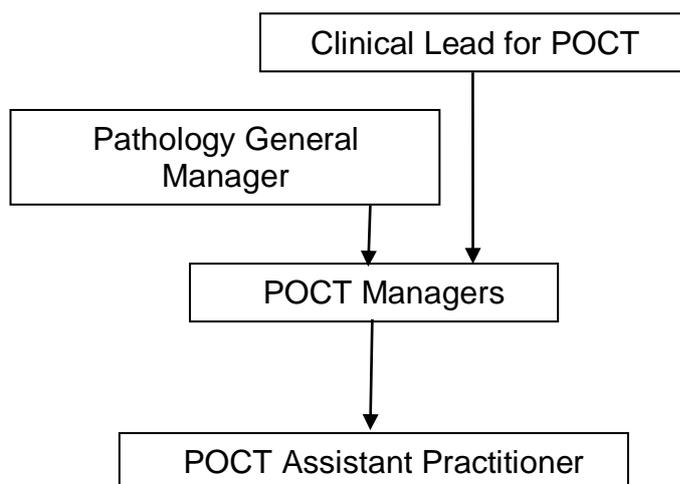


<b>1. JOB DETAILS</b>	
<b>Job title:</b>	<b>Point of Care Testing Assistant Practitioner</b>
<b>Accountable to:</b>	<b>Clinical Lead for POCT</b>
<b>Managerially:</b>	<b>POCT Manager</b>
<b>Location:</b>	<b>Pathology Department, Fewston Wing, Harrogate District Hospital</b>
<b>2. JOB SUMMARY</b> (A brief description of the main purpose of the post)	
<p>Point of Care Testing (POCT) involves the performance of diagnostic testing at the patient bedside and as such must be performed to the same standards as laboratory testing. This post supports the POCT section of the laboratory to enable the required quality standards to be maintained.</p> <p>The job description below refers to the duties of the Assistant Practitioner and it is expected that you will become fully competent in these responsibilities during your training. The post holder may undertake further training and development as appropriate to the requirements of the role</p> <p>The post holder will be expected to perform all POCT tasks throughout the Trust both on and off site and for other establishments with Trust contracts. Continuity on a day to day basis will be necessary for this role and as such, there may be (on an occasional basis) a need for 'out of hours' or weekend working to train evening or night staff.</p> <p>The post holder will oversee the operation of POCT devices in the clinical area, including staff training and competency assessment, hardware and software troubleshooting, supporting POCT connectivity, contribution in writing relevant standard operating procedures (SOPs), ensuring quality assurance procedures are followed, carrying out audit, monitoring and recording stock checks and contribution to Trust POCT accreditation.</p> <p>The post holder will be an integral member of the Pathology department though no specific scientific background is necessary. They will need to communicate effectively with other senior members of staff within the department, and other health care professionals throughout the hospital. There is a strong emphasis on being able to manage the workload effectively and have the ability to work independently taking the initiative as required.</p>	
<b>3. ROLE OF DEPARTMENT</b> (The function of the department in which the post holder works)	
<p>To provide a safe, patient-focussed and highly effective hospital based Point of Care Testing (POCT) service to the Harrogate &amp; District Foundation Trust (HDFT), local CCGs and stakeholders.</p> <p>The POCT service is part of the Pathology Department which belongs to the Long Term and Unscheduled Care Directorate.</p>	

#### 4. ORGANISATIONAL CHART

(Including in diagrammatic form to whom the post is responsible to and any posts which are responsible to the post holder)



#### 5. KEY WORKING RELATIONSHIPS

(The range of individuals and organisations the post holder has contact with, how regularly and for what purpose)

In order to fulfil the duties of this role the post holder will have regular contact with -

- POCT Managers
- Pathology General Manager
- POCT Clinical Lead
- Pathology Laboratory Managers
- Pathology Quality Manager
- Pathology IT Manager
- Pathology scientific staff
- Cascade Trainers
- HDFT staff from other Departments/Wards
- NHS/Healthcare staff from outside agencies/locations (eg Public Health England, staff from other hospitals, etc)
- Occasional contact with company representatives

