

Job Description

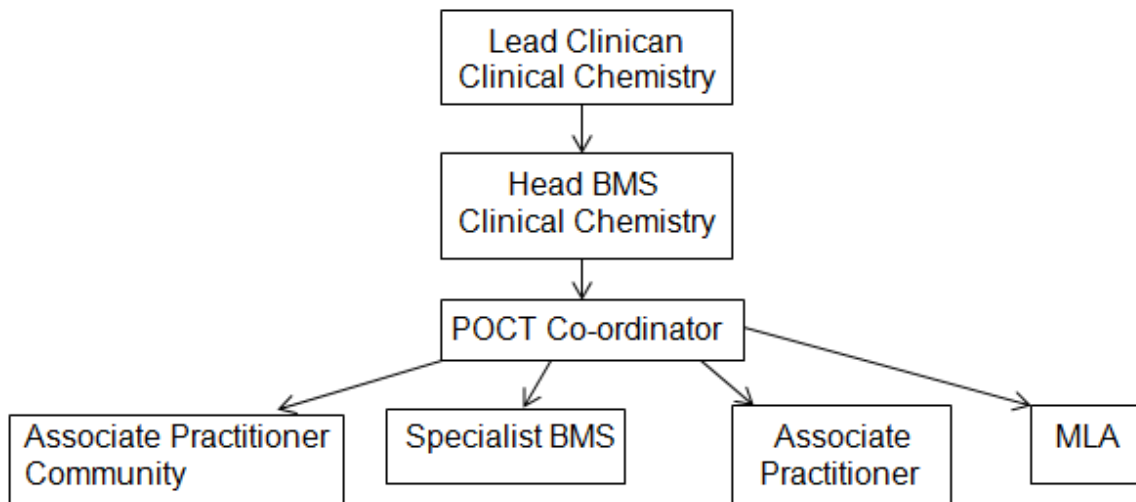
Job Title:	Point of Care Testing Medical Laboratory Assistant		
Band:	AfC Band 3		
Department:	Laboratory Medicine		
Care Group:	Care Group 4		
Reports To:	POCT Co-ordinator		
Accountable To:	Head BMS Biochemistry		
Professionally Accountable To:	Lead Clinician Biochemistry		
Responsible For:	Scientific and technical work within the Point of Care Testing department		
Main Base/ Site:	Scarborough Hospital		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

The post holder will assist in the provision of an efficient, high quality laboratory Point of Care Testing (POCT) service through participation in technical and scientific operations. This will include assisting in the administration of the laboratory's input into POCT, which will include the preparation and distribution of quality control specimens for analysis and the collation of records for POCT equipment, such as training and quality records. They will perform routine maintenance and troubleshooting of POCT equipment and maintain stock levels of reagents and consumables in all analytical areas. The post holder will be expected to work in a cost effective manner, follow departmental health and safety procedures and ensure any identified problems are reported to the manager. The post holder must ensure that personal proficiency and competencies are maintained and be willing to take part in any training required to maintain an up to date knowledge of equipment and techniques.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Line managed by the POCT Co-ordinator
- Work closely with a variety of healthcare professionals who use POCT equipment within the hospital including clinicians, nurses and HCAs.
- Support Other members of the POCT Team

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Communicates clearly and effectively with clinicians, nurses and other service users on issues of a technical nature, referring complex enquires to senior staff as appropriate.
- To provide constructive input into all aspects of departmental operation
- Communicates effectively with other staff within the department of Laboratory Medicine.

2. Knowledge, Training and Experience

- Takes part in any training required to maintain an up to date knowledge of all equipment and techniques used in the areas in which they work
- To help maintain training records in POCT databases
- To help to ensure that all work is carried out to the standards necessary for future ISO Accreditation.
- To ensure departmental service improvement objectives are achieved through development of their professional knowledge and skills.

