

Job Description

Job title:	Medical Laboratory Assistant
Division:	Research and Development
Board/corporate function:	Corporate
Salary band:	3
Responsible to:	Senior Laboratory Manager
Accountable to:	General Manager and Director NIHR UCLH Clinical Research Facility
Hours per week:	37.5
Location:	NIHR UCLH Clinical Research Facility (CRF) sites across Trust

University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing and Grafton Way Building)
- National Hospital for Neurology and Neurosurgery
- Royal National ENT and Eastman Dental Hospitals
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

We are committed to sustainability and have pledged to become a carbon net zero health service, embedding sustainable practice throughout UCLH. We have set an ambitious target of net zero for our direct emissions by 2031 and indirect emissions by 2040

UCLH Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
---------------------------	------------------	---------------------------	------------------------------

We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
---------------------	------------------------	-----------------------	----------------------

We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
-----------------	---------------------	---------------------	-------------------------

We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
--------------------------------------	--------------------------	--------------------------	-----------------------

Equality, Diversity, and Inclusion at UCLH

At UCLH, we take equality of opportunity seriously and are committed to being a diverse and inclusive employer, with a culture that creates a real sense of belonging and trust. Respect, inclusion and sensitivity are hallmarks of quality of our care. That is why it is our fundamental aim, to recruit, retain and promote a diverse mix of people from all backgrounds, cultures, and perspectives, who are representative of our local communities to support our world class research, innovation, and creativity. We are proud to have 5 different networks that are owned and led by our staff which give a voice to all our staff to feed up to leadership of the organisation, including the Trust board, thus creating a sense of community and support and help drive cultural change to become a more inclusive organisation.

Our staff networks are:

- Black, Asian and Minority Ethnic (BAME) Network
- Lesbian, Gay, Bisexual Transgender, Queer, Intersex and Asexual (LGBTQIA+)
- Women's
- Disability Network
- Mental Health Network

Department / Division

The NIHR UCLH Clinical Research Facility is a well-established Clinical Research Facility covering two sites; a comprehensive Cancer and Medical research facility on the Bloomsbury campus (BC) at Tottenham Court Road, and the Leonard Wolfson Experimental Neurology Centre is a dedicated neuroscience experimental medicine facility at the National Hospital for Neurology and Neurosurgery (NHNN) at Queen Square (QS). We undertake clinical research across a wide variety of therapeutic areas including neurology, cancer, vaccine development, gastroenterology, rheumatology, metabolic disorders, and many others.

Job Purpose

The purpose of the role is to provide support to the Senior Laboratory Manager and Laboratory team in order facilitate day-to-day operations and the maintenance of data and sample integrity in line with Good Clinical Practice (GCP). As part of the wider team, the post will contribute to patient safety and the provision of a high quality service.

The post holder will work across CRFs sites based on laboratory support needs, and shift work may be required from time to time depending on needs e.g. 8am to 4pm, 10am to 6pm, 11am to 7pm.

Key Working Relationships

The post holder will directly report to the CRF Senior Laboratory Manager. Other major working relationships will be with the Laboratory team, research nurses, principal investigators and clinical trials associates.

Key Results Areas

- To receive and process samples.
- To maintain the integrity and accuracy of the research samples.
- To be responsible for maintaining accurate manual and computerised records.
- To be responsible for general laboratory maintenance.
- To collaborate and liaise with clinicians, support staff and research staff.

Main Duties and Responsibilities

Technical

The following duties would be undertaken after suitable training:

1. The reception of research participant samples.
2. To process samples according to clinical trial protocols, following appropriate training.
3. To attend Site Initiation Visits and participate in trial specific training.
4. To maintain adequate levels of consumables and stock within the laboratory, informing the Office Manager/Head of Operations when items need to be ordered.
5. To prioritise own workload of daily, weekly and monthly activities, under the direction of the Senior Laboratory Manager.
6. Prepare and send samples to external laboratories, using special delivery services or courier services for urgent samples.
7. To arrange courier and ship biological samples to central laboratories in accordance with current regulations.
8. Carry out basic laboratory duties, including routine laboratory maintenance.
9. Monitor stock levels and order as necessary or requested.
10. Adhere to the laboratory standard operating procedures and CPA standards.
11. To maintain specific items of equipment to ensure safe working practice.
12. To log the temperatures of the fridges and freezers and flag up any anomalies to a senior member of staff.
13. Assist other members of technical staff and cover absence.
14. Participate in the training of other staff in laboratory procedures and use of equipment, as appropriate.
15. Participate in audits and provide any physical data required from the equipment logs.
16. To work to SOPs in own work environment, contributing to SOP development when requested.
17. Prepare human specimens of biological material for disposal as required, which might involve exposure to items of an unpleasant nature.

