

# Lead Genetic Technologist

## 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.

<b>Job title</b>	Lead Genetic Technologist
<b>Directorate</b>	North Thames Genomic Laboratory Hub
<b>Band</b>	7
<b>Responsible to</b>	Head of Service
<b>Accountable to</b>	Director of Regional Genetics Laboratory
<b>Type of contract</b>	Permanent
<b>Hours per week</b>	37.5
<b>Location</b>	Rare & Inherited Disease Laboratory
<b>Budgetary responsibility</b>	N/A
<b>Manages</b>	Senior Genetic Technologists, Laboratory Assistants

## 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

The post holder has overall responsibility for the delivery of the technical workload and associated laboratory functions to maintain a high quality diagnostic genetics laboratory service.

The post holder is responsible for the management, supervision and training of technical and analytical support staff across the technical teams, including the production of suitable rotation plans and training documentation.

The post holder has responsibility for the management of laboratory resources including the procurement and control of consumables/reagents. The post holder is responsible for the maintenance of equipment and will provide input into the replacement / procurement of laboratory equipment.

The post holder will be involved in the implementation, validation, training and maintenance of new technology, including Laboratory Information Management Systems, robotics and geared towards increasing throughput and reducing turnaround times.

The post holder will have a considerable degree of autonomy and will be individually responsible for their own work and that of the staff responsible to them.

At all times the post holder is expected to implement and maintain a high standard for health, safety and risk management procedures within the department and comply with recognised UKAS standards.

## Key working relationships

### Internal:

Senior Genetic Technologists  
Genetic Technologists of all grades  
Head of Service (Molecular Genetics)  
Head of Service (Cytogenetics)  
Clinical Scientists (Molecular and Cytogenetic) at all levels  
Bioinformaticians  
Genetics Service Manager  
Translational & Research Scientists  
Quality Manager

### External:

Supplier Representatives  
Engineers

## Main duties and responsibilities

### General

1. To follow established procedures and protocols
2. Comply with health and safety policies
3. Comply with corporate and professional codes of conduct
4. Assist in quality assurance procedures
5. Assist in training of new staff or visitors
6. To prepare and to assist in the maintenance and review of operating policies
7. Assist in regular audit

8. 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.
9. To be aware of when to seek further advice or refer issues arising to Senior Staff.

### **Management**

1. Line management of Senior Genetic Technologists across all Technical Teams and other Genetic Technologists, as appropriate, to include recruitment, disciplinary, sickness absence and capability proceedings, in direct liaison with the Heads of Service or the Service Manager as appropriate.
2. Oversee the day-to-day management of all staff within the Technical Teams.
3. Oversee training procedures in conjunction with the Laboratory Training Lead and Senior Genetic Technologists, to include co-ordination of training materials, seminars, documentation and competence review.
4. Recruitment and induction of new technical and support staff.
5. Provide oversight for the following technical functions, delegating to Senior Genetic Technologists as necessary to provide a comprehensive diagnostic service:
  - Equipment: Support for procurement, verification, maintenance, service, repair, troubleshooting
  - Procurement: consumables, stock control, requisition, liaison with company representatives
  - Training: organisation of staff rotas, staff competency and development, planning
  - Quality: health & safety, waste management, risk assessment, incident management
6. Coordinate and actively participate in technical group meetings and other departmental meetings as appropriate.
7. Attend departmental Management Team meetings.
8. Promoting effective team working.
9. Contribute to management of departmental databases and production of data and statistics for various audit purposes.

### **Clinical**

1. To work with the technical team, in close liaison with the Quality leads and under the direction of Heads of Service and ultimately the Director.
2. To ensure achievement of and adherence to the standards required of a United Kingdom Accreditation Service (UKAS) laboratory accredited to ISO15189:2012
3. To contribute as appropriate to the analytical and technical work of the department

### **Quality & Clinical Governance**

1. To contribute to the creation and modification of appropriate standard operating procedures and other departmental policies.
2. To ensure that at all times there are adequate staff, supplies and well-functioning equipment for the efficient provision of the clinical service.

3. To participate in internal and external laboratory audit and internal and external quality assessment schemes in accordance with the department's quality objectives.
4. Support the Quality Manager at all times.
5. To monitor the quality of the service provided by the Technical Teams, as directed by the Heads of Service, contributing to the Annual Quality Management Review.
6. To lead on ensuring the Technical Teams at all times maintain the standards required of a UKAS laboratory accredited to ISO15189:2012.
7. To ensure that all members of staff based in the Technical Teams abide by all statutory requirements, codes of practice, safety regulations and operational policies of the department and to be aware of these measures as applied to other areas.
8. To assist the Quality Manager in ensuring risk management and risk reporting strategy within the Technical Teams is administered appropriately.

### **Training and development**

1. Responsible for identifying training needs of individuals and groups of staff within the Technical Teams and promote a culture of continued professional development.
2. Ensure all staff within the Technical Teams maintain their competency and fulfil all mandatory training requirements.
3. Responsible for compilation of staff rotation plans with the Heads of Service and Senior Technologists.
4. Presentation of data and participation in departmental and professional meetings.
5. Participation in training programmes as required including an annual appraisal.
6. To participate in the personal development review (PDR) process and to work towards the personal development plan (PDP) generated during appraisal.

### **Research and development**

1. Assessing suitability, implementation and training of new technologies in conjunction with appropriate Clinical Scientists, and the Heads of the Technical Programme.
2. Trouble-shoot technical problems and contribute to implementation of new test strategies.
3. Liaison with Clinical Scientists and senior technologists on future developments and integration into the laboratory.

### **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	Excellent organisational and supervisory skills in particular ability to lead team of technical staff
E	Ability to meet deadlines through effective organisational and planning skills
E	Evidence of good interpersonal skills, able to establish and maintain positive working relationships with colleagues at all levels of the department
E	Able to establish and validate new techniques / tests including ability to troubleshoot. Willing to adapt to changes in methodology
E	Computer literate

## Education, Training and Qualifications

E	Biological Science degree (first or second class with Honours) or equivalent
E	Registration with the Academy for Healthcare Science or equivalent
E	Completed appropriate personnel management training e.g. recruitment and appraisal training
E	Evidence of participation in CPD

## Knowledge & Experience

E	Significant laboratory experience in genetics with a track record of operational technical delivery
E	Significant experience of team management within a laboratory Experience of line management, appraisal and management in accordance with HR policies (e.g. sickness absence)
E	Sound knowledge of the principles of human diagnostic genetic testing and related technical applications
E	Experience with laboratory information and quality management systems. Participation in the accreditation process and familiarity with requirements of ISO 15189-2012 compliance
E	Evidence of supervising/training other staff; management of competency based training and assessment
E	Experience of stock control, ordering and batch testing
E	Sound knowledge of Health & Safety