

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Advanced Biomedical Support Worker
<b>Reports to</b>	Associate Practitioner/ Biomedical Scientist
<b>Band</b>	AfC Pay scale 3
<b>Department/Directorate</b>	Microbiology/ Diagnostics/ Specialist Services

JOB PURPOSE
<p>The purpose of the job is to assist the Biomedical Scientists by way of carrying out procedures in order to aid the provision of a high-quality Microbiology Service across Royal Devon University Healthcare NHS Foundation Trust.</p> <p>To work as part of the Microbiology team in the efficient processing of specimens received into the laboratory.</p> <p>The post holder will be working flexibly across seven days to support the Trust, providing a 24hr service.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Receive samples into the laboratory in accordance with acceptance criteria</li> <li>• Undertake data entry of patient information onto the laboratory computer system</li> <li>• Prepare and appropriately process clinical specimens for biomedical testing</li> <li>• Undertake technical work under the supervision of Biomedical Scientists</li> <li>• Inoculation of media, streaking plates and subculturing broths</li> <li>• Perform manual and automated tests on specimens under the supervision of Biomedical Scientists.</li> <li>• Maintain test records in compliance with Data Protection principles and requirements</li> <li>• Prepare samples by centrifugation/ suspension</li> <li>• Undertake sample retrieval from archive systems</li> <li>• Deal with reception and telephone queries from staff from other departments, GPs, visitors</li> <li>• Provide support to less experienced biomedical support workers</li> <li>• Liaise with users of the service for specimen processing and results</li> <li>• Receive, handle and dispatch microbiology samples to reference laboratories</li> <li>• Use automated equipment for the generation results for validation by BMS</li> <li>• Participate in the training of all MLA designated duties and to include Pathology stores and autoclave</li> </ul>

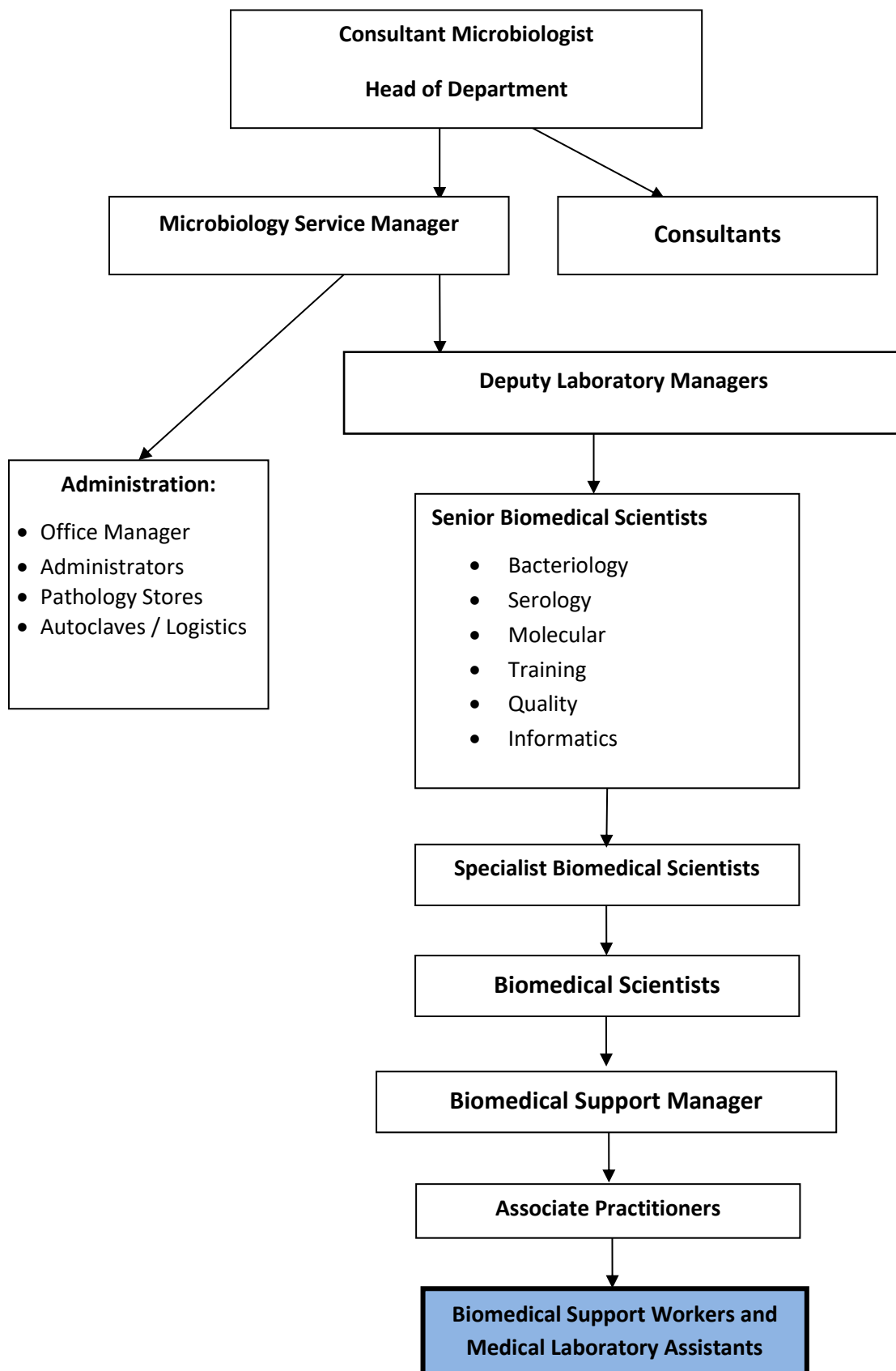
- To have an input into Rotas relating to MLA work patterns.
- Provide and process samples for IQA distributions, with guidance from Quality lead.
- Participate in stock control in its entirety
- Preparation of laboratory chemicals and reagents
- Assist with stocking cold rooms and other stock areas and with waste management in absence of store man.
- Use and maintenance of laboratory equipment as appropriate, including safety equipment
- Monitor temperatures of freezers, fridges, incubators throughout the department
- General housekeeping, tidying and cleaning within the Laboratory
- Cleaning of fridges/freezers/equipment/work areas/autoclave bins
- Cleaning of general lab areas and workspaces
- Participate in maintaining and troubleshooting the department's Point of Care service
- Participate in the collection of Blood Culture samples from the remote unit
- Participate in shift system (including lone and night working) if required.

