

## NATIONAL BLOOD TRANSFUSION SERVICES - WALES

### JOB DESCRIPTION

1. JOB TITLE Quality Assurance Manager

2. SALARY SCALE £17,996 - £20,244

3. ORGANISATIONAL RELATIONSHIPS

3.1 Responsible and accountable to the Medical Director.

3.2 Appropriate liaison with Senior Management at the Blood Transfusion Centre, BPL Quality Assurance staff, and Department of Health Medicines Control Agency.

3.3 Appropriate liaison with other Departments of the Welsh Regional Transfusion Centre.

3.4 Appropriate liaison with other Regional Transfusion Centres about related professional matters.

4. JOB SUMMARY

The post holder will be expected to be aware of the current legislative position as well as keeping abreast of modern developments in principles and practices within the field of quality assurance. Using this information the post holder is expected to advise the Director with regard to formulation of a Quality Assurance programme for the Blood Transfusion Service.

5. PRINCIPAL DUTIES

5.1 Work with senior managers within the BTS to enable all activities of the Service that have a bearing on quality and efficacy of blood products and components to be performed to standards required by current QA legislation.

5.2 Ascertain that the agreed Quality Assurance programme is being implemented in all departments, that quality control measures are in operation and that appropriate reports are made available to managers and the Director.

- 5.3 Develop and perform appropriate quality audits.
- 5.4 Advise and assist with monitoring the standards of Donor Care and blood collection arrangements at Donor sessions.
- 5.5 Advise departmental managers with regard to implementation of the Quality Assurance programme and particularly to assist with training and documentation to meet the requirements of 'Good Manufacturing Practice'.
- 5.6 Functions as product release officer for all blood and components issued from the Transfusion Centre.
- 5.7 Acts as materials manager to ensure that all incoming goods used for testing, manipulation, packaging or labelling of blood or components are held in quarantine until it is confirmed that they conform to agreed specifications.
- 5.8 Manages the staff and the budget of the Quality Control Department.
- 5.9 Establishes arrangements through co-operation with Hospitals for monitoring the quality of materials and services provided from the Centre.

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