
- To carry out technical/scientific evaluations of POCT equipment in liaison with the appropriate staff. This will involve testing, evaluating and auditing new methodologies and instrumentation for service development.
- To evaluate and report on new potential applications for POCT within the Trust.
- To be involved in the preparation of technical specifications, testing, evaluation and purchase for all POCT equipment. This will include the preparation and presentation of appropriate business cases.
- To assist the wards and departments to oversee stock control and ensure adequate stock levels of all consumables at all times, including the ordering of supplies.
- To attend the Trust and Divisional/Speciality Clinical Governance Meetings. To be responsible for arranging meetings, producing agendas, taking and preparing minutes and providing essential reports to the POCT Committee.
- To provide and present to the Trust Governance Committees such information as required to enable monitoring of the risk management of all POCT activities. To review POCT risk assessments and to enable effective risk management.

- To be responsible for the collation and analysis of patient sample error logs of POCT for the purpose of internal audit and risk management. This will involve working closely with the Pathology Clinical Governance Lead, documenting events, analysing data and reporting of adverse incidents according to Trust policy.
- To be responsible for the efficient planning, prioritisation and allocation of workload to ensure that all duties and responsibilities are adequately met.
- To ensure that all staff involved in the use of POCT comply with all Health and Safety regulations, including the use of the equipment, security and fire awareness and the handling of high risk and potentially infectious or hazardous materials.
- To report any accidents, adverse incidents or breaches of Health and Safety regarding POCT via the Trust mechanisms.
- To communicate technical and other information to a wide range of health care professionals.
- To participate in courses and training programmes and Continuing Professional Development as appropriate to the post and associated duties.
- To ensure continued registration with the Healthcare Professions Council (HCPC).
- To undertake any other tasks that arise from time to time relevant to delivering the objectives of the POCT Co-ordinator or as reasonably designated by the Pathology Care Group Manager and/or Trust POCT Committee.

