

## Job Description

<b>TITLE</b>	SENIOR EMBRYOLOGIST	<b>GRADE:</b>	10
<b>FUNCTION/AREA</b>	EMBRYOLOGY		
<b>REPORTING TO</b>	LEAD / REGIONAL LEAD EMBRYOLOGIST		

### PURPOSE OF THE ROLE

To assist with the day to day running of the Laboratory and to deputise for the Lead Embryologist if and when required in order to provide consistent and high standard of clinical Assisted Reproduction Technique services to Bourn Hall Clinics (BHC).

### MAIN INTERFACES

**INTERNALLY:** Interdepartmental contacts: Medical function, Nursing function, Admin function and Business Support Services and all employees of Bourn Hall Clinics.

**EXTERNALLY :** Patients, Clinicians / Nurses / Embryologists from other units, donor semen banks, couriers, laboratory equipment and consumable suppliers, professionals from other hospitals etc.

### KEY TASKS & RESPONSIBILITIES

- To perform day-to-day duties in the embryology laboratory, including all advanced embryology techniques.
- To ensure an excellence of care for all gametes and embryos in the laboratory.
- As a senior embryologist to deputise for the lead embryologist as a member of the BHC local management team.
- To participate in regular ongoing quality control of laboratory equipment, and to monitor KPIs.
- To continually strive to advance the patient experience / success and identify and suggest areas where improvements can be made.
- To support the lead embryologist in achieving long term operational goals.
- To participate in senior embryologists meetings and to share ideas, best practice and results across the group.
- To help promote their specific unit by 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 centres by their willingness to work at other BHC sites.
- To participate in an On Call rota.
- Jointly responsible for local annual objectives, and where possible group-wide objectives.
- To input into periodic reviews 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 strive for continual improvement in laboratory standards, equipment and success.
- To write, review and amend embryology Standard Operating Procedures (SOPs) / Work Instructions (WI's) they have ownership of.
- To assist with equipment and process validation including periodic reviews.
- To 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.
- 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 embryologists and trainees.
- To participate in HFEA and in-house audits.

## **MANAGEMENT/LEADERSHIP**

Deputising for and decision making in the absence of the lead embryologist if and when required. To ensure smooth and organised operation of the laboratory. To offer guidance, support and mentorship to trainee embryologists, and assist training in all laboratory techniques e.g. ICSI.

## **ACCOUNTABILITY AREA**

As part of a team responsible for providing consistent high standard ART services to the ACU accountable to the Clinic Manager and Head of Science in the absence of the Lead Embryologist.

## **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.

## **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 and monitoring of up to date data sets, including presentation at local level.

## **INTERPERSONAL SKILLS**

As a senior member of the embryology team, interpersonal skills are necessary, to ensure the smooth running of the department.  
Patient contact requires the ability to convey complex, scientific information effectively and sympathetically.  
The ability to communicate effectively with both internal and external colleagues of all disciplines and levels in a professional manner.

## **SPECIAL PROJECTS**

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.
- Significant 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 interpersonal skills.
- Excellent communication skills both written and spoken.

## APPROVALS

JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	