NTLM examples of management competency records (band 7 & 8 BMS)

Name.......................   Role.......................................

Task/procedure	Competent to perform under supervision (sign & date)	Competent to perform unsupervised (sign & date)	Summary of evidence supplied	Managers sign off
General Blood Transfusion Requirements				
Demonstrates continuing professional development in line with HCPC standards and holds current HCPC registration. Understands the HCPC code of conduct				
Has an understanding of United Kingdom accreditation scheme (UKAS), Medicines and Healthcare products Regulatory Authority (MHRA), Human Tissue Authority (HTA) requirements and Health and safety executive (HSE) regulations (where applicable				
Knowledge of Trust Vision, values and policies				
Carries out CPD and attends relevant internal and external meetings				
Demonstrates excellent communication skills				
Technical Expertise				
Can Develop, plan and implement new technology				
Can exercise judgement involving highly complex facts requiring				

NTLM examples of management competency records (band 7 & 8 BMS)

Name.........................   Role..

interpretation and analysis in the field of Blood Transfusion				
Can effectively communicate complex information to clinicians and other hospital staff members				
Can troubleshoot complex technical problems and is responsible for dictating the course of action to remedy problems that could have a direct impact on patient care				
Quality Management				
Collate and investigate adverse clinical incidents through the Trust risk management and governance system and implement preventative or corrective action(s) to improve the safety and efficiency of overall service.				
Supervise the generation and implementation of documentation to ensure the Department meets EU and national quality standards (e.g. MHRA, ISO15189)				
Produce and maintain Quality documentation to meet required standards e.g. UKAS, MHRA				
Manage Non-conformances effectively in a timely manner with appropriate corrective and preventative actions				
Able to carry out Root Cause Analysis and has had formal RCA training				
Carry out effective audit (clinical and laboratory) and implement change				

NTLM examples of management competency records (band 7 & 8 BMS)

Name........................   Role...

where deficiencies are found				
Submit, review and action external quality assurance results				
Trend IQC, EQA and non-conformances to monitor and improve the department				
Can carry out transfusion specific quality management duties (SABRE/SHOT/recall/concessionary release/traceability)				
Health & Safety management				
Produce and maintain H&S documentation to meet required standards e.g. UKAS				
To formally present information on own area of expertise or research to groups of staff from the department and other areas / professions				
Understands and produce COSHH and risk assessments				
Carries out H&S audits within the department				
Training Management				
Manage the training & education of scientific, placement students and other laboratory staff within the section				
Support trainee BMS staff to HCPC registration standard (IBMS portfolio and department specific training)				
Maintain current knowledge of training systems and standards and information relevant to this role				
Liaise with external education				

NTLM examples of management competency records (band 7 & 8 BMS)

Name.......................   Role.......................................

providers as required			
Produce and maintain training documentation to meet required standards e.g. UKAS, MHRA. Including a training and competency plan for the department			
Maintain documentation required for laboratory approval to deliver IBMS qualifications			
Can write and conduct competency assessment of Biomedical Scientist staff, associate practitioners and Medical Laboratory Assistants.			
Workforce Management			
Can produce a capacity plan for the Blood Transfusion Laboratory including analysis of short-term and long-term strategies for the workforce			
Can perform appraisals in line with Trust requirements for BT staff			
Can use the Trust rostering system to manage staffing (shifts, sickness, leave etc)			
Manage attendance following Trust policy			
Manage disciplinary procedure following Trust policy			
Performance management following Trust policy			
Manage recruitment and selection processes following Trust policy			
Stress awareness			
Knows sources of staff support e.g.			

Organisations badge or emblem

Name....................... Role......................................

EPA , Occupational Health, Headspace				
Operations management				
Understands strategic management and demonstrates principles				
Plan work within the department, reallocating tasks according to changes in urgency or other circumstances, liaising with staff from other departments or professions as necessary.				
Manage and take responsibility for the safe use of analytical systems and organise essential repairs & maintenance in liaison with suppliers.				
Develop, implement and practice contingency plans to enable the department to continue running efficiently (e.g. fire, major incident, equipment failure)				
Demonstrates change management skills				
Business administration				
Budget setting and management				
Monitor expenditure and income				
Manage pathology Marketing				
Achieve Cost Improvement Programs (CIP)				
Formulate strategic plans to deliver both short-term and long-term cost savings				
Lead in valuation and implementation of new equipment,				

NTLM examples of management competency records (band 7 & 8 BMS)

Name........................   Role.......................................

techniques and protocols				
Prepare business cases and manage the implementation of large scale projects and procurements including those requiring tendering under European Regulations (OJEC) for presentation to the Trust Board				
Asset Management				
Prepare business cases				

Possible examples of evidence to be used

- Meeting attendance
- Example business cases
- Example IQ OQ PQ for equipment
- Reflective practice (confidential) on HR activities
- Recruitment material written (adverts, interview questions)
- Training packages & competency review written
- Examples of Audits, risk assessments, COSHH assessments conducted
- Examples of documents written
- Training certificates (e.g RCA training, management training)
- Trust training attendance for appraisals, recruitment and other HR roles
- Reflective practice and learning records for any procedure/task
- Copies of emails
- Screen prints

Remember to anonomise confidential information