

# SoTW Pathology Services

Pathology Support Worker Job Description - Blood  
Sciences (Band 2) Sciences  
LM-GEN-JOB-072.UN

## Job Description

**Title:** Pathology Support Worker

**Grade:** Pathology Support Worker (Band 2)

**Base:**

**Accountable to:** Head of Department and Departmental Manager,  
through the appropriate staff structure (refer to  
Organisational Chart)

## **Job Summary:**

The clinical laboratory team provides a High Quality Service to improve the Health Care of the people of *South of Tyne and Wear*.

The post holder will be required to rotate across all three hospital laboratory sites Queen Elizabeth Hospital Gateshead, Sunderland Royal Hospital and South Tyneside Hospital as part of South of Tyne laboratories based upon the service requirement, and to provide operational and/or administrative support within the blood sciences department

As a Pathology Support Worker in the Pathology Department, the post holder will contribute to the provision of the clinical laboratory service, as part of a team of Biomedical Scientists and support workers, performing work activities in accordance with Standard Operating Procedures.

The post holder will follow a competency training programme. Under the guidance of qualified staff, the Pathology Support Worker will be responsible for performing a range of scientific procedures on biological samples that contribute to the diagnosis, treatment and monitoring of diseases and the investigation of other pathological processes.

After suitable training and competence assessment the post holder will use practical skills to perform tasks associated with the pre-analytical preparation of specimens; analysis preparing and using a range of processes using a range of complex laboratory equipment to conduct routine Departmental procedures/tests.

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## Key areas of Responsibility

### Professional

- Act in a way that promotes patient care and maintains the integrity of the Department
- Maintain and promote the professional image of **South of Tyne and Wear Pathology Services** and Gateshead Health NHS Trust.
- Maintain patient confidentiality at all times in line with the Trust Information Management and Technology (IM&T) Information Security Policy.
- Deal with members of the Public/Patients in a Professional manner.
- Comply with good work practices in accordance with the Laboratory Standard Operating Procedures and Health and Safety Policies.
- Prioritise work in accordance with guidance from operating procedures and senior members of staff.
- Follow good laboratory practice in line with professional guidelines and United Kingdom Accreditation Service (UKAS) standards.
- Work within the Terms and Conditions of Employment of your Trust Contract.
- Report incidents, accidents and defects according to Trust and Directorate guidelines.
- Participate in the maintenance of the quality system by participating in QC and EQA schemes if required.

### Department Service Provision

- Participate in the laboratory rotation through appropriate areas of the department.
- Be prepared to rotate across the three hospital laboratory sites Queen Elizabeth Hospital Gateshead, Sunderland Royal Hospital and South Tyneside Hospital.
- Deal promptly and appropriately with any sample identified as urgent to ensure that timely and accurate results are available to the requester.
- Participate in the regular review and update of the Laboratory Standard Operating Procedures as directed by the Departmental Quality Lead or Deputy
- Assist in the maintenance, stock control and preparation of reagents and equipment, as specified in Standard Operating Procedures.
- Maintain good work relations with all members of staff, and to promote effective teamwork
- Participation in the Department's 24/7 service, which includes working late shifts and through the night as deemed necessary for service delivery by the Departmental Manager.
- Contribute to the Departmental delivery of any specialised Patient-Focused Clinics requiring dedicated staffing allocation

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- Contribute to the provision of materials, advice and support for the Clinical Users of the service
- Assist with the referral of samples both within and out with the department
- Provide and receive routine information verbally, in writing and electronically to inform clinical users of the service, patients, the public or other external contacts
- Assist in the analysis of routine and urgent clinical samples in accordance with laboratory procedures using specialist optical, manual, semi-automated and fully automated laboratory equipment.
- Follow protocols to ensure that reagents are prepared, stored and used according to manufacturer guidelines and laboratory procedures.
- Perform appropriate preventative maintenance, as instructed by senior staff, on laboratory instruments and equipment prior to being used for patient investigations.
- Alert senior staff when quality control or assurance procedures indicate loss of performance of the laboratory instruments or methods,
- Follow procedures to ensure that resources are used efficiently and effectively.
- Enter patient data into IT systems
- Perform specific procedures as deemed necessary by the Departmental Manager aligned to the competence assessment programme specific to each Department.
- Prepare and process samples using manual, semi-automated and fully automated laboratory equipment.
- Monitor and re-order reagents and other consumables as delegated by senior staff

## Laboratory Informatics

- Enter and retrieve Patient data using the Laboratory Information System.
- Comply with local and national policies for the safe, secure and confidential processing, and storage of patient and other laboratory data.
- Use the Laboratory Information System according to the authorised procedures and policies.
- Enter test results into the Laboratory Information System in line with departmental policies and procedures.
- Ensure that laboratory records are kept up to date and stored safely to ensure compliance with good work practices required for the United Kingdom Accreditation Service (UKAS) standards.

## Human Resource/Line Management

- Not applicable.

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## Budgetary/Financial Management

- Observe a personal duty of care in relation to the equipment and resources used in course of work.

## Education, Development and Training

- Undertake a structured training and development programme to successfully acquire core competencies which are matched to the National Occupational Standards and thereafter maintain the required standards of competence when undertaking duties.
- Achieve appropriate levels of competence required by laboratory Competency Assessment Program.
- Assist in the training of other laboratory staff where appropriate.
- Contribute to requirements of non-laboratory staff attending the department.

