**Agenda For Change Job Description Template**

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| 1. **JOB IDENTIFICATION**   **Embryology Practitioner**  **Responsible to: Lead Clinical Embryologist**  **Department: Assisted Conception Service**  **Directorate: Women’s & Children’s Health** |
| **2. JOB PURPOSE** |
| The Embryology Practitioner works under direct supervision and is responsible for supporting the embryology team with: data input and reporting, specimen reception, and witnessing the identification of samples and patients during laboratory processes. The Embryology Practitioner will have the necessary expertise in applied scientific techniques within a related Biological Science, to work within a clearly defined technical role in the delivery and reporting of quality assured investigations and interventions for patients, samples and equipment within the regulations defined by the Human Fertilisation & Embryology Authority.  This position is directly responsible to the Lead Clinical Embryologist and accountable to the Consultant Clinical Embryologist. |
| **3. ROLE OF DEPARTMENT** |
| The Assisted Conception Service (ACS) at Glasgow Royal Infirmary was established in 1984 and provides a comprehensive range of infertility treatment for all Health Boards in the West of Scotland. In addition, self-funding patients can be treated through the Reproductive Medicine Unit of the University of Glasgow. The ACS facilities were part of a major refurbishment programme in 2014 which increased the overall capacity of the ACS, and provides state of the art laboratory equipment and clinical procedures to achieve the highest standard of fertility service to all patients.  The Unit is licensed by the Human Fertilisation and Embryology Authority (HFEA) and provides semen analysis, surgical sperm retrieval (SSR), sperm cryopreservation, ovulation induction, intrauterine insemination (IUI), in vitro fertilisation (IVF), intracytoplasmic sperm injection (ICSI), embryo cryopreservation, donor insemination, oocyte donation, oocyte cryopreservation, and preimplantation genetic testing (PGT). In 2019, the ACS Scientific Service carried out , approximately 1000 cycles of IVF/ICSI, 500 frozen embryo transfers and 300 IUIs with both partner’s and donor sperm. The Unit obtained an HFEA licence for clinical PGT in 2001 and was awarded National Service Division funding to provide a Scotland wide PGT service in April 2005. In 2019, the ACS provided 75 cycles of PGT. |
| **4. ORGANISATIONAL POSITION**  Clinical Services Manager  Clinical Director  Lead Nurse/Midwife  Lead Consultant for ACS  Consultant  Clinical Embryologist  Lead  Clinical Embryologist  Quality Manager  Clinical Embryologists  **Embryology Practitioner**  **(this post)**  Healthcare Science Support Worker |
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| **5. SCOPE AND RANGE** |
| The Embryology Practitioner works under direct supervision and is responsible for supporting the clinical embryologists in laboratory activities within the Assisted Conception Service at Glasgow Royal Infirmary, to assist in the delivery of all embryology and andrology services for the assessment and treatment of infertility, including, in vitro fertilisation (IVF), intracytoplasmic sperm injection (ICSI), preimplantation genetic testing (PGT), gamete donation, sperm cryopreservation and surgical sperm retrieval within the regulations defined by the Human fertilisation & Embryology Authority.  This role includes data input and reporting, specimen reception, witnessing the identification of samples and patients during laboratory processes undertaken and the application of appropriate scientific knowledge and skills to undertake laboratory processes adhering to Standard Operating Procedures such as oocyte retrieval, preparation of semen samples for patient treatment and preparation of culture systems.  The post holder is expected to provide weekly maintenance of the embryo and sperm cryo-storage facilities and as such will be responsible for administration of audits and the cryostorage bring-forward system. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| * Receive patient samples ensuring that they are correctly and uniquely identified. * Confirm patient identity where appropriate, as required by the HFEA. * Answer telephone enquiries efficiently and direct appropriately. * Undertake witnessing procedures within the embryology laboratory and cryopreservation laboratory. * Input embryology data into IDEAS database. * To carry out laboratory procedures appropriately and safely. * To strictly adhere to standard operating procedures and protocols and for all laboratory procedures undertaken. * To be responsible for the maintenance and audit of cryopreserved gametes and embryos and the administration of their disposal, donation or allocation to research in accordance with patients’ wishes and HFEA guidelines. * To assist in the monitoring of the laboratory including assessment of culture conditions and quality control of culture media and consumables. * To assist in audits within the laboratory. * To participate in staff education and support meetings. * To perform, under direct supervision, laboratory duties including:   + Identification and collection of oocytes during retrieval procedure.   + Analysis of semen samples and assessment of their suitability for assisted conception.   + Preparation of fresh and cryopreserved semen for IVF, ICSI and IUI using discontinuous gradient techniques, as appropriate.   + Cryopreservation of sperm prior to fertility treatment.   + Cryopreservation of sperm prior to cancer treatment.   + Completion and computation of records in accordance with the Human Fertilisation and Embryology Authority requirements. |
