

Job Description

Job Title: Medical Laboratory Assistant	Band: 2
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Accountable to: Laboratory Manager
Reporting to: Specialist Biomedical Scientist
Responsible for: Following policies and procedures for own work area
Key Relationships with:- Laboratory manager, clinicians, other healthcare workers, pathology colleagues

Job Summary

This means specific accountability to:

- Performs a range of routine healthcare science and activities under supervision, e.g. performs standard biochemical/haematological tests.
- Maintains clinical records in relation to activities carried out.
- Demonstrate own duties to new or less experienced employees.
- To work flexibly in reflection of service needs this may include an extended working day, and Saturday working.
- The work of the service brings staff into constant contact with human body fluids, tissues and hazardous chemicals. This may include blood, pus, urine, faeces, and respiratory secretions.
- Maintain and promote professional image of pathology department

NB: Post holder must not work outside their defined field of competence

Key Duties of the role

Technical and scientific

- Under supervision, perform a range of manual, semi-automated and fully automated laboratory investigations accurately and efficiently.
- Responsible for sample receipt, numbering and data entry on to the computer system. Use own judgement to identify, action and report mislabelled or mislaid specimens, unsuitable sample or process failure.
- Supports quality control processes.
- Participate in the day to day management of stock control and usage.
- Clean and maintain equipment to achieve the optimum instrument performance and maintain a clean and safe working environment.
- Report any equipment faults to a biomedical scientist.

Communication

- Communicates effectively with colleagues and clinicians.
- Undertake reception duties, including communication with patients.

Information resources

- Records test results /maintains integrity, accuracy of laboratory data, including data entered by self.
- Be able to record test results on the computer and manual systems in accordance with agreed standard operating procedures.
- To ensure patient confidentiality and conformance to Data Protection Act and Caldicott Guidelines.
- Be able to use Laboratory Information system, email, internet and automated operating systems, and other software packages as required.

Quality/Governance/Risk Management

- Follow policies and procedures ensuring that the quality management system of the Partnership is complied with.
- Comment on proposals for change to appropriate policies and Standard Operating Procedures within own area.
- Assist in audits and where appropriate, propose service improvements within own area.
- Complete incident forms where appropriate.

Education, Training and Development

- Support less experienced where required and demonstrates own work.
- Participates in appraisal process in line with current policies.
- Participate in continual professional development.
- Responsible for personal education, training and competencies.

Leadership and line management responsibilities

- Expected to carry out own workload unsupervised with senior colleague/manager available if required.
- Organise own work.

Other responsibilities:

The post-holder will be expected to participate in the delivery of specific duties and/or specialised responsibilities in line with the banding of the post. Additional responsibilities will be assigned to the post holder depending on the needs of the Board. These responsibilities will be agreed with the post holder, will be subject to regular review and may be amended at any time with the post holder's agreement. These responsibilities may be associated with specialised roles.

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

General

- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the East Suffolk and North Essex NHS Foundation Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by East Suffolk and North Essex NHS Foundation Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should proactively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Prepared By:

Date:

Person Specification

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Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> GCSE Maths and English (A-C) or equivalent 	<ul style="list-style-type: none"> GCSE in Science (A-C) or equivalent Appropriate NVQ level 2/diploma
Knowledge and Experience	<ul style="list-style-type: none"> Demonstrable knowledge of a range of routine and non-routine healthcare science duties equivalent to an NVQ level 2/diploma 	<ul style="list-style-type: none"> Knowledge of Pathology IT systems Knowledge of Quality Management Systems European Computer Driving Licence or equivalent Practical experience of working in a Biomedical Science laboratory / Histopathology
Skills and Aptitudes	<ul style="list-style-type: none"> Willingness to undertake cross training to extend skill set to deliver role Good communication skills. Demonstrable interpersonal skills - can work as part of a team. Ability to concentrate for prolonged periods of time Manual dexterity appropriate to activities associated with post 	<ul style="list-style-type: none"> Written communication skills
Personal Attributes	<ul style="list-style-type: none"> High level of accuracy and attention to detail Integrity and personal credibility. Strives for excellence. Self-motivated. Ability to be flexible and respond to the needs of the service. Ability to work under pressure and meet deadlines. Puts the patient first in everything that is undertaken Awareness of self and impact on others Able to work with body fluids and hazardous materials 	