

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title:	Assistant Genetic Technologist
Service:	North West Genomic Laboratory Hub
Division:	St Mary's Hospital Managed Clinical Services
Directorate:	Division of Genomics
Accountable to:	Head of Technical Programme
Reports to:	Senior Genetic Technologist

CAREER FRAMEWORK

Postholders will be at career framework stage **3** – They have a high level of responsibility performing a range of protocol driven tasks. They will work without close supervision and may organise the work tasks of others and may assist in or carry out training related to their own work activities.

JOB PURPOSE

- Undertake defined technical and administrative tasks to assist in the delivery of a safe, effective and efficient Laboratory Genetics Service. Specific duties depend on the section in which he/she is working
- To prepare and process patient samples for genetic analysis to defined minimum standards.
- To work accurately, and for periods where there is a frequent requirement for concentration.
- To collaborate with other members of the section or department to achieve an effective and reliable service.
- Rotate through the sections and sub-sections of the laboratory to meet the demands of the service and to enable continuing self-development.
- To supervise and / or train less experienced staff in own area of work when required
- The NW GLH is currently developing proposals to move from a 5 to 7 day a week delivery model and therefore new applicants should be aware that, following appropriate

consultation with staff, any future postholder may be required to work a pattern to support this which could include weekend working.

MAIN DUTIES AND RESPONSIBILITIES

Clinical and laboratory tasks

- To be responsible, after appropriate training, for carrying out standard operating procedures in order to provide diagnostic services within the Genetics laboratories, maintaining a high level of accuracy and reliability. These will vary depending upon the section of the laboratory. They may include, as examples only
 - Preparation of chemical stock solutions (including cytotoxic and teratogenic), including labelling, recording batches and storing.
 - Receiving and checking deliveries to the department including chemicals and equipment; ensuring the appropriate storage.
 - Monitoring of stock and organisation of the storage areas.
 - Cleaning and disinfection of laboratory areas and apparatus
 - Cell culture
 - DNA extraction
 - Safe handling of biological, chemical and radiochemical materials.
- To take responsibility for completion of tasks to a defined standard, demonstrating some independence
- To be able to identify problems and initiate corrective action under the direction of a more senior member of the laboratory.
- To offer comments and suggestions for improvements to procedures or possible service developments.

Education and Development

- To take responsibility for own development and work practice.
- To maintain and improve competence, knowledge and skills.
- To participate in annual appraisal and mandatory training
- To attend training courses, and participate in in-house training programmes necessary to maintain the competencies required by the post.
- To supervise and / or train less experienced staff in own area of work when required
- To rotate through sections of the laboratory as required and for development and to provide cover when necessary.

Clinical Governance

- To work within the department's Quality Management System.
- To undertake training and development to ensure safe delivery of assigned tasks.
- To follow written protocols and be subject to supervision.
- To participate in the risk management of the department, including error reporting and investigation.
- To participate in the general care of the department including its equipment.
- To participate in internal and external quality control procedures.
- To participate in audit.

Clerical

- To undertake clerical duties for example
 - To receive samples, sort, data entry to laboratory records including computer databases.
 - Prepare patient reports for posting and FAXing
 - Accurate Filing

Policy

- To abide by all Codes of practice, Safety Regulations, statutory requirements and operational policies of the department and the service.

Other

- To abide by all Operational and Health and Safety regulations applicable to the department and its equipment.
- Provide appropriate technical support out of hours participating in weekend and bank holiday rotas that apply.
- Undertake other specific duties commensurate with the post, as directed.
- This job description is an outline of the current position and may be amended in detail or emphasis in the light of the future requirements for the service. All amendments and changes to the job description will be agreed with the post holder.
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Infection control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The post holder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

Health and Safety

The post holder must not wilfully put him/herself or others at risk while at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. All accidents must be reported to a member of management and you are asked to participate in accident prevention by reporting all potential hazards.

Confidentiality

To maintain confidentiality at all times in all aspects of the work.

Equal opportunities

The post holder will immediately report any breach or suspected breach of both equal opportunity and anti-harassment guidelines.

Security

The post holder has a responsibility to ensure the preservation of Trust property and resources.

Smoking control policy

The Trust has adopted a smoking control policy. The policy applies to all staff, patients and visitors, and extends to the hospital grounds as well as internal areas.

Purpose of job description

This job description is provided as an outline of the key tasks and responsibilities and is not intended to be an exhaustive list. The job will change over time to reflect the changing needs of the Trust and its services, as well as the personal development.

