

**Maidstone and Tunbridge Wells NHS Trust
Job Description**

Job title: Rapid Covid Testing Service Lead

Band: Band 6

Department: Point of Care Testing

Directorate: Pathology

Site: Maidstone and Tunbridge Wells

Hours: 37.5 hours per week

Reports to: Point of care Testing Coordinator

Accountable to: General Manager Pathology

Job summary:

As one of two lead members of the newly recruited Rapid Covid-19 testing team the post holder(s) will work within the Point of Care Testing service alongside the Point of Care Coordinator (Band 7) to ensure that best practice is adhered to in regards to Rapid Covid testing. This is a new service delivery in collaboration with the Microbiology Department to accurately determine Covid status within 2 hours to enable prompt and appropriate transfer of patients within Trust services. The post holders will manage the analytical team of 10 cross-site Rapid Covid staff on a day to day basis, including participation in analytical tasks within standard working hours if required to ensure service continuity. This position is suitable for individuals from both a clinical and/or technical background. Training to support extension of current roles and responsibilities will be provided.

Working relationships: (i.e. internal / external)

Rapid Covid Healthcare Scientist Associates
Point of Care Coordinators
Nursing and Clinical staff
Clinical Lead POCT
Biomedical Scientists
Clinical Scientists
Laboratory managers
Infection Prevention and Control
Portering and Transport staff
General Practitioners and their staff
IT Manager
External organisations

Budget responsibilities:

The post holder will not have direct budgetary responsibility although they will be expected to use Trust resources responsibly.

Key result areas:

ACCOUNTABILITY

- To work within the Point of Care team as a specialist practitioner with specific responsibility for Rapid Covid.
- To ensure appropriate maintenance of the analytical equipment, trouble shooting, reagent management, documentation, performance of internal quality control, administration of external quality assessment programmes, delivering and organising training, audits and support of service users.
- To use relevant information technology to collect and interpret data, review critical incidents and participate in the production of written reports, providing recommendations where necessary.
- To work in accordance with the requirements of the Trust's POCT policy in order to maintain high standards of patient safety relating to the use of POCT.

COMMUNICATIONS AND RELATIONSHIPS

- Work in close collaboration with the Point of Care Coordinators Band 7 and the Microbiology department Senior team.
- To maintain professional networks within the healthcare organisation inclusive of doctor, microbiologist, matron, ward sister/charge nurse, EME services, education centre, nursing staff, Interventional Radiology and allied health professionals.
- To communicate in person, via the telephone and electronically with members of the analytical team and with clinical staff in departments across the Trust as required.
- To liaise effectively with staff in the acute care settings and Pathology To participate regularly in departmental staff meetings, team briefings
- To prepare and use a variety of methods to deliver complex or sensitive information effectively.

PLANNING AND ORGANISATIONAL

- To be responsible for organising their own day-to-day work tasks and activities
- To fulfil own relevant mandatory and statutory requirements.
- To work in a safe and efficient manner so that personal and team tasks are performed efficiently, accurately and on time.
- To participate in the evaluation, implementation and delivery of new equipment and techniques.
- To ensure that documentation is kept up to date in line with prevailing document control standards.
- To participate in the revision and development of Trust policies and protocols relating to Rapid Covid Testing (working towards ISO 22870) using Microsoft Office programs (Word and Powerpoint).
- Responsible for stock management for COVID-19 Rapid Covid testing, including receipt of goods, coordinating regular delivery to authorised user groups, maintenance of records, and escalating to the POCT Coordinators in the event of short supplies or performance issues.

- To manage the administration of the External Quality Assurance scheme, including preparation, analysis, result submission and comparison to other Covid detection methods used within Trust.
- Ensure maintenance of CPD, KSF folder and awareness of clinical and technical developments within Covid management especially applicable to own role.
- Other tasks as deemed necessary by the POCT Coordinators, commensurate with grade and status.
- To represent Pathology, in Division of Diagnostics and Clinical Support across the Trust and where appropriate externally, as and whenever directed by the POCT Coordinator
- To maintain a professional image of oneself and the department whenever representing the department or receiving visitors into the department

Clinical Governance and Quality

- To comply with and implement the Hospital and Pathology Safety policies and to ensure they are followed.
- To ensure compliance with Information Governance guidelines in all areas served by the Rapid Covid team
- To participate in the quality objectives as set out in the Discipline, Directorate and Trust policies
- To assist the POCT Coordinators and Microbiology Senior team in maintaining the quality management system for COVID-19 Rapid Covid.
- To ensure confidentiality concerning all aspects of work that involves patients or investigations on samples from patients.
- To participate in the administration of National External Quality Assessment Schemes and any other relevant inter-laboratory comparison (ILC) schemes.
- To report all clinical and non-clinical incidents occurring in area of supervision promptly and ensure appropriate investigation is undertaken.
- To take part in performing audits and other quality related activities as required by the POCT Coordinators, adopting the 'Best Practice' principles in line with UKAS standards and other relevant regulations and guidelines
- To ensure non-conformities are logged, root cause analysis performed and escalate where indicated
- To have awareness of the requirements of Clinical Governance, Data Protection, Patient Confidentiality, Control of Substances Hazardous to Health (COSHH) and local and national Health and Safety Policies

RESPONSIBILITY FOR POLICY/SERVICE DEVELOPMENT

- Bring to the attention of the Point of Care Coordinators any opportunities for process and quality improvements that may be used for service development and clinical governance.
- Participate in the formulation of governance protocols and policies.

