



Northern Devon Healthcare

NHS Trust

JOB DESCRIPTION

Medical Laboratory Assistant

Job Title:

Medical Laboratory Assistant

Band:

Band 3

Responsible To:

Senior Biomedical Scientist

Accountable To:

Laboratory Manager/Lead Biomedical Scientist, Microbiology

Section/Department/Directorate:

Microbiology, Pathology, Planned Care & Surgery Division

Job Purpose:

The purpose of the job is to assist the biomedical scientists by way of carrying out procedures in order aid the provision of a high quality Microbiology service at North Devon District Hospital.

Work within Category 3 facility to initiate the processing of respiratory samples.

To use automated equipment for the generation results for validation by BMS

Receive, handle and dispatch microbiology samples to reference laboratories

Participate in the training of all MLA designated duties and to include Pathology stores and autoclave

To have an input into Rotas' relating to MLA work patterns

Provide actual samples for IQA distributions, with guidance from Quality lead

Participate in stock control in its entirety

Context:

The Medical Laboratory Assistant will be based in the North Devon District Hospital.

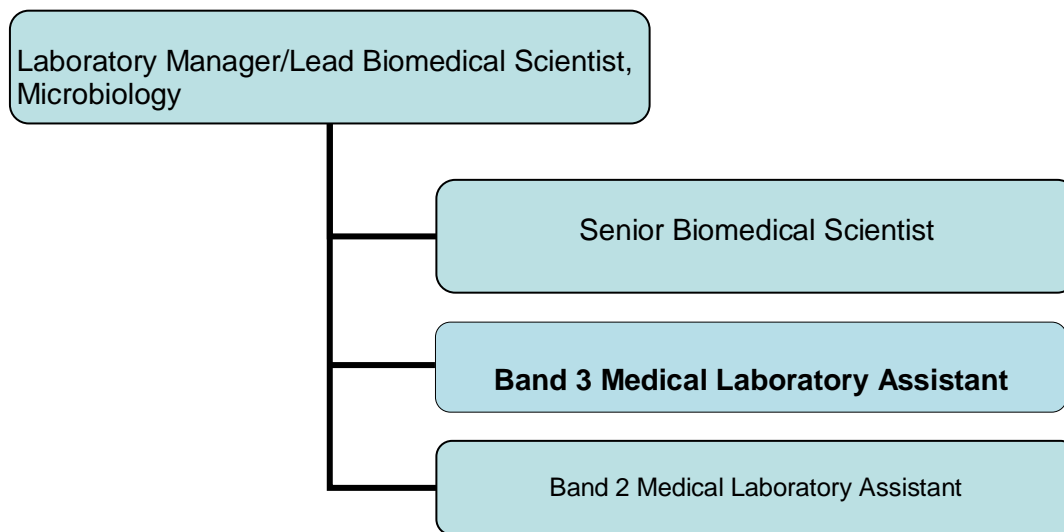
The post holder will fulfil all tasks and work as part of the Microbiology team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager. The position will include rotational weekend working followed by time off in lieu, and public holiday work. Flexibility to cover sickness and annual leave is essential.

Working patterns are currently in review and may alter from those above.

Key Working Relationships:

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Organisational Chart:



Key Result Areas/Principal Duties and Responsibilities

Communication and Relationship Skills

Use of telephone, face to face, written and email communication methods as appropriate with a limited range of people on day to day matters.

Contributes towards the integrity and reputation of the department by ensuring harmonious relationships between self and managers, colleagues, patients and other staff groups.

Contribution to daily meetings will be required.

Knowledge ,Training and Experience

The post holder works with supervision close by and is guided by SOPs.

Knowledge is gained and demonstrated by completion of IBMS Part 1 certificate and laboratory based competencies.

Analytical and Judgement Skills.

Receipt, checking and barcode labelling of incoming specimens. Attention to detail is essential. Analysis and judgement is required for job related facts e.g. To solve problems such as mislaid or mislabelled specimens

Planning and Organisational Skills

Organises by priority, day to day work tasks of all MLA's and communicates this to them.

To help prioritise urgent specimens.

Physical Skills

To use laboratory equipment safely as guided by standard operating procedures (SOPs) and Risk Assessments.

Specific requirement to develop hand-eye co-ordination with speed and accuracy.

Responsibility for Patient and Client Care

To receive and prepare patient specimens (e.g. urines, sputum or blood) for analysis in a timely manner. To perform basic clinical technical services.

Responsibility for Policy and Service Development

To acknowledge and follow (SOPs) determined by appropriately qualified staff.

To comply with laboratory policies in relation to Health and Safety, Welfare, Fire, Security and Confidentiality.

To complete mandatory learning and attend Fire lectures, and ensure awareness of the Trust Policies and individual responsibility required by such policies.

To participate in annual Development and Review.

Responsibility for Financial and Physical Resources

To assist in stock control and to issue supplies through more senior laboratory staff.

To perform daily maintenance, checking calibration and quality control of systems in operation.

Record daily temperature logs of rooms and equipment throughout the Department.

Responsibility for Human Resources

To assist in the training of new MLA staff.