| **7. EQUIPMENT AND MACHINERY** |
| Laboratory Equipment   * + Incubators – controlling pH, temperature and humidity   + Independent monitoring equipment for incubators (infra-red CO2 monitors and thermocouples)   + Safety cabinets – providing sterile environment for embryo culture   + Temperature control units for microscopes, bench-tops and safety cabinets – various models   + Microscopes – stereo, inverted and compound   + Micromanipulation equipment – mechanical devices fitted to inverted microscopes; controlling 3-dimensional movement of micro-tools and suction.   + Laser equipment – used to ‘drill’ holes in the outer coating of embryos during PGT (fitted to microscope and under computer control)   + Controlled rate freezers – programmable freezers which use liquid nitrogen to cryopreserve gametes and embryos   + Alarm and autodial equipment fitted to dewars containing cryopreserved gametes and embryos   + Oxygen monitors for areas where liquid nitrogen is used   + Liquid nitrogen storage vessels   + Gas regulator equipment and changeover units   + Cameras – still and video   + Pipetting devices – various   + Heat sealing equipment - used during preparation for cryopreservation   Computer Equipment and Programmes   * + Computers and printers   + Specialist commercial database for all aspects of treatment, embryology and outcomes   + Access and Dbase programmes   + Specialist image analysis software for embryology |
| **8. DECISIONS AND JUDGEMENTS** |
| The Embryology Practitioner must prioritise and organise his/her work to meet the needs of the department.  Typical Decisions and Judgements   * Work under supervision as part of a team to defined protocols and guidelines. * Respond to telephone enquiries from within and out with the hospital within limits of the post. * Responsibility to report all clinical and non-clinical incidents or accidents promptly to the Lead Clinical Embryologist, and when requested, to co-operate with any investigation undertaken. * Recognise any deficiencies or errors in embryology records prior to computing and reporting within limits of the post. |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder works as part of a multi-disciplinary team within the Assisted Conception Service.  Typical Communication   * Communicate with all levels of laboratory, nursing and medical staff regarding matters within the scope of   the post.   * Communicate with patients delivering samples to the laboratory. * Answer telephone queries. * Communicate with patients making appointments. * Assist visitors to the ACS by providing directions to members of staff and other areas of the department. * Participate in embryology and departmental meetings as required. * Participation in in-house teaching, information and presentations. * Communication with other licensed centres. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The Embryology Practitioner will be required to work under prolonged periods of intense concentration and the  precise manipulation of gametes, in a controlled environment, using microscopes.  Tasks include:   * The identification and movement of eggs during the retrieval procedure. * Preparation of semen samples. * Manipulation of ampoules and straws under liquid nitrogen. * Handling hazardous materials e.g. body fluids and liquid nitrogen * A high degree of accuracy is required when recording results and data in the IDEAS database. * A high level of accuracy and concentration is required when checking patient identities and witnessing laboratory procedures. * A high level of concentration is required for prolonged periods of the working day. * Required to work in areas with noise, low level lights and constant interruptions. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Maintaining high levels of concentration throughout the working day, while working in a busy area. * Interacting with patients, including cancer sufferers, during stressful treatments. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| Essential   * Honours Degree in a Biological Science. * Experience of working in an IVF laboratory setting. * Knowledge and experience of Microsoft packages including Word and Excel. * Excellent communication skills. * Confidentiality and a sensitive approach to dealing with patients.   Desirable   * Knowledge and understanding of healthcare information technology and database systems. |