#### KEY WORKING RELATIONSHIPS

- Post holder will liaise with colleagues within the Department and with wider healthcare community, external organisations and the public.
- Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Medical staff</li> <li>• Biomedical scientists</li> <li>• Biomedical Support workers</li> <li>• Clerical staff</li> <li>• Other healthcare professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Suppliers</li> <li>• GP surgery staff</li> <li>• Patients</li> </ul>

## ORGANISATIONAL CHART



<b>FREEDOM TO ACT</b>
<ul style="list-style-type: none"> <li>Follows established policies and procedures</li> <li>Works independently with someone available to ask as necessary</li> </ul>
<b>COMMUNICATION/RELATIONSHIP SKILLS</b>
<ul style="list-style-type: none"> <li>The post holder will receive and provide routine information from/to: work colleagues, patients and clients, including relaying test results to clinicians and other staff, and answering queries.</li> <li>The post holder is required to communicate in a polite, courteous and effective manner with individuals they encounter in the course of their duties.</li> <li>Use of telephone, face to face, written and email communication methods as appropriate with a limited range of people on day to day matters.</li> <li>Contribute towards the integrity and reputation of the department by ensuring harmonious relationships between self and managers, colleagues, patients and other staff groups.</li> <li>Contribute to regular/daily meetings.</li> </ul>
<b>ANALYTICAL/JUDGEMENTAL SKILLS</b>
<ul style="list-style-type: none"> <li>Receive specimens into the department and prioritise those required for immediate testing or specimens requiring referral.</li> <li>Resolves day to day issues e.g. mislabelled or mislaid specimens</li> <li>Be aware of and be able to act on urgent and / or unusual specimen requests</li> <li>Be aware of high-risk specimens and deal with these appropriately.</li> <li>Document preliminary test results working with a high degree of accuracy at all times.</li> </ul>
<b>PLANNING/ORGANISATIONAL SKILLS</b>
<ul style="list-style-type: none"> <li>Organise own day to day work tasks or activities</li> <li>Prioritises urgent and emergency specimens</li> <li>Preparing specimens for postage in a timely manner</li> <li>Assisting in rota cover, including lunchtime phone cover</li> <li>Load samples and reagents onto analysers in the Microbiology laboratory as required</li> <li>Maintain, calibrate and decontaminate automation as required</li> <li>Undertake all stages of support work on a variety of tests in relevant section (bacteriology, virology, molecular)</li> </ul>
<b>PATIENT/CLIENT CARE</b>
<ul style="list-style-type: none"> <li>Prepares specimens for diagnostic testing</li> <li>Limited contact with patients except occasional telephone calls into the lab</li> </ul>
<b>POLICY/SERVICE DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>Proposes changes to SOPs</li> </ul>
<b>FINANCIAL/PHYSICAL RESOURCES</b>
<ul style="list-style-type: none"> <li>Use and maintain laboratory equipment safely and carefully</li> <li>Economical and efficient use of departmental/Trust resources</li> <li>Appropriate waste-streaming</li> <li>Be aware of stock levels, and report when items require restocking</li> </ul>