NB: This list is not exhaustive as the Post Holder is required to communicate with a range of external/internal departments and agencies at different levels

#### 6. DUTIES AND RESPONSIBILITIES OF THE POST

Full training will be provided to the post holder on all aspects of the role

##### Main Duties

- To co-operate fully with the POCT Manager to enable day to day POCT departmental objectives to be achieved.
- Ensure the ongoing compliance with POCT quality and regulatory standards i.e. UKAS and MHRA.
- Support the POCT Manager in ensuring that the department's quality objectives are achieved.
- The role will involve the development and delivery of training programmes to nurses,

clinicians and other HCP in the use of POCT equipment to locally agreed regulatory standards.

- To receive, manage and prioritise enquiries, complaints and requests for advice verbally and through email, telephone and the bleep. Deal with enquiries in a sensitive and efficient manner.
- The role involves frequent interruptions and at time requires intense concentration to ensure tasks are carried out accurately and effectively.
- Monitor and review the performance of the IT connected POCT devices remotely using POCT middleware to enable the efficient running of the service.
- Maintain POCT devices in good working order, changing consumables where required.
- Monitor and review the performance of the IT connected POCT devices remotely using POCT middleware to enable the efficient running of the service.
- To dress and act in a professional manner and encourage good staff relationships being the contact for POCT department out in the hospital or elsewhere.
- To be conscientious, disciplined, flexible and adaptable, having a sense of responsibility and be able to work accurately and precisely.
- To maintain patient confidentiality at all times.
- To participate in a system of performance review as required by HDFT
- To participate in continuous professional development, mandatory training and any other activity required to perform the role effectively.

### **Technical**

- Proficient in using specialised diagnostic and POCT tests and procedures routinely performed in the Trust whilst following agreed protocols and procedures.
- Gain a full understanding of the correct and safe use and essential maintenance of all specialised POCT analysers used in the Trust.
- Provide trouble shooting services and advice to POCT users.
- Take the initiative to address technical issues in a timely manner to reduce their impact clinically.
- To assist in ensuring that the POCT department meets and complies with both internal quality control and External Quality Assurance schemes.
- To take part in the development and introduction of new POCT devices and procedures. Assist in evaluation and verification of new and existing POCT devices recording evidence and data in line with the appropriate SOPs and policies, processing data and preparing formal reports.
- To work with the POCT department and infection control team to ensure good health and safety and infection control practices are carried out at the POC.
- Ensure all records pertaining to POCT equipment and services are kept up to date and recorded appropriately as per the relevant SOPs.

### **Service Management**

- Plan and organise workloads which can be variable and complex. Ensure workload is continually evaluated and prioritised to enable completion of ongoing work/projects in a timely manner, together with new work which can be interspersed with urgent enquiries requiring immediate action.
- To advise the POCT manager on adequate stock levels of reagents and equipment. Ensure effective stock rotation and records are upheld.
- Follow policies in own work area and assists in developing future policies and procedures.
- To contribute to the POCT support service within and offsite at other establishments as deemed fit by the Trust.

### **Communication and Liaison**

- Effectively communicate with POCT users throughout the Trust providing advice and

guidance with regards to training and access to POCT services, procedure, sample type, assay limitation and consumables

- To liaise with POCT Manager and/or the POCT Clinical Lead where more complex interpretation or advice may be required.
- Ensure timely and effective communication with the POCT manager, reporting of issues which may have an impact on the overall quality of the service.
- To show empathy when dealing with patients and clinical colleagues.
- To communicate with senior staff and colleagues any information that may affect the running of the department
- To foster and develop influential relationships with cascade trainers and clinical staff to enable the POCT service to complement and support the clinical services as effectively as possible
- To be an active member of the Trust POCT Committee. To Actively participate in departmental meetings, team briefings, educational and audit meetings as appropriate
- To be polite and objective when dealing with POCT users or patients either on the phone or in person.
- Deliver information effectively to clinical staff, challenging misconceptions and bad practice in an effective way where appropriate.

