

# JOB DESCRIPTION

JOB DETAILS	
Job Title	Medical Technical Officer
Reports to	Histology Manager
Band	Band 3
Department/Directorate	Histology / Cellular Pathology / Specialist Services

JOB PURPOSE
<ul style="list-style-type: none"> <li>To participate in the efficient running of specimen reception, cut up and slide preparation areas.</li> <li>To ensure stock levels are maintained.</li> <li>To assist in the training of new members of staff in cut up, specimen reception and slide preparation techniques.</li> <li>To participate in the embedding and microtomy of routine histology blocks and mega blocks.</li> </ul>

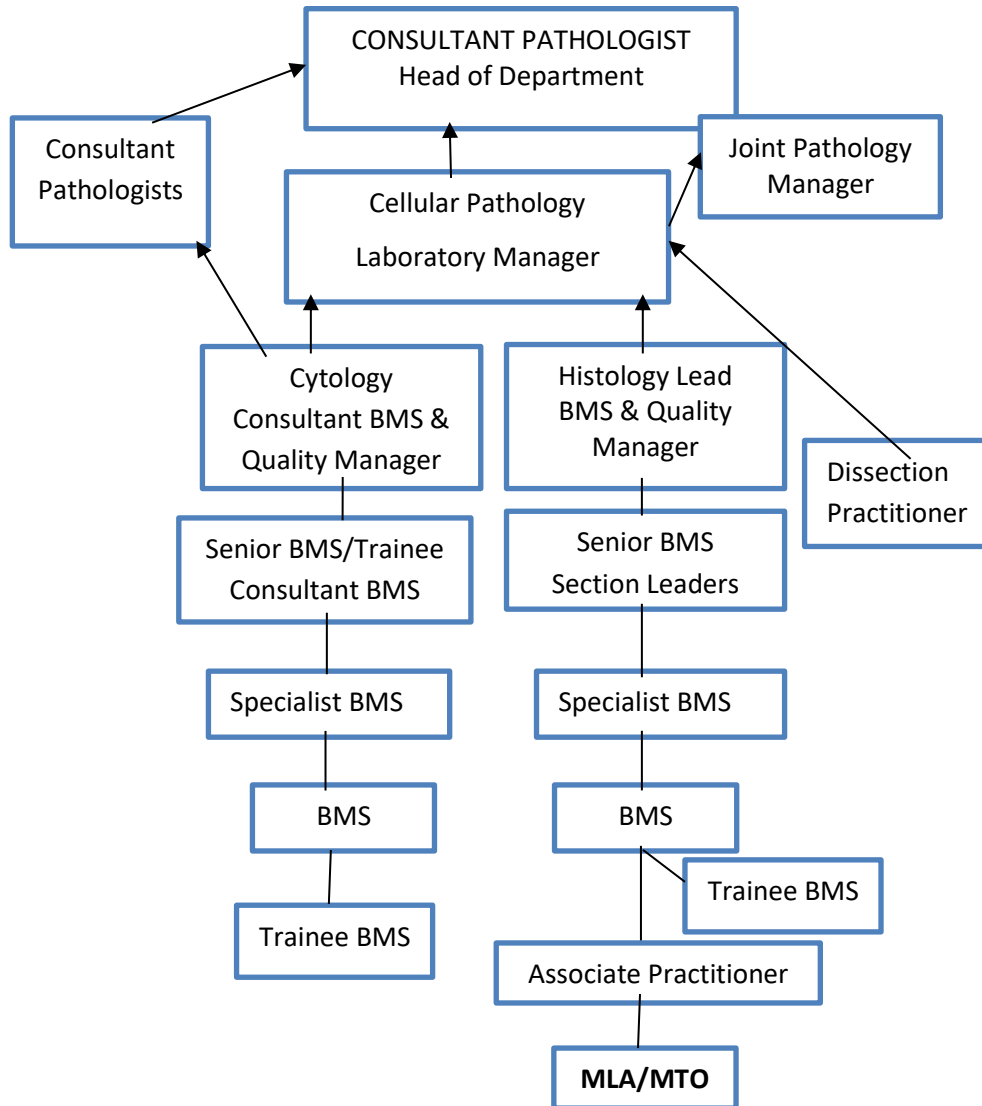
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>To carry out reagent exchange and maintenance of tissue processors</li> <li>To ensure in conjunction with other Medical Technical Officers the efficient running of the cut up and specimen reception sections of the department.</li> <li>To be responsible for ensuring stock levels are maintained</li> <li>To participate in the embedding and section cutting of histology blocks and mega blocks under the supervision of a Specialist Biomedical Scientist.</li> <li>To assist, and liaise with Consultants and Senior Biomedical Scientists in specimen dissection and record results.</li> <li>To receive, validate and prepare specimens for processing.</li> <li>To input and retrieve data on the laboratory computer system.</li> <li>To use other hospital IT systems to retrieve data to support histological processes.</li> <li>Assist in technical duties using appropriate laboratory equipment.</li> <li>To perform technical and clerical duties appropriate to the grade and experience.</li> <li>Maintain a high standard of work and follow Standard Operating Procedures accurately.</li> <li>Prioritise urgent and / or unusual specimen requests and bring these to the attention of qualified staff.</li> <li>To prepare and accurately record reagents.</li> </ul>

