NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION
 | Job Title | Advanced Medical Laboratory Assistant |
| Department(s)/Location |  Pathology Department, Ninewells Hospital |
| Number of Job Holders | 6 |
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| JOB PURPOSEThe post holder will work within the various sections of the Histopathology and Cytopathology sections of the Pathology Laboratory, Ninewells Hospital, providing help and support to all grades of Medical staff, Technical staff and Admin staff. All work will comply with Standard Operating Procedures (SOP’s) required for ISO15189;2012 Accreditation and all health and safety regulations.Responsibility for receipt and booking in of all pathological specimens to be processed for diagnostic and screening and to deal with reception and telephone queries from all grades of staff and other departments, including GP’s and other users of the service, both internally and externally.  |
| ORGANISATIONAL POSITIONClinical Lead  = Professional AccountabilityClinical Laboratory Manager = Direct Line Management Quality Manager/Training Manager/Technical Lead**A&C****Histopathology****Cytopathology****Mortuary**Senior Biomedical ScientistsAdvanced PractitionerMortuary ManagerSenior AdministratorSpecialist Biomedical ScientistsSenior Biomedical ScientistsAnatomical Pathology TechnologistsMedical SecretariesAssistant Practitioners/CytoscreenersSpecialist Biomedical ScientistsMortuary AssistantClerical Officers**Advanced Medical Laboratory Assistants**Trainee Specialist Biomedical ScientistsAssistant Practitioners**Advanced Medical Laboratory Assistants** |

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| SCOPE AND RANGEThe Pathology Department comprises around 80 staff and is located within Ninewells Hospital, Dundee. It provides a high quality diagnostic service covering the preparation and diagnosis of samples from patients for Tayside and North East Fife. Services provided include; Histopathology this ranges from Post Mortem material, whole organ resections down to the smallest of biopsies taken using endoscopy, and Cytopathology this includes all cervical smears, exfoliative cytology, and general fluids. These samples originate both within the Acute Sector and Primary Care. The Department is Accredited to ISO 15189;2012 Standards. In addition, the Department is Accredited by the Institute of Biomedical Science/Healthcare Professions Council for BMS training and by the Royal College of Pathologist’s for Pathology and Mortuary training of Junior Medical staff.The medical laboratory assistant in cellular pathology will be responsible for receipt and entry of >50,000 patient specimens annually in to the Laboratory based computer systems ensuring minimum data set is available. |
| MAIN DUTIES/RESPONSIBILITIESPolicies and ProceduresAdherence to policies and procedures relevant to all areas of work in accordance with Departmental, Directorate, Organisation and regulatory requirements. These would include the following;* + All Standard Operating Procedures (SOP’s) and all written laboratory procedures.
	+ Quality Management Policy.
	+ External Quality Assessment and Internal Quality Control.
	+ Laboratory, Directorate and Organisation Health and Safety Policies.
	+ Risk Management.
	+ Adherence to NHS Tayside Policies e.g. Employee Conduct
	+ Data Protection & Confidentiality.