3. Analytical Skills

- To carry out a broad range of scientific and technical work within the department as required by the POC Co-ordinator.
- To identify problems within the areas that they are working and report them to their manager.
- To follow quality control procedures as set out in the departmental instructions.
- To prepare and distribute samples for quality control analysis to ward/departments.
- Analysis of quality control samples.
- Receive and input quality control returns accurately and on time and investigate any missing returns.
- To carry out a range of routine technical tasks using analytical skills. The range of tasks will be dependent on the area in which they are working.
- To carry out routine and emergency maintenance and calibration of equipment both inside and outside the department as appropriate and to identify problems associated with equipment used to your managers

4. Planning and Organisational Skills

- To work to a schedule, but be able to amend plans based on response to arising priorities.
- May be required to plan analyser maintenance/audit schedules around use of and access to specific analysers.
- Ensure efficient planning and prioritisation of individual workload.

5. Physical Skills

- Use of VDU equipment
- Use of complex analytical equipment

RESPONSIBILITIES

6. Responsibilities for Patient/ Client Care

- The post holder will interact with other healthcare professionals to help answer queries on POCT equipment and give advice appropriately.

7. Responsibilities for Policy and Service Development

- To help conduct audits in line with accreditation guidelines and to participate in other internal and external audit activity as required.
- To assist with any required verification of new POCT equipment.
- To provide a high quality and timely service.
- To avoid waste and work in a cost effective way.
- Report any adverse incidents or near misses via the DATIX system.

8. Responsibilities for Financial and Physical Resources

- To avoid waste and work in a cost effective way.

AfC Reference:

- To maintain high technical standards and ensure that such areas in which they work are kept clean and tidy.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- To help direct and train new/trainee/subordinate POCT colleagues as necessary.

10. Responsibilities for Information Resources

- To carry out data input of patient details, and to input test results onto patient files on the Pathology Information System.
- To carry out basic computer/data processing using statistical and word processing packages.
- To learn to use software packages specific to POCT.
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

11. Responsibilities for Research and Development

- To carry out research and development if directed by the POCT Coordinator.

12. Freedom to Act

- Will exercise some autonomy of workload and priorities
- Will perform tasks outside of training under the supervision of trained member of staff or the POCT Coordinator

EFFORT AND ENVIRONMENT

13. Physical Effort

- This role requires frequent sitting at a desk to use VDU equipment
- This role requires frequent walking around the hospital site
- This role may involve periods of standing whilst performing testing and maintenance on analysers based around the hospital

14. Mental Effort

- The post holder may be required to concentrate on complex tasks to ensure they are performed accurately and precisely as set out in specific protocols.

15. Emotional Effort

- Emotional effort required to respond to arising priorities outside of the normal schedule such as analyser breakdown and pressures on training/equipment implementation.

16. Working Conditions

- The post holder should expect a mixture of some office based tasks and some tasks based in clinical areas around the hospital

AfC Reference:

- Requirement to carry out testing on a range of bodily fluids and tissues which should be treated as infectious.
- Requirement to handle noxious/toxic chemicals and bodily fluids as per local health and safety protocols and COSHH guidance.
- To undertake shift work including evening, weekend and night work if required.

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

AfC Reference:

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	

Recruiting Manager (PRINT NAME)	
Recruiting Manager (SIGNATURE)	
Date	

Person Specification

Point of Care Testing Medical Laboratory Assistant Band 3

Criteria	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> • Sound general education-ideally GSCE grades A-C or equivalent in Maths and English • Formal or vocational lab-based qualification eg IBMS Certificate of achievement part 1 or NVQ Level 3 or equivalent in a science related subject. 	
Experience and Knowledge Required	<ul style="list-style-type: none"> ▪ Willingness to attend relevant courses and undertake specialist training as required ▪ Aware of Health & Safety 	<ul style="list-style-type: none"> • Experience of working in a blood science laboratory. • Previous experience of working in POCT • Previous experience of working to written procedures in a laboratory environment
Skills and Attributes	<ul style="list-style-type: none"> • Awareness of the contribution of POCT to patient care • Computer literate (MS Word & Excel) • Have an understanding of Quality Management. 	<ul style="list-style-type: none"> • Previous use of laboratory analysers & equipment, , performing tests and maintaining equipment • Experience of using laboratory information systems • Experience of internal and external laboratory quality assurance methods
Aptitude and Personal Qualities	<ul style="list-style-type: none"> • Ability to work alone or as part of a team • Strong interpersonal skills / amiable personality • Methodical approach to work and an ability to remain calm under pressure • Ability to organise and prioritise own workload 	
Values & Behaviours	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none"> • We are Kind. • We are Open. • We pursue Excellence. 	