### **Teaching and Training**

- Train colleagues, HCP and clinicians of all grades from band 2 to consultant level in the correct use of POCT equipment. Ensure that the SOPs are followed and deal with any non-compliance appropriately.
- Train and teach other staff groups within the department as necessary.
- Review and develop systems to ensure that competency training is managed appropriately.
- To highlight to senior staff where training issues occur. To support / retrain clinical staff where problems occur with the provision of service.
- On infrequent occasion interface with patients regarding the POCT equipment operation, malfunction and quality or consumables/reagents
- Construct, store and deliver teaching materials to aid training
- Consider all methods to deliver training effectively especially to colleagues offsite and be instrumental in the development of new methods of delivery (such as e-learning)

### **Quality Control and Assurance**

- To distribute internal quality control material to POCT sites for analysis.
- Review the POCT IQC results, address any technical issues and escalate any performance issues to the POCT manager where appropriate.
- Perform regular reagent acceptance testing, taking appropriate action where performance is not to acceptable standards.
- To write and update SOPs and other procedures related to POCT
- To ensure material is analysed as appropriate and chase results where required.
- Process external quality assurance material, report results to EQA organisations and participate in reviews of reported performance.
- To undertake basic troubleshooting and follow procedures and take corrective action in an event of degradation of assay performance.

### **IT**

- After appropriate training possess necessary skills and knowledge to make correct use of:-
  - Laboratory Information Management Systems.
  - Electronic patient requesting and reporting system (ICE and WebV).
  - Electronic document handling/asset register system (Q-Pulse).
  - Electronic POCT middleware systems (GemWeb, Aegispoc and UniPOC)

- Excel spreadsheets for the data processing, including inputting filtering and sorting including the management of user details, event logging etc

- Be knowledgeable to troubleshoot IT connectivity issues with the POCT devices and understand how to enable connectivity between the devices and the middleware.
- Be able to use the middleware systems to optimise the efficiency of the POCT services by reviewing reagent usage, non compliance from users (inappropriate use of patient and user barcodes), identify connectivity issues, resolve device misuse etc.
- Fluent keyboard and ICT knowledge to process data including inputting, filtering and sorting.

### **Audit, Clinical Governance, Research and Development**

- To perform regular audit, research and/or development procedures relevant to the needs of the POCT department.
- Perform regular vertical, horizontal and examination audits as required by UKAS.
- Participate in regular temperature monitoring and be aware of potential impact on stock on exceptionally hot and cold days, be able to take swift action to minimise the impact on the reagents and the service.
- To maintain the POCT section of the quality management system including following up audit findings, addressing non-conformances and taking appropriate corrective actions.
- Participate in testing and assessment of new equipment to UKAS standards.
- To report any adverse incidents using the Trusts incident reporting policy or to the POCT manager if an external incident report is required.

### **Other Duties**

- To adhere to relevant legislation and Trust policies
- To ensure safe working systems are adopted and adhered to, comply with ward based PPE when required
- To maintain confidentiality in all work areas
- To assist in ensuring allocated work is achieved within timescales

The duties contained in this job description are not intended to be exhaustive. The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.

- Due to the nature and pressure and variety of work there is a need for the ability to multi-task both physically, mentally and be expected to communicate with all grades of staff.
- The job may involve frequent exposure to unpleasant body fluids and tissue including sputum, faeces, blood, urine and samples that are potentially infective with pathogenic micro-organisms (including infections such as Hepatitis, HIV, nvCJD, TB). As such the appointee expected to follow precisely the Trust policy and the infection control regulations in handling highly infective materials
- The post requires the transport of chemicals, reagents and solutions together with disposal of clinical waste and requires some physical effort.
- The role involves exposure to both laboratory and clinical environments

This job description will be regularly reviewed and may be amended in the light of changing circumstances following consultation with the post holder.