To ensure area of responsibility is compliant with good work practices in accordance with the ISO 15189 Standards.**Technical/Diagnostic**1. Effective management and eceipt of patient specimens and referral cases from across the United Kingdom: following SOPs, and entering details into a dedicated Laboratory Information Management System (LIMS). This involves a significant amount of accurate data entry with attention to detail essential to ensure correct patient and specimen identification; solving any problem cases that may arise and labelling request forms and specimen containers with the appropriate laboratory accession number. This also involves allocation of specimen types to workgroups and requires knowledge of tissue types and the ability to analyse and follow up errors to ensure accurate completion of the minimum dataset.
2. Responsible for ensuring Fresh Specimens and intra-operative Frozen Sections are dealt with in an efficient and non-detrimental manner by contacting the appropriate pathologist urgently.
3. In cytology, load and process non- gynaelogical specimens on the semi-automated processor and staining preparations accordingly.
4. Assist Pathologists and Biomedical Scientists with the specimen dissection and record descriptions of tissue samples and generate numbered cassettes in order to process them for diagnosis.
5. Ensure accurate records of specimen blocks taken during specimen dissection are recorded correctly.
6. Support the maintainance of adequate stock levels throughout the Department ; including pots and buckets used for specimen storage and preparing orders from across NHS Tayside including operating theatres, wards and G.Ppractices
7. Responsible for maintaining cleanliness of ventilated downdraft benches used during tissue dissection and disinfection of specimen dissection instruments.
8. Responsible for maintaining Formalin fixative stocks for departmental use and other hospital areas.
9. Responsibility for ensuring all preventative maintenance on equipmentis carried out on a daily basis.
10. Responsible for putting consumable orders into correct storage environments and stocktaking using inventory managenment system.
11. nsure adequate stocks of chemicals and solutions are always available.
12. Trained and competent to place consumable orders via electronic procurement system.
13. Responsible for making up stains and chemical solutions in support of diagnosis, following SOP’s.
14. Handling any hazardous chemicals used in accordance with COSHH & Risk Assessements.
15. To take responsibility for own workload and scheduling as appropriate.
16. Filing and retrieval of blocks, slides and or reports as appropriate.
17. Enter any additional diagnostic requests into the LIMS or equivalent.
18. Support Technical staff within Laboratory e.g. loading and unloading slides on various platforms.
19. Assist Technical staff within Laboratory e.g. quality control procedures
20. Clean glassware as required.
21. Ensure disposal of excess tissue and fluids in accordance with guidelines and SOPs, this also includes those from pregnancy losses,

**Professional**Act in a way that promotes patient care and maintains the integrity of the department by delivering a high quality service in meeting both regulatory and accreditation requirements.Comply with Data Protection Act and maintain confidentiality of staff, patients and NHS Tayside business. Carry out responsibilities with due regard to the Organisation’s Equal Opportunities policy, ensuring that staff receive equal treatment throughout their employment.Identifies problems and works collaboratively with others towards solving the problem, taking all factors into consideration and making decisions accordingly.To work in an efficient, effective and timely manner and be adaptable to change and new ideas.To ensure that reagents are prepared, stored and used in accordance with manufacturer instructions and laboratory procedures.**Human Resource**1. Provide advice, or demonstrate own activities or work place routines to new or less experienced employees or students.
2. Maintain good relations with all members of staff and promote effective team working.

**Budgetary/Financial/Physical Resources Management**1. Exercises personal duty of care in relation to the equipment and resources used in course of work.
2. Responsible for stock control including maintenance of records, and raises order requests via electronic procurement system when stocks of diagnostic reagents and consumables are approaching minimum stock levels.
3. Responsible for the safe operation and maintenance of various items of equipment including expensive and highly complex autostainers.

**Information Technology**1. Book in patient data into LIMS for Surgical Histopathology and Non-Gynae Cytopathology.
2. Print labels using LIMS.
3. Enter information into the Reagent and Laboratory Stock Management System (Barcode Inventory Management System).
4. Daily interaction with Specimen Tracking System.
5. To use proprietary packages in support of NHS Tayside policies.

**Training and Education**1. The post holder is required to participate in laboratory based competence assessments.
2. Continuing training and development needs are considered and recorded at an annual joint review.
3. To attend and/or complete all mandatory training/courses in accordance with NHS Tayside policies.

**Quality Management**1. Work in accordance with the Departments quality management system required to meet the ISO 15189 accreditation standards for the Histopathology and Cytopathology services.

