

**Person Specification**

**Job Title: Medical laboratory Assistant Band 3**

Attributes	Essential	Desirable
<p><b>QUALIFICATIONS</b></p>	<p>Appropriate Science NVQ level 3, HCS Apprenticeship Level 2, Certificate of Achievement Part 1 or equivalent experience and/or completed competency documentation.</p>	
<p><b>KNOWLEDGE</b></p>	<p>Evidence of training &amp; development within a relevant pathology discipline.</p> <p>Have working knowledge of laboratory areas, including both practical and basic theoretical knowledge of the various methods employed.</p> <p>Competent to process a range of tests/ processes on a variety of different specimens.</p> <p>Demonstrate enough knowledge and skills to be able to train other staff</p> <p>Evidence of using complex laboratory equipment.</p> <p>Understanding of Laboratory Health and Safety procedures and protocols.</p>	<p>Knowledge of UKAS ISO 15189 and ISO 22870</p> <p>Knowledge of H&amp;S, COSHH and risk assessments</p>
<p><b>TRAINING AND EXPERIENCE</b></p>	<p>Experience of IT systems</p> <p>Experience of laboratory processes.</p>	<p>Experience in POCT in neonatal and Children's services.</p>

		<p>Experience of ward level training in the use of POCT devices.</p> <p>Experience of UKAS accreditation assessments</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p>Able to communicate information both verbally and in writing in a clear and concise manner</p> <p>Evidence of working as part of a team</p> <p>Effective at prioritising competing workloads, using time management skills.</p> <p>Manual dexterity for procedures where precision is required.</p> <p>Able to show self-motivation and use initiative, recognising when to refer upwards.</p> <p>Able to keep clear and accurate records, showing attention to detail and perform basic calculations</p> <p>Able to read, understand and follow written instructions and apply knowledge so as to undertake and assist in reporting on biomedical investigations.</p> <p>Ability to recognise and understand what good standards of quality are and apply them at all times.</p> <p>IT skills: use of spreadsheets, data bases and word processing.</p>	<p>Oral and written presentation skills</p> <p>Experience of Laboratory IT programmes for data entry and result entry.</p>

<p><b>ATTRIBUTES</b></p>	<p>Can cope with busy, stressful periods</p> <p>Ability to work off site if required</p> <p>Flexible attitude to work</p> <p>Good interpersonal skills with the ability to maintain effective working relationships within a team.</p> <p>Good communication skills</p>	<p>Willing to work outside contracted hours when required</p>
<p><b>OTHERS</b></p>	<p>Exhibit the Trust Values and Behaviours</p>	

This below table outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
<b>Working Together</b>	<ul style="list-style-type: none"> <li>• I listen and value others views and opinions</li> <li>• We work together to overcome difficulties</li> <li>• I effectively communicate and share information with the team</li> <li>• I do everything I can to offer my colleagues the support they need</li> </ul>
<b>Dignity and Care</b>	<ul style="list-style-type: none"> <li>• I treat others the way they would like to be treated – putting myself in their shoes</li> <li>• I show empathy by understanding the emotions, feeling and views of others</li> <li>• I demonstrate a genuine interest in my patients and the care they receive</li> <li>• I am polite, helpful, caring and kind</li> </ul>
<b>Everyone Matters</b>	<ul style="list-style-type: none"> <li>• I listen and respect the views and opinions of others</li> <li>• I recognise that different people need different support and I accommodate their needs</li> <li>• I treat everyone fairly</li> <li>• I encourage everyone to share ideas and suggestions for improvements</li> </ul>
<b>Open and Honest</b>	<ul style="list-style-type: none"> <li>• I admit when I have made a mistake, and learn from these</li> <li>• I feel I can speak out if standards are not being maintained or patient safety is compromised</li> <li>• I deal with people in a professional and honest manner</li> <li>• I share with colleagues and patients how decisions were made</li> </ul>