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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Advanced Biomedical Support Worker |
| **Reports to** | Associate Practitioner/ Biomedical Scientist |
| **Band** | AfC Pay scale 3 (Subject to formal matching) |
| **National Job Profile used** | Clinical Support Worker Higher Level (Healthcare Science) |
| **Department/Directorate** | Microbiology/ Diagnostics / Specialist Services |

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| **JOB PURPOSE** |
| To work as part of the Microbiology team in the efficient processing of specimens received into the laboratory.  To undertake technical work under the supervision of Biomedical Scientist staff  To undertake data entry of patient information onto laboratory computer system  To liaise with users of the service for specimen processing and results  The post holder will be working flexibly across seven days to support the Trust providing a 24 hour service. |
| **KEY WORKING RELATIONSHIPS** |
| Post holder will liaise with colleagues within the Department and with users of the service both within and outside the Trust. Communications will be with the following grades of staff   * Medical staff * Biomedical scientists * Biomedical Support workers * Clerical staff * Other healthcare professionals   The Department of Microbiology provides a comprehensive Microbiology service to the RDUH Trust and local CCG’s. Virology services are provided to North Devon Healthcare Trust and South Devon NHS Foundation trust.  The department provides a comprehensive diagnostic bacteriology, mycology, serology/virology and molecular microbiology service and processes in excess of 600,000 specimens per annum. The Department complies with all aspects of the standards for UKAS ISO 15189 and is committed to maintaining full accreditation through these standards. The post holder will work across all departments.  The Department complies with all aspects of the standards for UKAS ISO 15189 and is committed to maintaining full accreditation through these standards.  The post holder will work across all departments. |

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| **ORGANISATIONAL CHART** |
| **Microbiology Service Manager**  **Administration:**   * Office Manager * Administrators * Pathology Stores * Autoclaves / Logistics   **Deputy Laboratory Manager(s)**  **Senior Biomedical Scientists**   * Bacteriology * Serology * Molecular * Training * Quality * Andrology * Informatics     **Specialist Biomedical Scientists**  **Consultant Microbiologist**  **Head of Department**  **Consultants**  **Biomedical Scientists**  **Biomedical Support Workers and Medical Laboratory Assistants**    Biomedical Support Manager    **Associate Practitioners**    **Trainee Biomedical Scientists** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| Post holder will be expected to undertake the following: |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Receive specimens into the department and prioritise those required for immediate testing or specimens requiring referral. * To document preliminary test results working with a high degree of accuracy at all times. * Answer telephone enquiries regarding results to users of the service * Preparing specimens for postage. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Process specific specimen types in the laboratory * Prepare samples by centrifugation/ suspension * Undertake sample retrieval from archive systems * Be aware of and be able to act on urgent and / or unusual specimen requests * Be aware of high risk specimens and deal with these appropriately. * Undertake stock control duties. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Undertake all stages of molecular work, up to reporting results, including processing of all types of biological specimens including high risk samples, in containment level 2 safety cabinets to extract high quality DNA and RNA using manual and automated methods in an accurate and timely manner, performing RT-PCR and PCR amplification using automated technology. * Work in bacteriology, virology on a variety of tests up to and including the input of results when required. |
| **PHYSICAL SKILLS** |
| * Load samples and reagents onto analysers in the Microbiology laboratory as required * Maintain, calibrate and decontaminate automation as required |
| **PATIENT/CLIENT CARE** |
| * Limited patient contact due to being laboratory based |
| **POLICY/SERVICE DEVELOPMENT** |
| * Involved in SOP review appropriate to grade |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Preparation of laboratory chemicals and reagents * Assist with stocking cold rooms and other stock items and with waste management in absence of store man * Use and maintain laboratory equipment as appropriate. Monitor temperatures of freezers, fridges, incubators throughout the department |
| **HUMAN RESOURCES** |
| * Supervision and training of staff in section on tasks appropriate to grade. |
| **INFORMATION RESOURCES** |
| * Generate work batches using laboratory computer system * Input selected molecular results * Data entry of patient and test request information onto the laboratory computer system |
| **RESEARCH AND DEVELOPMENT** |
| * Potential involvement in processing samples for clinical trials |
| **FREEDOM TO ACT** |
| * Works on own initiative, supervision available |
| **OTHER RESPONSIBILITIES** |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  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. |
| **APPLICABLE TO MANAGERS ONLY** |
| Evidence that supporting employee health and wellbeing is included in any documents outlining the skills and knowledge that line managers need.  All managers hold the responsibility of the health and safety and wellbeing of their staff. |
| **THE TRUST- VISION AND VALUES** |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Compassion  Integrity  Inclusion  Empowerment  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. |
| **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. |

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| **POST** | Advanced Biomedical Support Worker |
| **BAND** | AfC Pay scale 3 (Subject to formal matching) |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Minimum NVQ level 3 in Science subjects or A level Science including Biology/ Chemistry | E | E |
| **KNOWLEDGE/SKILLS**   * Evidence of excellent organisational skills * Evidence of excellent verbal and written skills * Evidence of working accurately at speed and under pressure * Evidence of ability to follow instructions accurately * Evidence of ability to use own initiative for problem solving * Evidence of an ability to deal with urgent work and changing priorities during the working day * Evidence of aptitude for training on complex equipment and for understanding requirements of maintenance and calibration * Evidence of ability to concentrate for long periods of time ( more than 4 hours ) on technically demanding duties | E  D  E  E  E  E  E  E | E  E  E  E  E  E  E  E |
| **EXPERIENCE**  At least 6 months experience in an NHS Microbiology laboratory. | D | D |
| **PERSONAL ATTRIBUTES**   * Evidence of a flexible attitude to working * Evidence of reliability * Evidence of effective working within a team * Demonstrates a willingness to work flexible shift patterns across 24 hours and seven days in a week | E  E  E  E | E  E  E  E |
| **OTHER REQUIRMENTS**   * Enthusiasm for Science based work * The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. * Ability to travel to other locations as required. | E  E  E | E  E  E |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | x |
| Contact with patients | N | x |  |  |  |
| Exposure Prone Procedures | N | x |  |  |  |
| Blood/body fluids | Y |  |  |  | x |
| Laboratory specimens | Y |  |  |  | x |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| 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 |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| 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 |  |  |  |