KEY WORKING RELATIONSHIPS
<p>The Cellular Pathology Department comprises three specialist sub-departments; Cytology, Histology and the Mortuary and processes over 38,000 specimens and performs 600 autopsies per year.</p> <p>The combined service budgets amount to approximately £4 million. The department employs in 35 whole time equivalent scientific and technical and support staff grades. In addition, there are 17 medical staff and 6 trainee medical posts. The department provides diagnostic and technical services to Royal Devon University Healthcare NHS Foundation Trust, NHS Devon and Community Hospitals. Cellular Pathology laboratory is accredited in accordance with the recognised International Standard ISO 15189:2022. This accreditation demonstrates technical competence for a defined scope and the operation of a medical laboratory quality management system (UKAS 8123) and is approved by Institute of Biomedical Science (IBMS) for biomedical scientist training and specialist training.</p> <p>Communications with a wide range of professionals and service users within and outside the RDUH will include the following:</p> <p>Post holder will liaise with colleagues within the department.</p>

Communications will be with the following grades of staff:

- Head of Department (Consultant Histopathologist)
- Other Consultant pathologists and registrars
- Cellular Pathology Laboratory Manager
- Deputy Histology Manager
- Biomedical Scientists (Histopathology/Cytology)
- Medical Technical Officers, Medical Laboratory Assistants
- Secretaries and clerical staff
- Users of the service

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- To work independently adhering to the department and Trust standard operating procedures at all times.
- To provide the technical services for the laboratory diagnostic service as described in departmental Standard Operating Procedures to ensure high quality patient care outcomes.

## COMMUNICATION/RELATIONSHIP SKILLS

- To maintain the highest level of patient confidentiality.
- Liaise with Senior Biomedical Scientists and Associate Practitioners on the day to day duties and requirements of the department.
- To ensure clear accurate communication at all times and adapt their communication style to overcome barriers to understanding
- To report orally any anomalies within the department to a senior member of staff.
- Provide and receive information orally during macroscopic examination of specimens.
- To undertake reception duties – communication with patients and porters/delivery people when taking samples or specimens for booking in.

#### **ANALYTICAL/JUDGEMENTAL SKILLS**

- To have a knowledge of special techniques such as digital pathology
- To support Medical Technical Officer and Medical Laboratory Assistant duties, associated with reception, cut up and the main laboratory. Ensuring that all procedures are performed at the highest standard and are in compliance with departmental Standard Operating Procedures
- To label, check and sort stained slides into individual cases for reporting by Consultant Pathologists.
- Identifying correct application of Standard Operating Procedures and reporting/logging problems
- Making judgements involving facts or situations, some requiring analysis of information.

#### **PLANNING/ORGANISATIONAL SKILLS**

- Organises own day to day working as per the rotation – prioritising workloads.
- Responds to specimen workload and prioritises urgent requests.

#### **PATIENT/CLIENT CARE**

- To use and maintain routine histology techniques to prepare optimum specimens for diagnostic purposes.
- To provide timely specimen preparation and testing services to ensure department adheres to referral to treatment targets.
- In the interest of patient safety to ensure clear communication regrading technical and scientific issues at all times.
- Undertakes acceptance testing of reagents associated with tissue preparation.
- Provides basic/clinical technical services

#### **POLICY/SERVICE DEVELOPMENT**

- To adhere to all policies and procedures as described in the department's Standard Operating Procedures, with particular attention to quality procedures and health and safety
- Undertake all necessary quality checks on histological procedures and be able to act on day to day problems encountered.

#### **FINANCIAL/PHYSICAL RESOURCES**

- To monitor and maintain use of supplies and ensure this is done efficiently and cost effectively in line with the needs of the service.
- To use and maintain laboratory equipment and record downtime and corrective measures taken.
- To assist in acceptance testing and verification of new technology as directed by senior BMS.
- Responsible for safe handling, storage and discard of specimens
- To use and ensure the maintenance of all laboratory equipment
- To ensure stock levels of consumables are adequate for daily laboratory work.

#### **HUMAN RESOURCES**

- To supervise any trainee Medical Technical Officer.
- To take part in the mentoring and training of junior staff
- To undertake internal updates and training to maintain a high level of competence at a level expected of a Medical Technical Officer.