## Health and Safety

- The post holder must co-operate with Management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take personal responsibility for the health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.
- Report any incidents/accidents and near misses in accordance with the Departments Incident procedure.
- Ensure that Personal Protective Equipment provided for the protection of safety and health is utilised and maintained appropriately.
- Work in compliance with Trust and Directorate Health and Safety Policies and Procedures, including COSHH, Risk Assessments and Standard Operating Procedures, reporting any non-compliances to a senior member of staff.
- Attend all mandatory Health and Safety training sessions.
- Keep the workplace and workbenches clean and tidy.

## Nature and Conditions of Work

- There is a requirement for sitting/standing at equipment, benches and /or VDUs for prolonged periods of time.
- A high degree of hand/eye coordination is required for manipulation of materials where accuracy is important
- A high level of concentration is required to process laboratory samples and respond to frequent interruptions e.g. urgent requests for information/results.

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- Daily exposure to body fluids, blood, fresh tissue, infective agents and hazardous chemicals.
- There may be a requirement for lifting/handling of materials and/or equipment in line with Trust and Directorate policies and procedures.
- Emotional effort required to cope with heavy workload, periods of staff shortages, urgent samples and demanding and intricate investigations.
- Handles potentially high-risk specimens (e.g. TB, Hepatitis B, HIV,).
- Must be able to concentrate for long periods to conduct demanding and intricate procedures including subculture of quality control organisms and setting up antibiotic susceptibility tests.
- Frequent concentration required for processing samples, reading results and reporting of results.
- Handles hazardous equipment and sharp instruments as part of duties.

## Quality Management

- Understand and adopt the principles of the Laboratory Quality Management System.
- Acknowledge and follow the policies and Departmental Standard Operating Procedures relating to their area of responsibility
- Contribute to the departmental Internal Quality Control and External Quality Assurance schemes as appropriate
- Participate in process audits and service audits as directed by the Departmental Quality Lead or Deputy Quality Lead.

## Clinical Governance

- Understand and contribute to the Trust and Directorate Safecare initiatives.
- Participate in Safecare activities within the Trust, and where applicable across organisational boundaries.
- Participate in clinical audits as directed by the Departmental Quality Lead or Deputy

## Research and Development

- Undertake surveys and audits as necessary.
- Assist in the compilation of information for reports and publications on the work of the department, including research projects as directed by the Departmental Quality Lead or Deputy.

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## Gateshead Health NHS Foundation Trust employment standards:

### Control of Infection

All staff have a duty to provide a safe environment by considering adherence to infection prevention and control as an integral part of their roles and responsibilities. The individual roles and responsibilities for staff are outlined in the Trust's Control of Infection policy (IC 1). There should be specific discussion of control of infection within the KSF/Appraisal process and as a minimum all staff must demonstrate good hand hygiene and practice and support the Clean Your Hands Campaign.

### Privacy & Dignity & Respect and Equality of Opportunity

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

### Professional Code of Conduct (if appropriate)

To abide by the Code of Practice of Professional body as published by the relevant regulatory body (if appropriate).

### Code of Conduct for Senior Managers (if appropriate)

To adhere to the Code of Conduct for NHS Senior Managers.

### *Confidentiality and Safeguarding Responsibilities*

*"Members of staff are expected to:*

*prevent harm or abuse through the provision of high quality care; undertake the appropriate level of safeguarding training relevant to their role and responsibilities; take action to identify and prevent harm from happening, and respond when it is suspected that abuse has occurred or is at risk of occurring; protect others by using the appropriate reporting mechanisms within the Trust; seek advice and guidance where necessary from the named doctor or nurse responsible for safeguarding children or vulnerable adults".*

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This job description reflects the present requirements of the post. It will be reviewed and revised in consultation with the jobholder as and when duties and responsibilities change. Such reviews will normally take place at the annual CONTACT Appraisal meeting with the Departmental Manager or nominated Deputy.

<b>Job Holder's Signature</b>		<b>Date</b>	
<b>Manager's Signature</b>		<b>Date</b>	

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## Appendix 1

Note to Managers: - Please complete this form clearly, providing as much information as possible to candidates.

### Risk Assessment Indicators for the post

	DUTIES AND RISK FACTORS OF THE POST	Yes	No
1.	Exposure Prone Procedures (EPP's)*	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Manual Handling Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Dust, Dirt, Smells	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Chemicals, Fumes or Gases (Glutaraldehyde, fixer, anaesthetic gases, reconstitution/handling of cytotoxic drugs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	Patient Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Babies/Children Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Food handling / Preparation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	Fork Lift Truck Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	User of Display Screen Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11.	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12.	Infestation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13.	Blood and Body Fluids/Waste/Samples/Foul Linen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Excessive Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	Excessive Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16.	Inclement weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Radiation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18.	Laser Use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19.	Working at Heights over 2 metres	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20.	Confined Spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21.	Vibration i.e. Power Tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22.	Using machinery with moving/exposed parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23.	Shift work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24.	Use of latex products	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25.	Physical violence / aggression	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26.	Any other hazards please specify	<input checked="" type="checkbox"/>	<input type="checkbox"/>
27.	<b>Other</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



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If any hazard is identified above please give details below.

**Hazards Identified:-**

Daily exposure to body fluids, blood, fresh tissue, infective agents and hazardous chemicals

Exposure to sharps.

\*Definition of Exposure Prone Procedures (EPP's)

Exposure prone procedures are those where there is a risk that injury to the Health Care Worker may result in the exposure of the patient's open tissues to the blood of the HCW. These procedures include those where the HCW's gloved hands may be in contact with sharp instruments, needle tips and sharp tissue (spicules of bones and teeth) inside a patients open body cavity, wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

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