<b>HUMAN RESOURCES</b>
<ul style="list-style-type: none"> <li>• Demonstrates own duties to new or less experienced employees</li> <li>• Supervision and training of staff in tasks appropriate to grade</li> </ul>
<b>INFORMATION RESOURCES</b>
<ul style="list-style-type: none"> <li>• Data entry of patient and test request information onto the laboratory computer system</li> <li>• Generate work batches using laboratory computer system</li> <li>• Input selected results</li> </ul>
<b>RESEARCH AND DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>• Potential involvement in processing samples for clinical trials</li> </ul>
<b>PHYSICAL SKILLS</b>
<ul style="list-style-type: none"> <li>• Highly developed physical skills including hand-eye co-ordination and manipulation of fine tools and materials (including loops, swabs, pipettes etc)</li> <li>• Speed and accuracy in all aspects of the role including when booking in and labelling samples, inoculating specimens and pipetting.</li> <li>• To use laboratory equipment safely as guided by Standard Operating Procedures (SOPs), training and Risk Assessments</li> </ul>
<b>PHYSICAL EFFORT</b>
<ul style="list-style-type: none"> <li>• Sitting and/or standing for benchwork for long periods including use of computers</li> <li>• Frequent walking around the laboratory building (across multiple floors) and Infrequent walking around the hospital on sample collection runs</li> <li>• Frequent repetitive movements processing specimens, including inoculating and spreading agar plates, uncapping and pipetting samples</li> <li>• Lifting trays/racks, waste, reagents and consumables and pushing trolleys with loads up to 10kg, on a weekly basis, for short periods</li> <li>• Receiving and dispatching supplies and/or samples which may involve bending, lifting and pushing</li> </ul>
<b>MENTAL EFFORT</b>
<ul style="list-style-type: none"> <li>• Frequent and sometimes prolonged concentration required for preparing, checking and processing samples or performing data entry</li> <li>• Ability to learn and perform a wide range of tasks and specialist investigations and frequently move between these</li> <li>• Work accurately at all times and especially under pressure at busy times</li> <li>• Coping with interruptions, e.g. telephone calls</li> </ul>
<b>EMOTIONAL EFFORT</b>
Rarely, to answer the telephone to distressed patients and angry clients, and prepare specimens from family and friends whilst maintaining patient confidentiality.
<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>• To work on a daily basis with both contained and un-contained, potentially infectious bodily fluids, solids and tissues.</li> <li>• Exposure to potentially hazardous bodily fluids and chemicals particularly when working in Containment Level 3.</li> </ul>

## OTHER RESPONSIBILITIES

To contribute to and work within a safe working environment.

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

Take part in regular performance appraisal.

The post holder is 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.

## 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.

The RDUH is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

## PERSON SPECIFICATION

<b>Job Title</b>	Advanced Biomedical Support Worker (Medical Laboratory Assistant)
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Minimum NVQ level 3 or A level (preferably in Science subjects including Biology / Chemistry), or equivalent.	✓	
<b>KNOWLEDGE/SKILLS</b>		
<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Excellent verbal and written skills</li> <li>• Work accurately at speed and under pressure</li> <li>• Ability to follow instructions (written and verbal) accurately</li> <li>• Ability to use own initiative for problem solving (within scope of practice)</li> <li>• Ability to deal with urgent work and changing priorities during the working day</li> <li>• Aptitude for training on complex equipment and for understanding requirements of maintenance and calibration</li> <li>• Ability to concentrate for long periods of time (more than 4 hours) on technically demanding duties</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>EXPERIENCE</b>		
Experience in a Microbiology laboratory.		✓
<b>PERSONAL ATTRIBUTES</b>		
<ul style="list-style-type: none"> <li>• Reliability and punctuality</li> <li>• Effective working within a team</li> <li>• Honesty and integrity</li> <li>• Ability to accept and learn from feedback</li> <li>• Follows procedures with care and precision</li> <li>• Flexible attitude to working, including willingness to work flexible shift patterns across 24 hours and seven days in a week</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>OTHER REQUIREMENTS</b>		
<ul style="list-style-type: none"> <li>• Enthusiasm for Science based work</li> <li>• The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</li> <li>• Ability to travel to other locations as required.</li> </ul>	✓ ✓ ✓	

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