- To be responsible for own personal development.
- To participate in Performance Development Reviews (PDR) and Performance Development Planning (PDP), as required by the Trust
- Undergo training and become competent in relevant histological techniques, digital pathology and methodologies.
- To be conversant with COSHH and Health and Safety regulations
- To support the training and induction of new Biomedical Scientists, Medical Technical Officers and Medical Laboratory Assistants in cut up, specimen reception and slide preparation.
- To complete the in-house training program for Medical Technical Officers.
- Participate in mandatory Trust training e.g. Information governance, fire, manual handling, waste management etc
- Participate in appraisals as required by the Trust.
- To ensure work is accurate and high quality and meet the Key Performance Indicators (KPI's) set by the department.
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### **INFORMATION RESOURCES**

- To be a competent user of the laboratory IT system and ensure compliance with system update.
- Collate data and statistics to support own technical and scientific development.
- To take part in the quality management system and report or record any incidents and non-conformities.

### **RESEARCH AND DEVELOPMENT**

- To undertake laboratory technical work or digital imaging to support approved Trust clinical trials and research activities as directed by the Consultant Pathologists and Consultant Biomedical Scientists.
- To support in the technical work required to acceptance test new technology and equipment.
- To participate in audits.
- To assist with appropriate national audit activities and others as arranged by the laboratory and quality managers
- To be aware and sometimes involved in audit and data collection as directed by senior staff.

### **PHYSICAL SKILLS**

- To participate in the Medical Technical Officer's rota for the embedding, section cutting and staining of histology specimens under the supervision of the Biomedical Science team.
- To support the Biomedical Scientist duties and ensure all parts of the service are running efficiently.
- To perform technical and clerical duties appropriate to the grade and experience.
- Highly developed physical skills where accuracy important for manipulation of fine tools and materials
- To carry out laboratory tests and specialist methodologies that require care and precision e.g. microtomy, embedding, front bench sorting, dissection support, specimen reception and archive – will require periods of standing and or sitting for up to 3 hour sessions.

### **PHYSICAL EFFORT**

- To maintain skills that require some hours of study at a computer or workstation and require periods of standing and or sitting for up to 3 hour sessions.
- Walking between floors (lift present) and delivering/collecting of slides to archive or offices for several hours at a time.
- Frequent light physical effort for several short periods – moving boxes, specimens and pushing trolleys.

### **MENTAL EFFORT**

- Frequent requirement for pro-longed concentration
- Work pattern predictable
- Concentration for tests and requests for lengthy periods

## EMOTIONAL EFFORT

- Occasional emotional discomfort in regards to specimens for dissection, handling of post mortem tissue, products of conception, limb amputations, high grade cancer, breast specimens.

## WORKING CONDITIONS

- Frequent exposure to unpleasant conditions
- Handles contained and controlled hazardous materials e.g. histology specimens

## OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Medical Technical Officer
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Requirements	Essential	Desirable
<p><b><u>QUALIFICATIONS / TRAINING</u></b>                      GCSE (or equivalent) English, Mathematics Grades A-C                      GCSE Sciences or biology and chemistry Grade A-C                      NVQ3 or equivalent experience</p>	E E E	
<p><b><u>KNOWLEDGE / SKILLS</u></b>                      Good level of technical competence particularly in microtomy and cut up                      Good theoretical knowledge of Histology                      Ability to use IT systems required for laboratory work                      Ability to work on own initiative and plan day to day activities with minimum requirement for supervision                      Good communication skills                      Ability to work accurately under pressure                      Good dexterity</p>	E E E E E E E	
<p><b><u>EXPERIENCE</u></b>                      Experience using histological techniques                      Experience using a microtome on a variety of tissues – min 30 blocks/hour                      Experience embedding larger tissue – 100 blocks/hour                      Experience in reception/discard and archive of specimens                      Experience working as an MLA/MTO in a histology department</p>	E E E E E	
<p><b><u>PERSONAL REQUIREMENTS</u></b>                      Enthusiastic highly motivated and committed to developing the service                      A flexible approach to work                      Able to prioritise own work load and meet deadlines                      Able to work independently with minimal supervision                      Good communication and telephone skills                      Remain calm and professional in a busy environment                      Approachable and helpful</p>	E E E E E E E	
<p><b><u>OTHER REQUIREMENTS</u></b>                      Flexible attitude to work                      Willingness to undertake further studies</p>	E	D

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y				X
Contact with patients	N				
Exposure Prone Procedures	Y		X		
Blood/body fluids	Y			X	
Laboratory specimens	Y				X
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y				X
Respiratory sensitisers (e.g isocyanates)	Y	X			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y		X		
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y			X	
Heavy manual handling (>10kg)	Y	X			
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y	X			
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	Y	X			
Challenging behaviour	N				