

JOB DESCRIPTION

JOB DETAILS	
Job Title	Medical Laboratory Assistant
Reports to	Histology Manager
Band	2
Department/Directorate	Histology / Cellular Pathology / Specialist Services

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

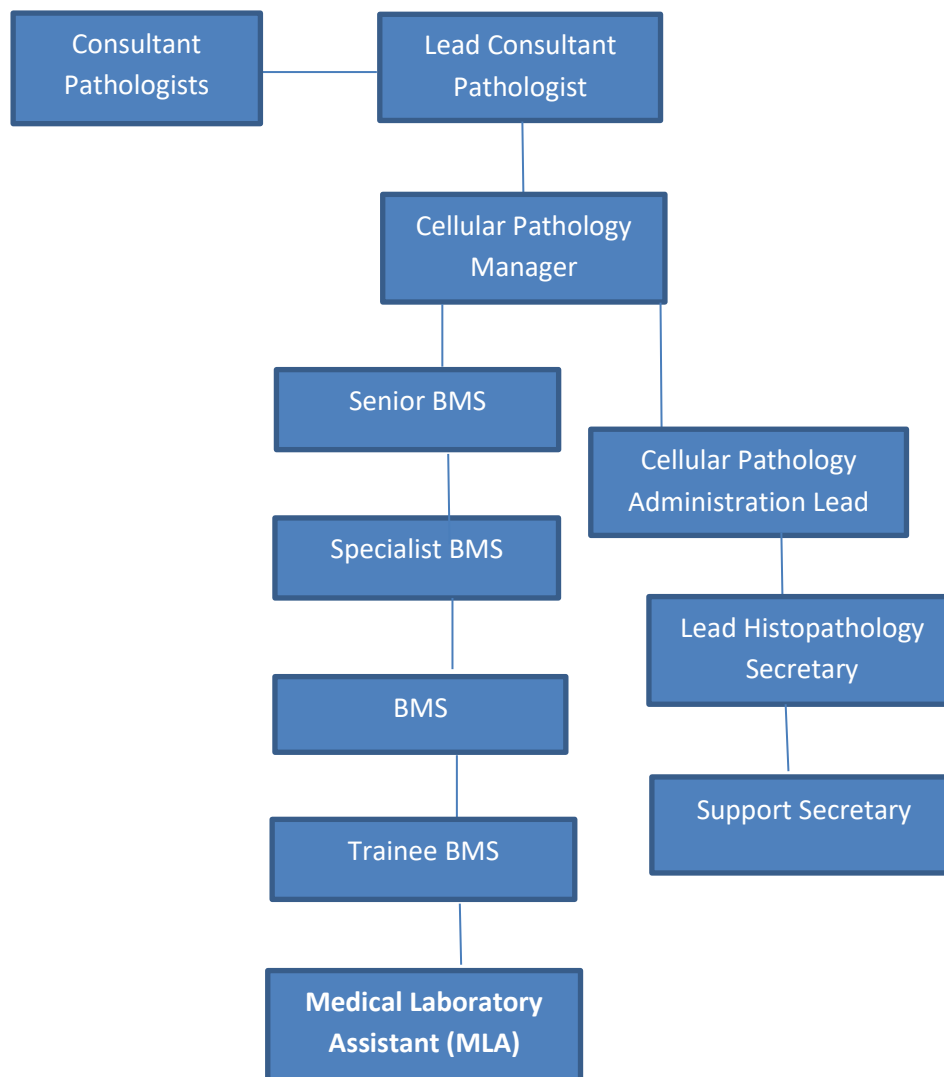
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To carry out reagent exchange and maintenance of tissue processors To ensure in conjunction with other Medical Laboratory Assistant the efficient running of all aspects of the cut up section of the department. To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

KEY WORKING RELATIONSHIPS
<p>The Cellular Pathology Department comprises three specialist sub-departments; Cytology, Histology and the Mortuary and processes over 12,000 specimens and performs 350 autopsies per year.</p> <p>The Histopathology team consists of The Cellular Pathology Manager North & East, Senior Biomedical Scientists (BMS), Specialist BMS, Trainee BMS, Medical Laboratory Assistants (MLA), Consultant Histopathologists, Forensic Pathologist, Cellular Pathology Administration Lead North & East, Lead Histopathology Secretary and Histopathology Support Secretaries.</p> <p>The department provides diagnostic and technical services to Royal Devon University Healthcare NHS Foundation Trust, NHS Devon and Community Hospitals.</p> <p>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 North Devon District Hospital 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
- Senior Biomedical Scientists
- Biomedical Scientists (Histopathology/Cytology)
- 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
- Provides and receives telephone, face to face, written and email communication methods and adapt their communication style to overcome barriers to understanding.

