

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'D. Rosser', written over a light blue horizontal line.

Professor David Rosser,
Chief Executive Officer

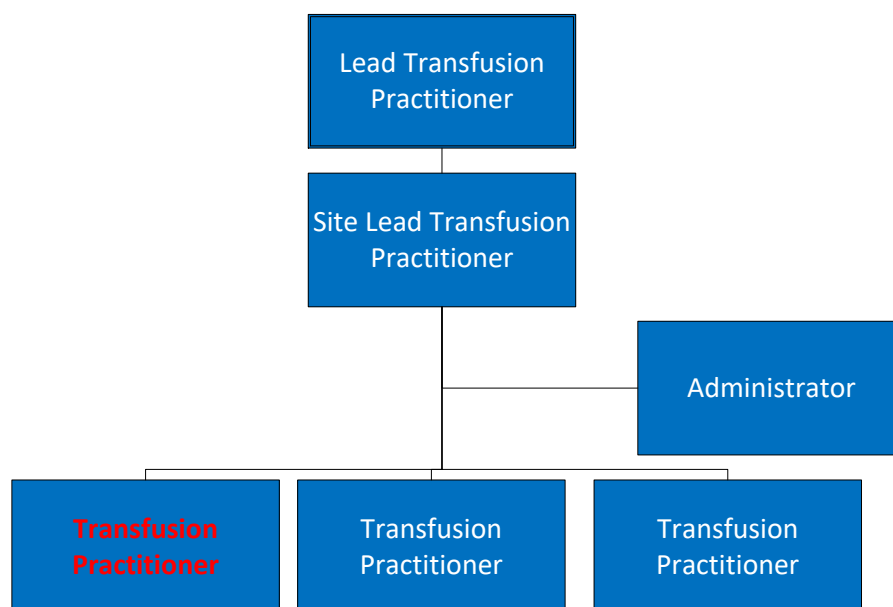
JOB DESCRIPTION

Job Title	Transfusion Practitioner
Pay Band	6 (AfC)
Department	Laboratory Medicine
Division	1B
Reports to	Site Lead Transfusion Practitioner
Professionally Responsible to	Lead Transfusion Practitioner

JOB SUMMARY

Provide specialist blood transfusion advice as a clinical specialist to support and facilitate high quality, individualised care to patients /clients and relatives/carers in collaboration with the multi professional team, in line with the local and national targets. The post holder will work as a member of the Hospital Transfusion Team (HTT) and in conjunction with the Hospital Transfusion Group (HTG). They will work trust wide, utilising their extensive knowledge and skill base to provide specialist/technical support, assessing quality of clinical service and other practice learning environments, propose and deliver interventions for improvement. The Transfusion Practitioner (TP) assists the Site Lead Transfusion Practitioner in providing clinical leadership and management support, developing, and evaluating best practice Trust Wide. The post-holder will deputise for the Transfusion Practitioner Site Leads as required, in implementing the requirements derived from the Department of Health circulars. They will also liaise and maintain links with educational bodies to support practice education.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- To promote safe and appropriate transfusion practice within the Trust.
- Work trust wide, utilising their extensive knowledge and skill base to provide specialist/technical support, assessing quality of clinical service and other practice learning environments, propose and

deliver interventions for improvement.

- The post holder will be instrumental in facilitating safe practice, preventing blood wastage and auditing blood usage, working in collaboration with the Blood Bank Biomedical Scientist (BMS) staff. There are also recommendations for new programmes to avoid the unnecessary use of blood in clinical practice and to provide better information to patients and the public regarding transfusion.
- Act as a professional role model, providing direct and indirect clinical care, teaching and research within ward / department team demonstrating advanced practice. This involves managing a wide range of complex and sometimes conflicting priorities
- Work with relevant staff groups across all areas / disciplines to promote safe, appropriate, and economic use of blood products and blood components within Trust in line with trust policies and procedures.
- Ensure effective use of resources and improve the process of transfusion through education, training, competency assessment and audit.
- Participate in the development, implementation and monitoring of Blood Transfusion policies and guidelines within the Trust.
- Advise in the investigation and reporting of all transfusion related incidents, reactions and near-miss events, including the development of appropriate corrective and preventative action plans, reporting to relevant external agencies, when necessary (i.e. Serious Hazards of Transfusion (SHOT), and Medicines and Healthcare products Regulatory Authority (MHRA), Serious Adverse Blood Reaction & Events (SABRE))