18. Prepare human specimens for storage ensuring accurate labelling and bagging. Ensure the sample storage is kept in a good condition.
19. To comply with the Health and Safety regulations of the department and ensure their application in the laboratory.
20. Any other reasonable duties commensurate with the grade.

Administrative/Management

1. Accurate entry of sample details on to laboratory tracking system.
2. Take the lead in departmental stock control, maintaining adequate stock of reagents and consumables within the department including ordering reagents .
3. Respond to Sponsor/PI/user requests promptly, deal with enquiries from coordinators, monitors, nurses and other external organisations. Review new laboratory manuals when required. Support the Clinical Trials Associates (CTA) in maintaining Investigator Site Files (ISFs).
4. Filing of trial specific manuals, sample logs, shipping documents and trial folders.
5. General laboratory Housekeeping duties e.g. defrosting of freezers/cleaning of fridges when necessary, empty and tidy benches and work areas, cabinets etc. .
6. Carry out laboratory administrative tasks to support the UCLH CRF. .

Training and Education

1. Maintain own personal development folder
2. Attend departmental meetings as required.
3. Keep all training records current and sign off both training received and training given in each SOP.
4. Assist in the training of other laboratory users or new personnel.

Quality Issues

1. Responsible for accurate record keeping, and ensuring complete, and up to date records related to the CRF Laboratory as required .
2. Contribute to service development and improvement, by passing on and sharing ideas to improve processes within own work area.

3. To maintain patient confidentiality at all times.
4. To participate in audits, as required

Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

You will be expected to actively participate in annual appraisals and seek to implement our Equality, Diversity and Inclusion Policy and the objective to promote equality of opportunity in relation to the duties of the post. Objectives will be set, that your performance will be monitored against in conjunction with your manager.

Please note: this is a pre-analytical laboratory with no automation.

Sustainability at UCLH

You will be required to demonstrate a personal commitment to the Trust's Net Zero Strategy and to take personal responsibility for carrying-out your work duties in a way which is compliant with this strategy.

Person Specification

Requirements	Essential	Desirable	Assessment Criteria			
			A	I	R	T/P
Knowledge and Qualifications a) A good standard of education to GCSE level (or equivalent), including grade C or above in English and Mathematics b) NVQ level 3 or equivalent experience c) Knowledge of GCP	X X	 X	X X X	X X X		
Experience a) Previous experience of working in a laboratory. b) Previous NHS experience	X 	 X	X X	X X		
Skills and Abilities a) Ability to work alone and within a team b) Ability to prioritise workload and meet deadlines c) Ability to use own initiative d) Ability to work well under pressure e) Ability to work accurately and methodically. f) Good IT skills, including experience in Microsoft Word, Excel, Access, PowerPoint, Outlook.	X X X X X		X X X X X	X X X X X		

g) Proficient in using clinical systems.		X	X			
h) Knowledge and understanding of the importance of equal opportunities.	X		X	X		
i) Understands importance of maintaining confidentiality	X		X	X		
Communication						
a) Ability to communicate accurately and effectively verbally and in writing	X		X	X		
b) Friendly and approachable	X			X		
Personal and People Development						
a) Able to identify own training needs. Displays desire for professional and personal development	X		X	X		
b) Willingness and ability to participate in continuing education in relation to the role	X			X		
c) Demonstrate enthusiasm and motivation	X			X		
Specific Requirements						
a) Willingness to work flexibly on occasion.	X			X		

A= Application I= Interview R= References T/P = Test/Presentation