Signed:

Date:

Review Date:

Manager:

Date:

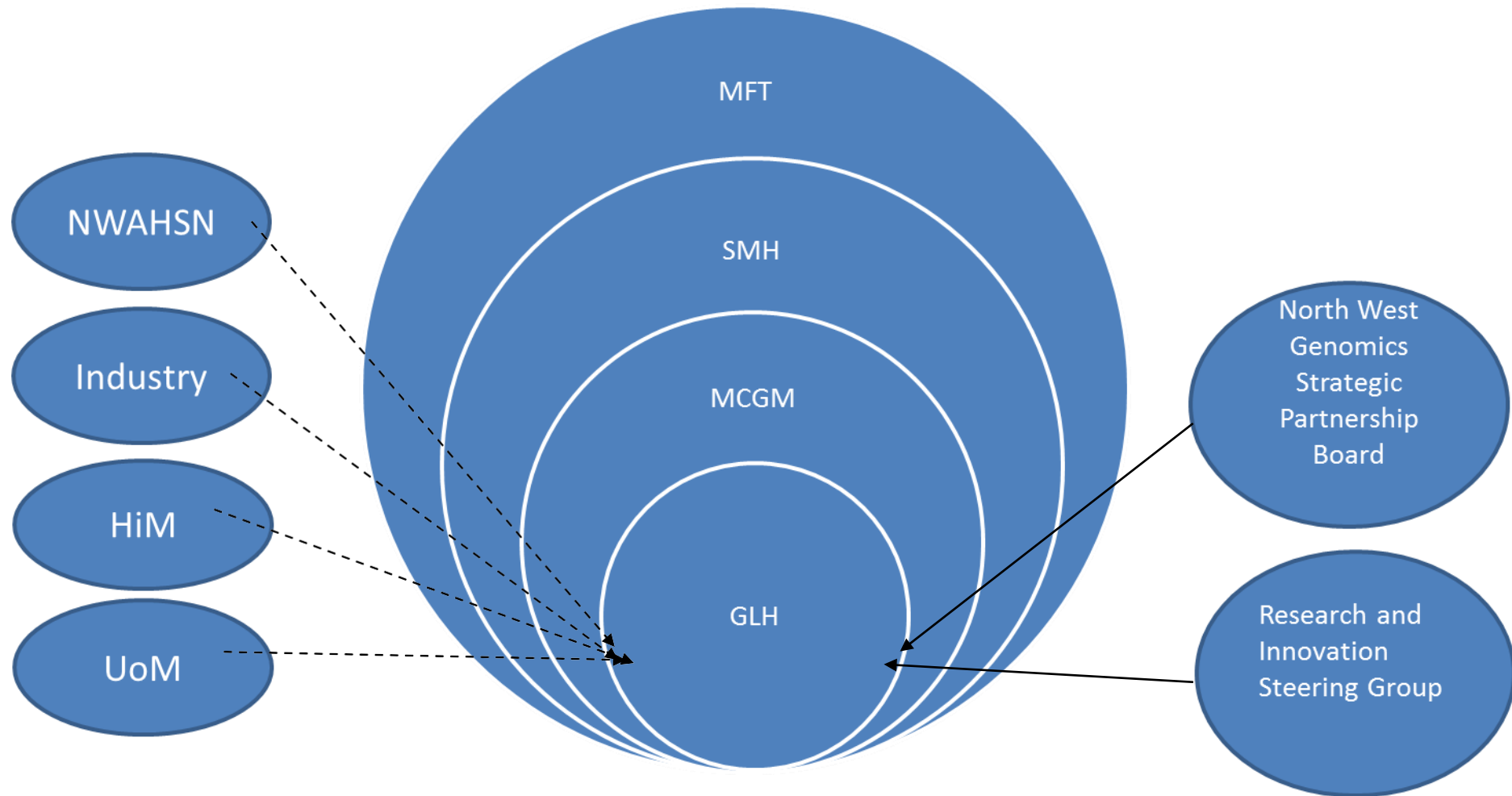
This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.