KEY RESPONSIBILITIES

- Assist in transfusion related education of all Trust staff utilising evidence-based research.
- Act as a resource and provide specialist knowledge and expertise in blood product transfusion practices for all clinical professionals within the Trust.
- Under the direction of the Transfusion Practitioner Site Leads, develop/update evidence-based Policies, procedures protocols and guidelines covering all aspects of transfusion of blood and blood products, and assist in implementing these within the Trust.
- Promote high standards of practice at all times and assist in the identification of potential hazards or unsafe practices/procedures and report these to senior members of the Hospital Transfusion Team.
- Identify and undertake risk assessments in specific clinical areas where transfusion practice may be improved and support managers in addressing and reducing risk through education, alternative procedures and therapies and education using research methodology and 'Best Practice' ethos.
- Ensure that all relevant trust wide standards are maintained and monitored to improve the quality of total care to all who come in contact with services provided by the Trust.
- Practice clinically by leading, co-ordinating, supervising, critically appraises current practices and help implement change in light of current research.
- Monitor care given to patients by assisting in regularly auditing transfusion practices within the Trust which will be used to design, implement, and review protocols as appropriate.
- Liaise with specialist nurses, pre-admission teams, outpatients, and all other Trust Departments to ensure adequate advice/support is available for all patients.
- To maintain and improve detailed knowledge of own clinical specialty demonstrating direct clinical involvement in clinical issues.
- Be fully conversant and wholly accountable for his / her practice, act and uphold the professional standards detailed within the Nursing and Midwifery Council Code of Professional Standards of

practice and behaviour for nurses and midwives or HCPC Standards of conduct, performance, and ethics.

- Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- Take personal responsibility for attendance at mandatory/statutory training and updating as per Trust statutory and mandatory training requirements and inform your manager if there is any deviance from training attendance at mandated intervals
- Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients, carers, and relatives.
- Act with personal and professional integrity within professional, ethical, and legal frameworks and process to maintain and improve standards of care and practice.
- Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development review and personal development plan. Ensure that their own professional competency document/portfolio containing attainment of skills and practices is regularly updated to support revalidation where this is a requirement of the role.
- Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is always maintained whilst acting as an ambassador for the trust and a role model to others.
- Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums.
- The post holder will always act as a positive role model in promoting the personal growth of self, peers, and junior colleagues.
- The daily workload of the post has an unpredictable variety of activities, which requires differing combinations of sitting, standing, walking, and lifting, with frequent periods of computer work.
- The post holder will be expected to travel off site to other hospital sites associated with the Trust to deliver teaching sessions and complete audits.
- The post holder will be expected to produce professional documents, statistical data, presentations etc. and should therefore have the necessary information technology skills to achieve this.

BUDGETARY AND RESOURCE MANAGEMENT

Responsibility for Human and Information Resources

- In collaboration with the Transfusion Practitioner Site Leads, assist in assessment of training needs of all members of the multidisciplinary team with regards to the safe prescription, transport and administration of blood and blood products.
- Assist in development and facilitate flexible training programmes, based on the National Blood Transfusion Committee Recommendations. Deliver and evaluate these programmes of core training to pre and post registration students, medical and multidisciplinary staff.
- Assist in development and implement training programmes to support staff in dealing with blood wastage and blood usage
- Utilise and ensure others utilise information and IT systems to secure accurate and timely patient, workforce, and resource data.
- To promote and ensure the Trust Blood Transfusion Policy for all medical, nursing, and multidisciplinary staff involved with blood transfusion are up to date and validated.
- To participate in staff induction days to propagate best practice for blood products used with in the Trust.
- Maintain staff education, patient, and audit records, ensuring links with appropriate departments such as human resources, audit, and clinical governance

Responsibilities for physical and financial resources

- Demonstrate knowledge of the financial implications of adherence to Trust policies and exercise financial control by ensuring adherence to protocols.
- To assist with and auditing Cost Improvement Programmes associated with the use of blood and blood products.
- Assist in the development of audit tools to monitor the effectiveness of the maximum surgical blood order schedule (MSBOS) and to modify as necessary to ensure a cost-effective service.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- Effectively communicate information regarding clinical decisions, policy and care pathways to patients/carers and the multi-professional team.
- Promote the safe, flexible, and efficient use of blood and blood components within the constraints of clinical need and cost, by developing strategies and implementing operational policy.
- Promote evidence-based practice across the multidisciplinary team, in the whole blood transfusion process.
- Liaise with SHOT and SABRE as required, reporting clinical incidents/conditions, assisting in the implementation of any recommendations for service improvement.
- Take an active role in ensuring accurate reporting and follow up of clinical incidents, complaints, and patient liaison (PALS) interventions relevant to the post. Ensure that any incident, complaint, or other undue occurrence is handled and reported in accordance with Trust policy.
- Present, in the absence of the Transfusion Practitioner Site Leads, oral and written reports at Trust meetings.
- Assist in the delivery of the multi-professional Trust education programme in all aspects of Blood Transfusion practice.
- Required, to liaise with Trust Education, Training and Development Department in order to develop and implement appropriate educational training programmes.
- Produce educational material for patients and staff, this ranges from simple to in depth content in a variety of media.
- Facilitate links between the wards and the Transfusion laboratory to support the investigation and management of complaints and incidents.

Planning and organising

- Accountable for own actions in accordance with associated Code of Professional Conduct. Will contribute to corporate objectives, acting within local, Trust and statutory guidelines and policies at all times.
- Contribute to the development of an alternative to blood transfusion programme, based on an approved care pathway as recommended by the Department of Health.
- Organise one's own work and practice accordingly and identify and maintain support networks.
- Workload in unpredictable, with changing deadlines, which requires good organisational and planning skills.
- Assist in the production of business plans required for developments in blood product service.

Partnership working

- Provides support and continuous professional development activities for multidisciplinary staff and transfusion core trainers.

- To provide support to multidisciplinary users of the blood transfusion service, both within the acute and outlying hospitals.
- Liaise between the blood transfusion laboratory and clinical staff across all specialities daily.

RESEARCH AND DEVELOPMENT

- In conjunction with the Transfusion Practitioner Site Leads and the Hospital Transfusion Group, identify areas of research and carry out appropriate audit, including the clinical usage of blood and blood products against national and local guidelines.
- To ensure that regular audit results of blood transfusion practice are fed back to relevant staff and action plans for improvement are implemented.
- Investigate and develop ways of reducing blood and blood component use in a safe and cost-effective manner.
- Assist in the development of audit tools and the dissemination of data
- To provide statistical information, input data, design and produce reports as necessary.
- To utilise complex facts and situations analytically, in combination with specialist clinical skills, to interpret patients' acute conditions and take appropriate action.
- To investigate, report and document adverse incidents/near misses in relation to transfusion procedures and record data in accordance with the Trusts Clinical Governance strategy.
- To evaluate the management of patients receiving blood and blood products.

EFFORT

Physical effort typically required for the job:

- Required to spend a large proportion of the working day sitting at a desk, using IT.
- Moving around the hospital site to areas where training or assistance is required.
- Standing while delivering teaching sessions for up to 2 hours.

Mental effort typically required for the job:

- Maintain concentration in an environment with high levels of background noise due to the running of large, complex, high throughput automated instruments.
- Required to concentrate to maintain the accuracy of patient information when using the Trust's patient management systems
- Occasionally dealing with competing demands of requests for information that require moving from the current task to another, e.g. moving from analysis to looking up results.

Emotional Effort:

- Occasional exposure to distressing situations on wards and in outpatient areas.

TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the

scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: 30/08/2022



PERSON SPECIFICATION

JOB TITLE: Transfusion Practitioner	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<p>Nurse/MW: Current NMC registration</p> <p>BMS: HCPC registration as a Biomedical Scientist with a specialist portfolio in relevant area or equivalent experience</p> <p>ODP: HCPC registration as an Operating department practitioner</p> <p>All: BSc in relevant subject or equivalent experience in a relevant area and evidence of study at level 5</p> <p>Evidence of post registration/qualification professional development</p>	<ul style="list-style-type: none"> • Recognised Teaching qualification • Health Management / Care or Leadership Degree
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Recent experience of working in an acute health care provider • Broad experience of transfusion in a clinical or laboratory setting • Audit and quality assurance experience • Experienced team member working in a multidisciplinary environment with established supervisory/team or shift leadership skills • Experience in learning from incidents/complaints and supporting changes in practice • Ability to demonstrate an understanding of blood/laboratory management systems • Ability to interpret blood results/diagnostic laboratory results • Knowledge of UK blood transfusion practice, laws and guidelines • Knowledge of Clinical Governance, audit, risk and compliance management and Health & Safety regulations • Demonstrate ability, experience, passion in the following: <ul style="list-style-type: none"> ○ Leadership ○ Managing resources ○ Time management ○ Role modelling 	<ul style="list-style-type: none"> •

<ul style="list-style-type: none"> ○ Change management/clinical developments ○ Clinical governance ○ NHS Policy and political awareness 	
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work to deadlines and across multidisciplinary teams • Attention to detail, good IT knowledge/skills • Ability to prioritise and organise own workload • Experience in delivery/enabling and facilitating teaching/presentations to all staff members • Excellent communication skills/written/verbal • Ability to work under pressure across competing demands/proprieties • Ability to communicate complex clinical information and results with other health professionals • Ability to communicate with Technical/Clinical leads to deliver effective service 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Positive and enthusiastic attitude • Approachable and friendly • Good command of spoken and written English • Confident in working across professional and organisational boundaries with a range of health care professionals • Ability to work the hours required flexibly • Willingness to work across all trust sites 	<ul style="list-style-type: none"> •