MANAGEMENT RESPONSIBILITY

- To monitor the performance of subordinate staff to ensure that departmental standards of work are maintained

- To actively promote good standards of discipline, dress, timekeeping and behaviour
- To motivate staff and maintain good working relations with all members of staff to promote effective teamwork
- To participate in the department's appraisal scheme as appropriate
- Ensure that training records are completed in accordance with requirements
- To maintain and develop personal skills and abilities through training and Continuing Professional Development (CPD)
- Participate in formal and informal staff meetings thereby helping to improve communication, information, objectives, plans and development transfer throughout the department and Trust

PHYSICAL EFFORT

- Will spend significant time in outreach clinical areas, including wearing COVID-19 appropriate PPE where required.
- Frequent periods of computer use
- There will be a requirement for a combination of sitting, standing, bending, stooping, walking, manual handling of stock and instruments.
- Travel between sites as and when required

MENTAL AND EMOTIONAL EFFORT

- Have the resilience to work effectively during episodes of high service demand.
- Significant amount of time spent on complex issues requiring mental effort such as sample analyses, stock management, etc.
- Unpredictable work pattern necessitating the ability to adapt to a changing workload during the course of a day
- Requirement to ensure that documentation is completed to a high standard in line with current policy.
- Will have to engage in sensitive communications with staff and other key working relationships as appropriate when situations demand attention
- The ability to cope with situations involving service users, families and colleagues when the information/situation can be highly distressing and in an emotionally charged atmosphere

RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- To maintain links with wards/units/departments in order to develop targeted audit projects and assist in the development of suitable audit tools as necessary.
- Assist with the development of clinical guidelines that are evidence based to promote good practice in consultation with key stakeholders.
- To incorporate relevant legislation, national and local guidance and public issues to provide advice.
- Utilise identified sources of expert opinion, evidence and information to assess existing or emerging risks.
- Participate in the correlation of information and data analysis and the production of regular updates to the Point of Care Coordinators.

- To collect evidence and to assist with the production of written materials in a logical and structured format that is appropriate for staff use.

WORKING CONDITIONS

- 24/7 shift rota
- Will be in clinical areas for significant amount of time, with exposure appropriately contained COVID-19 patient swabs on a daily basis
- Daily use of PC and telecommunications required
- Possible situations of verbal aggression either face to face or on the telephone from service users or others
- Will need to become aware of and follow the H&S aspects of the laboratory premises on both sites
- Occasional exposure to unpleasant working conditions

Job description agreement:

Signature of post holder: _____ Date: _____

Name: _____

Signature of manager: _____ Date: _____

Name: _____

Statement:

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of Maidstone and Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Act.
4. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
5. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
6. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
7. The Maidstone and Tunbridge Wells NHS Trust has a no smoking policy
8. Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
10. **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
11. All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust
12. All staff are required to fully comply with the NHS Code of Conduct.
13. **SAFEGUARDING CHILDREN** - Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You

have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

14. **SAFEGUARDING ADULTS** - Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.
15. All staff are required to provide the highest levels of service in their work and to adopt the highest standards of behaviour as stated and implied in the Trust Values of PRIDE.

**Maidstone and Tunbridge Wells NHS Trust
Rapid Covid Testing Service Lead**

Person specification

AREA	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • BSc degree or equivalent qualification • State registered with the Health and Care Professions Council • Completion of specialist portfolio or equivalent post graduate diploma • Evidence of relevant CPD within the last 3 years 	<ul style="list-style-type: none"> • ECDL • Experience of Access databases, POCcelerator or other POCT middleware • Routinely adopts a positive approach to learning • Willingness to undertake further training as required by the role
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of solo practice, team working and team building • Experience of applying COSSH and within own current practice • Experience of delivering key messages to a range of stakeholders • Experience of POCT devices • Knowledge of Health and Safety legislation and procedures within a clinical laborator 	<ul style="list-style-type: none"> • Practical knowledge of patient Covid pathways • Experience in using laboratory information management system • Knowledge of advances in Rapid Covid testing and management •
Skills	<ul style="list-style-type: none"> • Ability to organise own time and that of other more junior staff working within the team effectively working to schedules and deadlines. • Ability to identify risks, anticipate issues and create solutions to resolve problems • Resilience and the ability to remain calm under pressure. Maintain a positive attitude. • Flexible and ability to adapt and react positively to changing demands and circumstances. • Effective verbal and communication skills.. • Multi-tasking • Good computer/IT skills 	<ul style="list-style-type: none"> • Evidence of planning and delivery of programmes and projects and services on time • Laboratory skills including analyser maintenance, quality control and assessment • Innovative open minded approach to service development •

Attributes	<ul style="list-style-type: none"> • Ability to work in an environment where COVID-19 specimens are handled and disposed • Ability to audit compliance to protocols and procedures and manage staff performance appropriately as per findings • Willingness to develop additional IT skills appropriate to the role • Experience in manual handling of large/ heavy items 	<ul style="list-style-type: none"> • Capacity for participation in flexible working practices if required • Dexterity to use laboratory equipment e.g. manual pipettes
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