### **Modifications**

The Trust reserves the right to modify this job description to meet any changes requested by regulatory authorities or otherwise (in accordance with the grade of the post). Any such modifications will be by mutual consent where possible.

**7. WORK SETTING AND REVIEW**

(Who is responsible for setting and reviewing the work, the extent to which the post holder works unsupervised, and the extent to which they are free to act without direct reference to a more senior person)

The post-holder will work closely with their line manager to review their work and practices within the team.

The post-holder will be expected to work flexibly and be self-motivated, learning to work with minimal supervision.

The post-holder will be expected to work autonomously within the guidelines set at induction, reporting regularly to the POCT Manager.

An annual appraisal will be conducted and Personal Development Plan developed with regular review periods throughout the year; work to objectives as set by the POCT Manager

**8. JOB DESCRIPTION AGREEMENT**

Post holder’s signature .....

Date .....

Line Manager’s signature .....

Date .....

## PERSON SPECIFICATION

POST TITLE: **Point of Care Testing Practitioner - Pathology Department**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education to GCSE level (GCSE grade C / 4 or above in English, Maths) <b>or</b> equivalent</li> <li>• Level 3 diploma in one of the following areas: Healthcare science, Administration / academic study or Information Technology <b>or</b> able to demonstrate equivalent level experience.</li> </ul>	<ul style="list-style-type: none"> <li>• HDFT Audit training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Effective written and verbal communication in dealing with enquiries, complaints etc in a professional manner</li> <li>• Adopting a courteous and sensitive manner with users, taking into account individual needs</li> <li>• Good understanding of confidentiality issues</li> <li>• Effective Working as part of a team</li> <li>• Experience of working in a healthcare / laboratory setting</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of Pathology or Point of Care Testing.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Competent user of computer software packages including Microsoft Word and Excel</li> <li>• Good understanding of healthcare systems, Pathology and POCT</li> <li>• Good understanding of the specific role of the Associate Practitioner</li> <li>• Experience of audit</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of some of the Trust's IT systems.</li> <li>• Working with quality systems/record keeping</li> <li>• Knowledge of working within ISO standards</li> <li>• Knowledge of POCT performed within the Trust</li> </ul>
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Multi-tasking</li> <li>• Ability to organise and prioritise workload</li> <li>• Ability to work competently unsupervised and a high level of self direction</li> <li>• Computer literate</li> <li>• Methodical approach and able to follow instructions with</li> </ul>	

	<ul style="list-style-type: none"> <li>attention to detail</li> <li>• Ability to manage difficult situations</li> <li>• Highly motivated and flexible in order to meet the needs of the service</li> <li>• Effective written and verbal communication in dealing with enquiries, complaints etc in a professional manner</li> <li>• Ability to influence/persuade others with a positive approach and respect for work colleagues</li> <li>• Ability to work under pressure and problem solve</li> <li>• Good interpersonal and time management skills</li> <li>• Ability to work effectively as part of a team and to receive and relay messages accurately.</li> <li>• Manual dexterity</li> <li>• Ability to absorb and retain knowledge</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Respect for confidentiality</li> <li>• Good attendance record</li> <li>• Willing and able to take personal responsibility</li> <li>• Proactive and positive attitude to work</li> <li>• Flexible and adaptable approach to work</li> <li>• Reliable and trustworthy</li> <li>• Ability to work independently and as part of a team</li> <li>• Motivation and enthusiasm</li> <li>• Self awareness and self management</li> <li>• Ability and willingness to undergo further training and continual professional development.</li> <li>• Seeks out and takes opportunities for improving the service offered</li> </ul>	<ul style="list-style-type: none"> <li>• Smart professional appearance</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Enhanced DBS check</li> <li>• Legally entitled to work in the UK</li> <li>• Full UK driving license and ability to work at off site locations as required.</li> </ul>	

**PERSON SPECIFICATION AGREEMENT**

Post holder .....

Date .....

Line Manager .....

Date .....

Each of the above points should be considered in the light of minimum requirements listed in the job description