2.Record minor errors in accordance with SOP’s. **Health and Safety**1. To be fully aware and competent in Health and Safety utilizing COSHH and risk assesment methods to reduce spillage and exposure to substances hazardous to health. Within the laboratory enviroment there is frequent use of hazardous chemicals and potential exposure to infectious agents.2. Must be competent in using safe systems of practice when dealing with potentially high risk unfixed infectious specimens on a daily basis.3. Must be competent in handling potential spillages of solvents, strong acids and alkalis and possible carcinogens in relation to daily work practices.**Induction Standards & Code of Conduct**Your performance must comply with the national “Mandatory Induction Standards for Healthcare Support Workers 2009” and with the Code of Conduct for Healthcare Support Workers.This job description may change over time to reflect the changing needs of the post and its services, as well as the personal development needs of the post holder. |
| COMMUNICATIONS AND RELATIONSHIPSThe post holder will be accountable to the Lead Biomedical Scientist/Clinical Laboratory ManagerThey will communicate internally with all grades of technicalstaff, consultants, junior medical staff and clerical staff.External to the department they will communicate with all grades of ward and GP based staff, consultant and other grades of medical staff and general practitionersAlthough working autonomously in areas within competence they will be responsible to biomedical scientists within the department as per organizational chart. They will communicate with the training officer, biomedical scientists and Lead Biomedical Scientist in relationship to progress, personal development plans and the annual performance review process. |

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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Qualifications*** SVQ Level 3 in Laboratory technology or equivalent experience (**essential**).

**Knowledge*** Knowledge of lab procedures acquired through in house training, instruction and practice by completing departmental training programme.
* Knowledge of Anatomy and Medical terminology.

 **Skills** * Keyboard skills
* Good practical understanding of manual handling
* Good hand to eye coordination
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ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT

The post holder will be required to use multiple pieces of specialised, complex automated, semi-automated and manual equipment some of which are up to the value of £250k and to ensure equipment is adequately maintained, The post holder will be trained and have signed competencies in the use and maintenance ofthis specialised pieces of equipment. They will be responsible for recording data, minor error logs etc as part of the quality management system.The post holder will be expected to use a number of systems including Microsoft office, excel, CHI24,Q Pulse, Laboratory Information Management System, LearnPro in pursuit of their duties and employment, please note this list is not exhaustive.**Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

Physical Skills1. Speed and accuracy required with developed keyboard skills when booking in specimens up to 40 at one time under time and accuracy constraints.
2. Ensuring accurate positioning of coverslip on slide.

Physical Effort 1. Requires sitting in a confined position at a keyboard for up to 4 hours at a time on a daily basis.
2. Requires standing for up to 4 hours while helping with specimen dissection.
3. Required to move boxes of chemicals, paraffin wax, formaldehyde filled pots and water aspirators (weighing over 6 kilos) several times a day.

Mental Effort1. There is continuous requirement to concentrate for periods of up to 4 hours for example entering patient details in to the laboratory database and ensuring patient details on the form and pot are correct.
2. There is a requirement when generating cassettes for prolonged concentration to coordinate other tasks simultaneously over a 3 hour period.

Emotional Effort1. There is exposure to patient specimens and reports with obvious advanced malignant disease. Daily/frequent
2. Occasional exposure to fetal post mortem and its emotional effect.

Working Conditions1. Within the laboratory environment there is frequent use of hazardous chemicals and potential exposure to infectious agents.
2. Exposure to unfixed/fixed potentially infectious body tissue and fluids on a daily basis.
3. Weekly disposal of excess tissue in Mortuary environment, often lone working in a confined space for long periods.
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| 1. **DECISIONS AND JUDGEMENTS**

Will work autonomously within competence taking responsibility for own work when required. Staff are available for supervision if required.Required to resolve problems with mislabeled / lost specimens deciding on best course of action i.e. whether to send specimen back or phone for information. |
| 1. **MOST CHALLENGING PART OF YOUR JOB**

Ensuring all specimens and forms are correctly labelled to enable them to be put into the computer system under pressure of amount of specimens and time constraintsDealing with demanding consultants and nurses on phone and face to face concerning inadequately labelled forms and specimens.Maintaining concentration for long periodsFlexibility when moving between duties often at short notice  |

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| 12. JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |