

Job Description

TITLE	LEAD EMBRYOLOGIST	GRADE:	12
FUNCTION/AREA	EMBRYOLOGY FUNCTION		
REPORTING TO	CHIEF EXECUTIVE		

PURPOSE OF THE ROLE

To manage the day to day running of the laboratories at the allocated unit providing consistent and high standard embryology and andrology services.
To contribute to the overall science function across Bourn Hall Clinics (BHC) with a flexible and innovative approach.

MAIN INTERFACES

INTERNALLY: Interdepartmental contacts: Medical function, Nursing function, Directors, Business Support Services staff and all other Bourn Hall Clinic staff at all sites.

EXTERNALLY: Patients, donor semen banks, couriers, laboratory equipment and consumable suppliers, professionals from other hospitals etc.

KEY TASKS & RESPONSIBILITIES

- To participate as a key member of the BHC operational management team overseeing the performance of the whole clinic, to continually strive to advance the patient experience / success.
- As a member of the appropriate BHC operational management team, to be responsible for the day to day running of the units and to recommend future developments.
- To support the directors and fellow function leads in achieving long term operational goals.
- To participate in lead embryologists meetings and to share ideas, best practice and results across the group.
- To monitor laboratory KPI's to ensure performance levels are maintained / continually improved and to investigate any downturns.
- To ensure there is a robust QC and monitoring system in place for all relevant laboratory equipment.
- To help promote their specific unit by the provision of success rates, presentation at external and in-house meetings and attendance at patient open days / support groups.
- To support the Clinical Science function and other BHC UK IVF units by sharing and allocating resources.
- To ensure there is adequate On Call provision.
- To ensure compliance with regulatory bodies and relevant standards, i.e. HFEA, CQC, HCPC, ISO 9001 and ISO 17025 where applicable.
- To motivate and drive the department to achieve annual local objectives and where possible group-wide objectives.
- To participate in the review of embryology services ensuring up-to-date techniques are being used.
- To keep abreast of current developments in the field of embryology and andrology by attendance at conferences / workshops and journal review, to make suggestions for new treatment types / methods / systems.
- To monitor, maintain and strive for continual improvement in laboratory standards, equipment and success.

KEY TASKS & RESPONSIBILITIES (continued)

- To perform annual appraisals for direct reports.
- To take responsibility for writing, reviewing and amending embryology Standard Operating Procedures (SOPs) / Work Instructions (WI's).
- To perform equipment and process validation including periodic reviews.
- To encourage and participate in scientific research, both in-house and as a collaborator, and publish findings.
- To bring forward creative ideas to help improve the Science Function, or any part of the clinic to enhance patient treatment / care.
- Responsible for strong leadership and motivation of the local science group, ensuring appropriate staffing levels are in place and a pipeline of trainees is maintained.
- To participate in the recruitment process, including initial justification, selection and interview.
- To train and oversee the training of new staff in accordance with BHC SOP's, best practice and relevant guidelines from professional bodies.
- To develop, motivate, coach and provide advice and mentorship to senior embryologists.
- To participate in HFEA and in-house audits and take responsibility for any resultant CAPA.
- To perform embryology induction for new starters across the clinic and to organise and chaperone visitors / media.

MANAGEMENT/LEADERSHIP

- To manage members of the Bourn Hall Clinic Embryology function at the appropriate clinic including performance appraisal and competency reviews and to take responsibility for standards and procedures relevant to the embryology staff. To train and develop members of this function in accordance with HCPC and HFEA requirements, best practice and Bourn Hall Clinic procedures and protocols.
- To participate in the optimal running of the clinic as a key member of the operational management team. To motivate and drive the local embryology functions in achieving objectives both at the functional and operational levels. To foster a climate of performance and recognition within the embryology function.
- To provide effective leadership to direct reports. To oversee provision of laboratory services and responsibility for direct line management of embryology team. To offer guidance, support and mentorship to trainee embryologists, and assist training in all laboratory techniques e.g. ICSI.
- To undertake implementation, maintenance and improvement of the management system. Identification of deviations from the management system or from the procedures for performing laboratory activities including the initiation of actions to prevent or minimize such deviations and ensuring the effectiveness of laboratory activities.
- To report to laboratory management on the performance of the management system and any need for improvement.

ACCOUNTABILITY AREA

- Responsible as direct line manager of embryology team for providing consistent high standard ART services.
- To ensure that all patients have the highest chance of achieving a successful outcome through implementation of latest best practice techniques and ensuring all members of the embryology function adhere to agreed protocols. To provide honest communication about chances and limitations, and constant feedback to patients and colleagues.
- To encourage and perform relevant research projects, keeping up to date with latest developments in laboratory techniques, in order to continuously develop the quality and success of Bourn Hall Clinic's fertility services.
- To recommend to Management and Directors changes to clinic procedures or introduction of new techniques.

AUTONOMY & AUTHORITY

Freedom to make treatment recommendations based upon test results, and intermediate recommendations during treatment.
Responsible for daily patient specific decisions, such as assessing embryo fate i.e. transfer, cryopreservation, disposal.
Freedom to suggest procedural changes for subsequent discussion, approval and implementation.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

Founded upon sound academic knowledge, extensive in-house and vocational training, continually updated via a CPD programme, journal reviews, conference attendance and membership of professional bodies, ensuring that the highest quality, up to date and appropriate treatment options are available to our patients. Have in depth knowledge of the HFEA Code of Practice and the ability to work within the Regulatory Framework. To keep abreast of current thinking and treatment innovations within the profession.

PROBLEM SOLVING

Often complex and multifactorial, e.g. considering patient specific factors, fundamental physiological and scientific principles, using job experience and knowledge of up to date results, theories and opinions. To keep Quality Assurance / Management informed of any incidents or complaints and collaborate in finding an appropriate resolution.

NATURE & AREA OF IMPACT

Patients; performance and quality of service can impact directly on treatment outcome, position in HFEA league tables and ultimately business success.
In-House; provision of accurate data, e.g. storage billing lists to accounts and associated financial implications, including presentation at local level.

INTERPERSONAL SKILLS

Good interpersonal skills are essential to ensure the smooth running of the department.
Patient contact requires the ability to convey complex, scientific information in an appropriate and empathetic manner.
The ability to communicate effectively with both internal and external colleagues of all disciplines and levels in a professional manner.

SPECIAL PROJECTS

- To provide cover at other Bourn Hall Clinics as required.
- To participate and assist in overseeing trials and research projects when required.
- Participation and completion of further education courses as required by BHC/HFEA and or for CPD programme.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- BSc. In Life Sciences.
- At least five years experience in Human Embryology.
- ACE certification.
- A Clinical Scientist state registered with the HCPC.
- Experience of working with Quality Management Systems.

LANGUAGES

English

SKILLS & COMPETENCIES

- A licensed ICSI practitioner competent in a wide range of ART techniques including: IVF, IUI, gamete and embryo cryopreservation and vitrification, PESA / TESA, routine semen assessments.
- Excellent management and interpersonal skills.
- Excellent communication skills both written and spoken.
- A team player, working collaboratively with medical colleagues and Leads from other functions to ensure the smooth running of the clinics and the best patient outcome / experience.
- Openness to new ideas and the ability to implement protocols, procedures and management initiatives with medical colleagues.
- Willing and able to travel to any Bourn Hall Clinic sites.

APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	