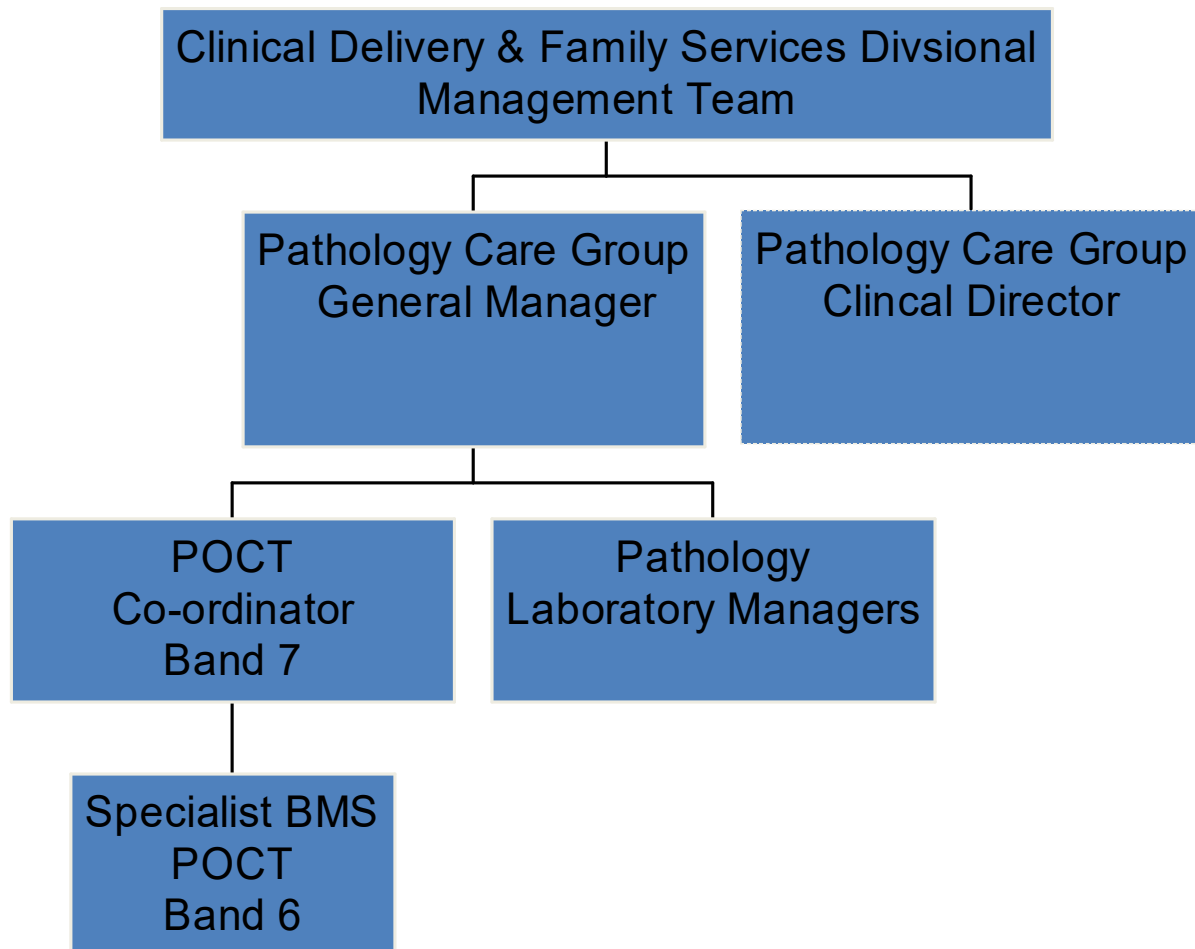
Laboratory Informatics

- To comply with local and national policies for the secure and confidential storage of patient and other laboratory information.
- To use the Trust Information Systems according to authorised protocols.
- To maintain the integrity and accuracy of POCT related databases.
- To ensure work-file management is undertaken to ensure that all results are reported within the agreed turnaround time.
- To undertake required and essential training to keep abreast of changes and meet legal requirements regarding use of information systems.

Administrative

- Development and regular review and revision of standard operating procedures, policies and procedures for all POCT equipment and methodologies as part of the Pathology quality management system (QMS).
- To train, develop and assess the competence of the POCT Team.
- To participate in the recruitment and selection of Biomedical Scientists, Associate Practitioner and Medical Laboratory Assistant staff within the POCT Team.
- To supervise the work performance of Biomedical Scientists, Medical Laboratory Assistants and Associate Practitioners within the POCT Team.
- To participate in annual staff appraisal and act as appraiser for designated staff within the POCT Team
- To participate in audits internal, external and clinical as required.

POCT Team



Person Specification

Qualifications

Essential

- MSc Biomedical Science or FIBMS
- Registration with the Health Care Professions Council (HCPC) as a Biomedical Scientist

Desirable

- Evidence of formal management training

Skills and Knowledge

- Ability to use highly complex automated equipment.
- Ability to maintain standards of accuracy and hand to eye coordination
- Ability to work in a methodical and organised manner.
- Ability to undertake the technical verification of assays, reagents and equipment
- Excellent communication (verbal and written) and interpersonal skills
- The ability to work using own initiative and without supervision.
- Interpretation of diagnostic laboratory results
- A knowledge of Health and Safety legislation and procedures
- Evidence of coaching and counselling skills
- Experience of change management within a large complex organisation
- Awareness of laboratory Quality Management Systems
- Good general Microsoft ICT skills
- Problem Solving skills

Experience

Essential

- Significant experience working in a diagnostic laboratory setting
- Demonstrable practical experience as a Specialist Biomedical Scientist
- Be able to demonstrate a broad level of specialist knowledge and practical experience in Point of Care Testing
- Experience with supervising, supporting, training and supervision of staff

Desirable

- Evidence of continuing professional development, especially within the field of POCT.

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: