

Senior Genetic Technologist (Preparation Team)

GOSH profile

Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH) is an international centre of excellence in child healthcare. GOSH is an acute specialist paediatric hospital with a mission to provide world-class care to children and young people with rare, complex and difficult-to-treat conditions.

Together with our research partner, the UCL Great Ormond Street Institute of Child Health, we form the UK's only academic Biomedical Research Centre specialising in paediatrics.

Since its formation in 1852, the hospital has been dedicated to children's healthcare and to finding new and better ways to treat childhood illnesses.

Great Ormond Street Hospital receives nearly 300,000 patient visits (inpatient admissions or outpatient appointments) every year (figures from 2016/17). Most of the children we care for are referred from other hospitals throughout the UK and overseas. There are 60 nationally recognised clinical specialities at GOSH; the UK's widest range of specialist health services for children on one site. More than half of our patients come from outside London and GOSH is the largest paediatric centre in the UK for services including paediatric intensive care and cardiac surgery.

Through carrying out research with the Institute of Child Health, University of London and international partners, GOSH has developed a number of new clinical treatments and techniques that are used around the world.

The UK's only academic Biomedical Research Centre (BRC) specialising in paediatrics is a collaboration between GOSH and UCL Great Ormond Street Institute of Child Health. We are a member of University College London (UCL) Partners, joining UCL with a number of other hospitals – an alliance for world-class research benefitting patients. In partnership with six other NHS trusts, we are the lead provider for North Thames Genomics Medicine Centre, part of the national 100,000 Genomes Project.

GOSH employs

4,122

hospital staff,
including doctors,
dietitians, nurses,
physiotherapists,
psychologists and
speech and language
therapists.



The UK's widest range
of health services for
children on one site.



The hospital has more than
283,000
patient visits every year.



GOSH has 19
nationally commissioned
services for rare diseases,
the largest number
in any NHS trust.

Job title	Senior Genetic Technologist (Preparation Team)
Directorate	North Thames Genomic Laboratory Hub
Band	6
Responsible to	Lead Genetic Technologist
Accountable to	Head of Service
Type of contract	Permanent
Hours per week	37.5
Location	Rare & Inherited Disease Laboratory
Budgetary responsibility	N/A
Manages	Genetic Technologists, Assistant Genetic Technologists

Trust Values and Expected Behaviours

The Trust has developed the Always Values with our staff, patients and families that characterise all that we do and our behaviours with our patients and families and each other.

Our Always Values are that we are:

- Always Welcoming
- Always Helpful
- Always Expert
- Always One Team

Each value is underpinned by behavioural standards and employees will be expected to display these behaviours at all times.

You can find a full copy of Our Always Values on our intranet.



Scope of the role

Reporting to the Lead Genetic Technologist, the post holder is Head of the Sample preparation laboratory and responsible for overall sample management of the Genetics Laboratory. This involves managing the workflow of all samples through preparation and export stages and the work of technologists and lab assistants in these areas. There is also oversight of the non-invasive prenatal sexing service and management of research samples. The Post Holder is also responsible for training all staff in the activities of this part of the service, for the continual development of the service, quality assurance and monitoring of activity. The post requires excellent organisational skills and liaison with clinical, academic and laboratory-based staff.

Key working relationships

Internal:

Lead Genetic Technologist
Genetic Technologists of all grades
Head of Service (Cytogenetics)
Head of Service (Molecular Genetics)
Clinical Scientists (Molecular and Cytogenetic) at all levels
Genetics Service Manager
Quality Manager
Administrative Team

External:

Researchers
Supplier Representatives
Engineers
Couriers

Main duties and responsibilities

General

1. Front line interaction with clinical and research staff regarding samples
2. To follow established procedures and protocols
3. Comply with health and safety policies
4. Comply with corporate and professional codes of conduct
5. Assist in quality assurance procedures
6. Assist in training of new staff or visitors
7. To prepare and to assist in the maintenance and review of operating policies
8. Assist in regular audit
9. To undertake an appropriate proportion of the total workload of the department and other duties appropriate to the grade of the post and within appropriate time limits.
10. To be aware of when to seek further advice or refer issues arising to Senior Staff.

Management

1. Responsible for the organisation, supervision and line management of other technical staff to provide a high quality technical service in the designated area.
2. Supervision and management of all designated technologists for which the post holder has line management responsibility. Support for Clinical Scientists on duty.