- Provide and receive information orally during macroscopic examination of specimens. This requires basic understanding of medical terminology and working closely with both Consultants and Biomedical scientists.
- Liaise with Senior Biomedical Scientists on the day to day duties and requirements of the department.
- To report orally any anomalies within the department to a senior member of staff.
- To answer telephone and to re-direct telephone calls to appropriately qualified staff. This requires basic knowledge across a wide range of laboratory procedures.
- To undertake reception duties – communications with patients and porters/delivery people when receiving samples/specimens for booking in.
- Contribute towards the integrity and reputation of the department by adopting a professional and harmonious attitude towards colleagues, other hospital personnel and visitors to the department.

ANALYTICAL/JUDGEMENTAL SKILLS

- To carry-out the Medical Laboratory Assistant duties associated with cut up and the main laboratory, complying with departmental standard operating procedures. Accurately label specimens, blocks and slides
- To label, check and sort stained slides into individual cases for reporting by Consultant Pathologists
- To use and ensure the maintenance of all laboratory equipment
- To ensure stock levels of consumables are adequate for daily laboratory work
- Upon receipt, sorting and checking specimens, confirming that the patient and specimen details conform to the departments sample acceptance policy. Any discrepancies' to be brought to the attention of senior and appropriate action taken as directed.
- To be conversant with COSHH and Health and Safety regulations
- Will be aware of infection risk posed by unfixed specimens and body fluids

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

- Receive and prepare patient specimens for preparation and examination by Biomedical Scientists and Pathologists
- Performs basic technical services, routine diagnostic test samples for laboratory support work
- 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 regarding technical and scientific issues at all times

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 for use
- To ensure stock levels of consumables are adequate for daily laboratory workload

HUMAN RESOURCES

- To assist with any trainee Medical Laboratory Assistants by demonstration of MLA duties
- To undertake internal updates and training to maintain a high level of competence at a level expected of a Medical Laboratory Assistant
- To be responsible for own personal development.
- To participate in Performance Development Reviews (PDR) and Performance Development Planning (PDP), as required by the Trust
- To be conversant with COSHH and Health and Safety regulations.
- To support the training and induction of new Medical Laboratory Assistants and Biomedical Scientists in specimen reception, cut up and slide preparation.
- To complete the in-house training for Medical Laboratory Assistants.
- Participate in mandatory Trust training eg. information governance, fire, manual handling etc.
- Participate in appraisals as required by the Trust
- To ensure work is accurate and high quality and meets the Key Performance Indicators (KPI's) set by the department

INFORMATION RESOURCES

- To be a competent user of the laboratory IT system and ensure compliance with system update.
- To take part in the quality management system and report or record any incidents and non-conformities
- To be aware and sometimes involved in audit and data collection as directed by senior staff
- Collate data and statistics to support own technical and scientific development.

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

PHYSICAL SKILLS

- 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, that require care and accuracy e.g. Dissection support, specimen reception and archive.

PHYSICAL EFFORT

- To carry out specimen reception duties that will 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 concentration
- Work pattern predictable

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 does not involve access to vulnerable adults and/or children, therefore a Disclosure & Barring Service Disclosure Check is not required.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Medical Laboratory Assistant
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Requirements	Essential	Desirable
<u>QUALIFICATIONS / TRAINING</u> 5 GCSEs or equivalent including English and Maths at grades A-C/9-4	E	
<u>KNOWLEDGE / SKILLS</u> Good numeracy & literacy Good clerical skills Basic Computer skills Ability to work as part of a team Telephone / Communication Skills Attention to detail Responsible attitude Manual Handling Maintain patient confidentiality	E E E E E E E E	
<u>EXPERIENCE</u> Previous experience and training as a laboratory assistant including knowledge of hazards Experience of clerical work and filing		D D
<u>PERSONAL REQUIREMENTS</u> Good communication and telephone skills Must be physically fit - duties involving manual handling Ability to cope with being exposed to a wide range of large, sometimes unpleasant tissue samples and body fluids Ability to deal with exposure to sensitive clinical information regarding patients and to maintain absolute confidentiality Ability to concentrate for prolonged periods Remain calm and professional in a busy environment	E E E E E E	
<u>OTHER REQUIREMENTS</u> Flexible attitude to work Needs to wear special personal protective equipment on occasions when it may be restrictive Must be able to deal with specimens and chemicals in a busy laboratory environment Use of display screens (VDU) Ability to work in sometimes noisy and hot surroundings	E E E E E	

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