Responsibility for Information Resources

To use the laboratory computer in accordance with Trust policies in the provision of information to appropriate persons.

Receipt, checking and barcode-labelling of incoming specimens. Attention to detail is essential.

To keep accurate logs for equipment maintenance, materials and the environment within Microbiology.

Responsibility for Research and Development

Comply with Trust requirements and undertake surveys as necessary.

To prepare and store samples for occasional validations, and provide routine diagnostic test samples for internal quality control.

Decision Making

Reports to and is managed by a Senior Biomedical Scientist.

Physical Effort

To use laboratory equipment safely as guided by SOPs.

To develop hand-eye co-ordination with speed and accuracy.

To help with laboratory housekeeping, waste control, receiving and dispatching supplies. This may involve bending, lifting and pushing trolleys with loads up to 10 kg, on a weekly basis not longer than 20 minutes.

Ability to walk and stand for long periods.

Use of visual display units for the entry of patient and test data into the computer system.

Mental Effort

High levels of concentration required for preparing, checking and testing specimens and performing a wide range of

tasks.

Work accurately at all times and especially under pressure at busy times.

Coping with interruptions, e.g. telephone calls.

To concentrate without a break, often for prolonged periods (greater than an hour) whilst preparing specimens or performing data entry.

Emotional Effort

Rarely, to answer the telephone to distressed patients and angry clients and prepare specimens from family and friends whilst maintaining patient confidentiality.

Working Conditions

To work on a daily basis with both contained and un-contained, potentially infectious bodily fluids, solids and tissues.

Exposure to potentially hazardous bodily fluids and chemicals particularly when working in Category 3.

To perform manual and automated tests on specimens under the supervision of HCPC Biomedical Scientists.

There will be significant changes in equipment and infrastructure as part of the pathology restructure so this post may develop and change but it is not anticipated that there will be substantial changes of roles and responsibilities attached to this post. There will be changes to work practices as new equipment, IT solutions and infrastructure develop throughout the restructure process.

GENERAL

- This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
- We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.
- We recruit competent staff whom 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.
- The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to The Trust's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the postholder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.

STAFF HEALTH AND WELLBEING

You must take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)

- 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.

If you are a line manager, in addition to the above, it is expected you will:

- Champion health and wellbeing.
- Encourage and support staff engagement in delivery of the service.
- Encourage staff to comment on development and delivery of the service.
- Ensure during 1:1's / supervision with employees you always check how they are.

HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

INFECTION CONTROL – ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

CONFIDENTIALITY

You may not process or disclose any information of a confidential or personal nature relating to the employer or in respect of which the employer has a duty of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the worker's role

within the organisation.

To also be fully aware of the principles and practice of safeguarding applies to adults, in line with The Care Act 2014, in relation to the worker's role, which will include recognising the types and signs of abuse and neglect.

The worker's line manager should be made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within Northern Devon Healthcare Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of adults, at risk of abuse / neglect, and children and young people ensuring that they are protected from harm.

Northern Devon Healthcare Trust ensures that the Trusts Safeguarding Children Policy, Child Protection and Safeguarding Adult policies and procedures are promoted within the Trust and adhered to by all members of staff.

JOB DESCRIPTION AGREEMENT

Job holder's Signature:.....

Date:.....

Manager's Signature:.....

Date:.....

PERSON SPECIFICATION

POST: Medical Laboratory Assistant Band 3

REQUIREMENTS	E/D*	HOW TESTED? Application Form/Interview/Ref erence/Test	INTERVIEW COMMENTS	SCORE (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u> 5 GCSEs including English, Maths and at least one science subject. IBMS Biomedical Science	E	Application form		

certificate of achievement Part 1 Full training in aspects of the post as covered by the job description will be given.	E	Interview		
<u>KNOWLEDGE/SKILLS:</u> Basic science, literacy and numeracy. Keyboard skills, neat handwriting and attention to details. Telephone and communication skills.	E E	Application form Interview		
<u>EXPERIENCE:</u> Experience of functional microbiology laboratory essential	E	Interview		
<u>PERSONAL REQUIREMENTS:</u> Quick learner who can take on a variety of different tasks. Ability to plan and prioritise a variety of tasks. Professional and helpful attitude. Ability to work both in a team and under own initiative Level of fitness to allow manual dexterity, manual handling and hand/eye co-ordination. Aware of necessity for patient confidentiality. High levels of concentration required for preparing, checking and testing specimens and performing a wide range of tasks. Ability to work in sometimes noisy and hot surroundings. Ability to work with body fluids, solids, and occasional tissue samples and chemicals of varying hazard.	E E E E E E D E	Interview Interview Interview Interview Interview Interview Application form Application form and Interview		

HAZARDS :					
Laboratory Specimens (class 2 & 3) Proteinaceous Dusts	X	Clinical contact with patients		Performing Prone Exposure Invasive Procedures	
Blood/Body Fluids	X	Dusty Environment		VDU Use	X
Radiation		Challenging Behaviour		Manual Handling	X
Solvents		Driving		Noise	X
Respiratory Sensitisers		Food Handling		Working in Isolation	
Cytotoxic drugs		Night working			