3. Participate in the organisation of technologist and assistant technologist rotation
4. Dealing with engineers over service and repair of equipment
5. Dealing with couriers for sample transport
6. Responsibility for stock control and ordering for designated processes, delegating as appropriate.
7. Personal Development Review of technical / laboratory assistant staff
8. Management of staff leave to ensure cover of service
9. Interview and selection of technical staff
10. To promote a safe and efficient working environment for all technical staff in the Section by ensuring that laboratory protocols and standards are adhered to and UKAS ISO15189 standards applied.
11. Preparation & update of laboratory protocols in accordance with ISO 15189:2012 standards, delegating as appropriate
12. Oversee and maintain competency training programme for designated technical activities
13. To participate in, and assist in the organisation of, training of other grades of technical and trainee scientific staff within the designated section to ensure service delivery in consultation with the appropriate Training Officer.
14. Significant contribution to development, implementation & training of relevant technical modules.
15. Feedback to Lead Technologist regarding activity, personnel & logistical issues
16. To bring to the attention of the Head of Service and Lead Genetic Technologist any ideas or suggestions for improving the quality of service which the laboratory provides.
17. Maintain a professional relationship with immediate colleagues of all grades, other departmental staff and service users.
18. Attend education and training courses as required for the development of relevant knowledge and skills and in compliance with any relevant professional guidelines.

Technical Oversight

1. Front line interaction with clinical and research staff regarding samples
2. Communicate with other labs when necessary over receipt of urgent sample/sample dispatch
3. Health and Safety relating to general housekeeping, use of sophisticated laboratory equipment: prevention of infection and controlled use of alcohol store.
4. Manage research sample extraction storage service for ICH and National Research Projects (e.g. 100K genomes) including audit of activity for financial management
5. High quality DNA preparation by range methods for a wide range of sample types
6. Quality assurance (checks, pooling checks, use of protocols, reagent preparation and QC)
7. Operational experience of automated genetic analysers and extractors
8. DNA quality control to ensure suitability for all downstream applications including national Whole Genome Sequencing Service.
9. Molecular testing, analysis and basic report generation as required.
10. Assessment and verification of new equipment (DNA extractors, spectrophotometers, centrifuges etc)
11. Preparation & update of laboratory protocols in accordance with ISO 15189:2012 standards
12. Significant contribution to development, implementation & training of prep lab data management modules.

Other information

Great Ormond Street Hospital for Children NHS Foundation Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of this role may be required from time to time. These guidelines do not constitute a term or condition of employment.

Safeguarding

All Trust staff have a responsibility for safeguarding children, young people and vulnerable adults which includes;

- an understanding of relevant Trust Policies
- ensuring that any safeguarding and child protection or vulnerable adults' concerns are both recognised and acted on appropriately
- Attendance at mandatory safeguarding children & adults training and updates at the competency level appropriate to their role and in accordance with the Trust's safeguarding training guidance.

Confidentiality

On appointment you may be given access to confidential information which must only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

Risk Management

You will be required to ensure that you implement systems and procedures at a local level to fulfil the requirements of the organisation's Risk Management Strategy including local management and resolution of complaints and concerns, management of SUIs/incidents and near misses. Your specific responsibility for risk management will be clarified to you by your manager at your local induction.

Emergency Planning

In accordance with the organisations responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or flu pandemic.

Human Rights

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

Sustainable Development

You will be required to demonstrate a personal commitment to the Trust's Sustainable Development Plan and to take personal responsibility for carrying-out your work duties in a way which is compliant with this Plan.

PERSON SPECIFICATION

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview

Essential: **E** Desirable: **D**

Our Always Values

E	Always welcoming – positive, polite, prompt, responsive
E	Always helpful – respectful, supportive, approachable; caring
E	Always expert – Up-to-date knowledge , strive to provide a quality service, proactive
E	Always one team – informative, mindful, appreciative, open, honest

Skills and Abilities

E	Practical; numerate; basic computer skills; follows verbal and written instructions.
E	Able to communicate orally and in writing effectively
E	Good organisational skills and Time Management
E	Able to support the validation of new techniques / tests including ability to troubleshoot. Willing to adapt to changes in methodology
E	Able to contribute to the continuous improvement in the quality of the service provided.
E	Computer literate

Education, Training and Qualifications

E	Degree in a Scientific subject or equivalent qualification
E	Evidence of participation in CPD
D	Registration with the Academy for Healthcare Science or equivalent

Knowledge & Experience

E	Previous genetics laboratory experience
E	Demonstrated capability to effectively manage other staff
E	Experience of Molecular techniques, in particular relating to the extraction and QC of nucleic acids from a range of primary samples
E	Experience with laboratory information and quality management systems, UKAS compliance
E	Evidence of supervising/training other staff
E	Sound knowledge of Health & Safety