Person Specification

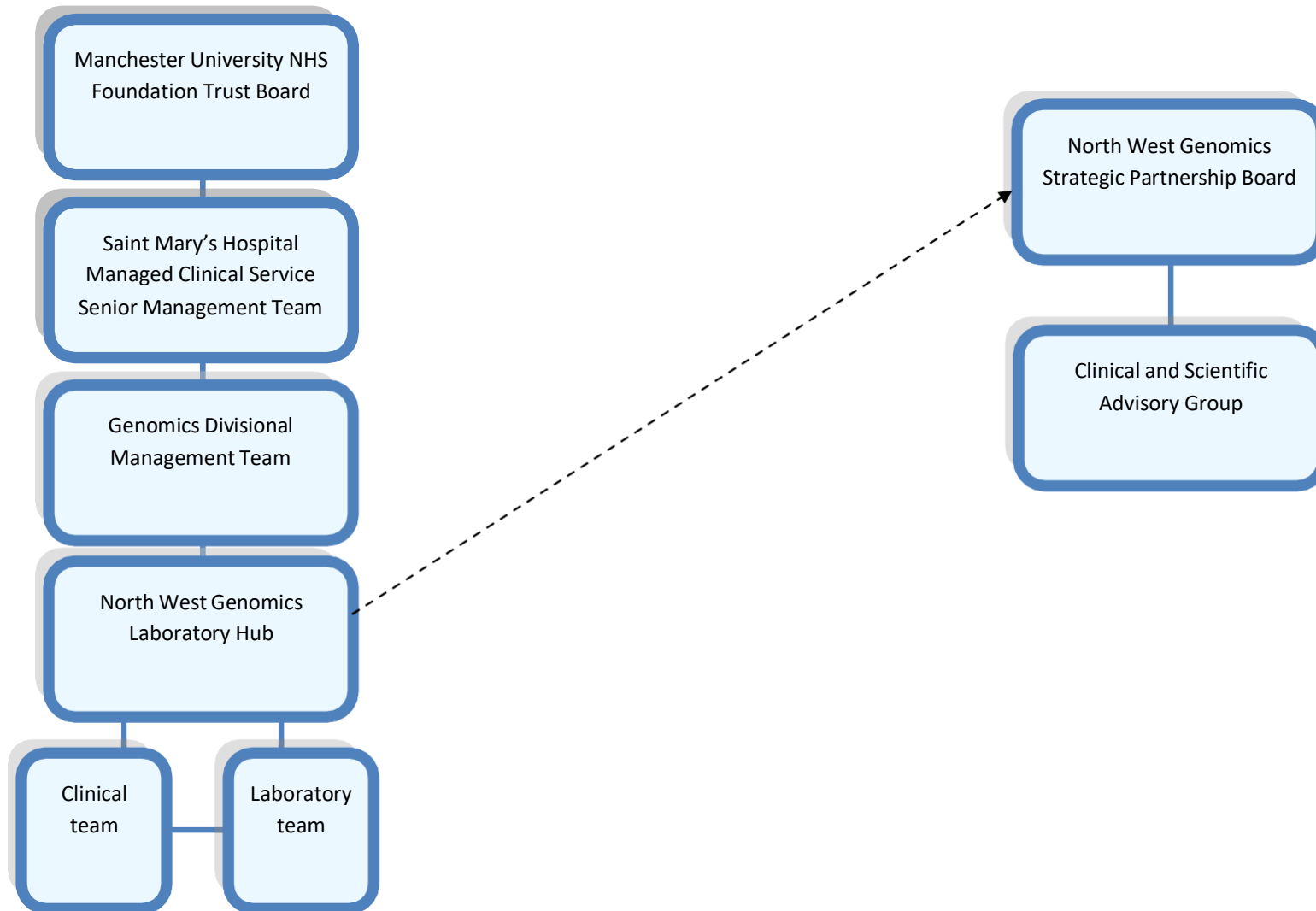
Job Title: Assistant Genetic Technologist (Band 3)

Category	Description	Essential / Desirable	Means of Assessment
Knowledge and Experience	<ul style="list-style-type: none"> • Able to demonstrate basic knowledge and awareness of NHS/similar healthcare setting diagnostic laboratory work • Previous laboratory experience 	Essential Desirable	Application Form / Interview
Qualifications	<ul style="list-style-type: none"> • GCSE level qualifications in English, Maths and Science or equivalent experience • A Level qualifications or equivalent experience 	Essential Desirable	Certificates
Skills	<ul style="list-style-type: none"> • Able to work accurately and follow detailed instructions • Able and willing to adapt to changes in working practices • Able to work as a member of a team • Able to motivate self • Able to recognise and manage priorities • Able to use the computer to enter and retrieve patient information • Able to demonstrate literacy and numeracy skills equivalent to GCSE level or equivalent experience • Able to communicate effectively verbally 	Essential	Application form / Interview / References
Other	<ul style="list-style-type: none"> • Able to undertake lone working • Available to participate in the laboratory rota for weekend and Bank Holiday work • Flexible attitude • Diplomatic and co-operative • Recognise and adhere to limits of own responsibility 	Essential	Application form / Interview / References

Genomics Laboratory Hub Position in MFT Corporate Structure & Governance Arrangements



Genomics Laboratory Hub Position in MFT Corporate Structure & Governance Arrangements



Genomics Division Management Structure (Incorporating the GLH)

