

1. JOB IDENTIFICATION

Job Title: Medical laboratory assistant /Healthcare science Support Worker (Higher level)

Band: Band 3

Department: Cell science. Predominant area of work: Microbiology - DGRI

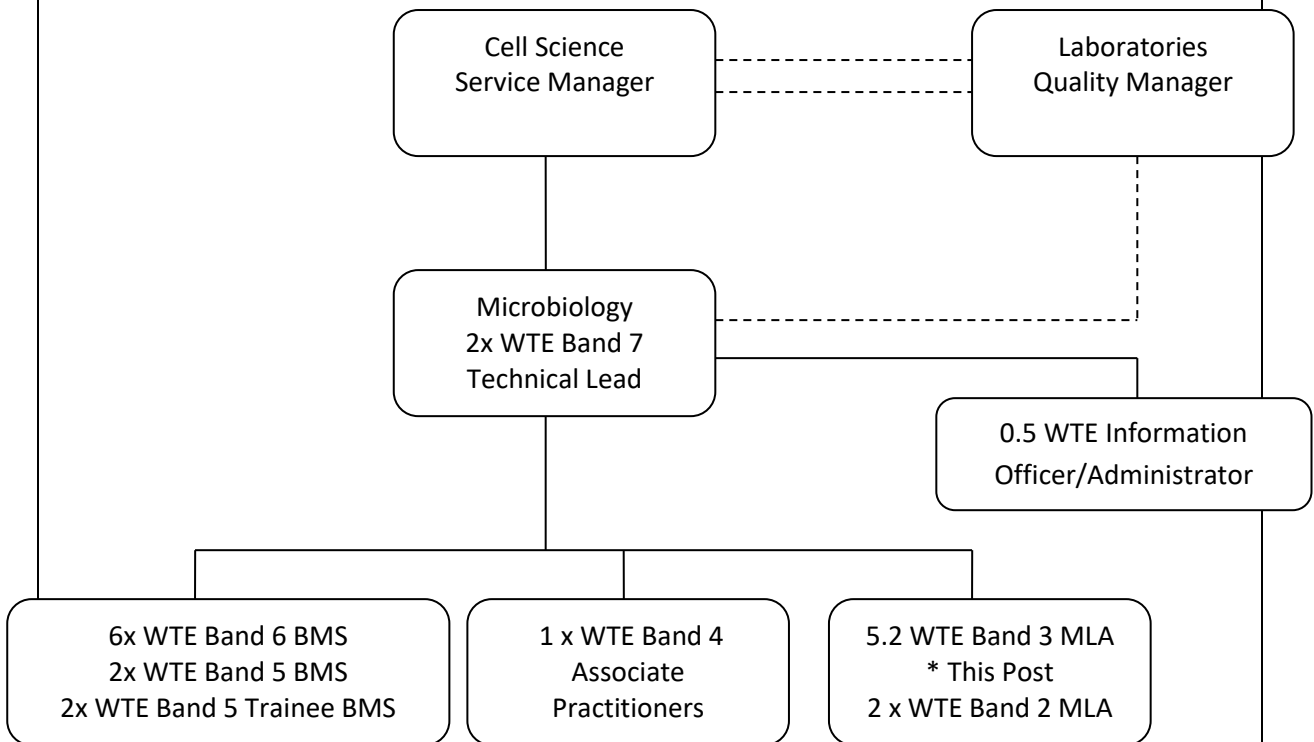
Name:

2. JOB PURPOSE

- Provide assistance to the biomedical scientist and Consultant staff for the provision of a quality diagnostic microbiology laboratory service.
- Collects and prepares clinical specimens
- Performs a range of routine and non-routine tests.
- Deals with reception and telephone queries from staff from other Departments e.g. GP's, visitors to department
- Provides assistance to the Biomedical Scientist for provision of a laboratory service
- Assists in the training of less experienced staff
- Undertake updating of information systems e.g. Patient test requests, results, calls, etc.
- Maintain standards required to retain membership of the Accreditation and Quality Control Schemes (UKAS and NEQAS)

3. ORGANISATIONAL POSITION

Accountable to: Laboratory Service Manager



4. SCOPE AND RANGE

Provides a clinical laboratory service to NHS Dumfries & Galloway 24 hours a day, seven days a week.

Dumfries & Galloway has a population of 150000 people covered by approximately 175 General Practitioners all using the laboratories.

Approximately 140,000 Microbiology requests are received per year, 50-65% of requests come from the primary care sector, and the remainder comes from work generated by hospital sites. The Microbiology budget to provide this service is approximately £1.2 million.

MLA's carry out initial reception and sample processing freeing Biomedical Scientist grades to carry out interpretative elements of the investigations.

MLA's assist in various sections of the laboratory:

- Main Laboratory
- Serology
- Molecular
- Environmental
- Enterics
- Sterilisation, safe disposal of waste from Microbiology, Biochemistry, Haematology and Histology.

5. MAIN DUTIES

- Adhere to scientific, technical and administrative standards, policies and procedures in accordance with Hospital and regulatory requirements.
- Have a good knowledge and working compliance with relevant laboratory Standard Operating Procedures.
- Specifically trained to work at containment level 3 as required by the Advisory Committee on Dangerous Pathogens.
- Manage time and resources effectively in carrying out the duties of this post.
- Responsible for communicating any policy non-compliance observed to a senior member of staff.

Reception Duties

- Process samples through reception ensuring all samples conform to Departmental Specimen Acceptance and Rejection policy. Also ensure that specimen is suitable for test required.
- Know how to deal with leaking or high risk samples in compliance with health and safety policy.
- User of laboratory computer system and TOPAS for accurate input of patient/specimen details and access of patient information.

- Processing of samples being referred to other laboratories, adhering to appropriate packaging and transport policy and procedure and including accurate documentation of transfers.
- Centrifuge and separation of samples into secondary labelled tubes for testing.
- Primary processing of samples for culture and microscopy, including pre-numbering of culture plates, inoculation and plating of culture media and dissection of mycology samples.
- Loading and unloading of automated analysers such as blood culture analyser for diagnosis of septicaemia and urine analyser for detection of white cells. Includes interpretation of output and selection of samples requiring further processing, according to Standard Operating Procedures.
- Participate in maintaining accurate records, e.g. Telephone records, recording refrigerator and incubator temperatures.

Clinical Waste Disposal

- To dispose of laboratory waste, e.g. Bacterial cultures, sharps and clinical specimens (all departments within laboratory complex, and from the GCH satellite laboratory), according to hospital health and safety policy.
- Operation and monitoring of autoclaves in accordance with laboratory procedures.

Research and Development

- Participate in trials under the guidance of BMS staff.
- Records generated information from trials.

Reagent Preparation

- Prepare basic reagents using pipetting skills.
- Participate in the hospitals safety programme and comply with health & safety procedures as laid down in the hospital and laboratory health and safety policies.
- Comply with the department Quality Management system within the section as required for UKAS Accreditation.

Housekeeping duties

- Maintain a stock of clean glassware and consumables
- Ensure laboratory work surfaces are clean and safe
- Ensure cleaning schedules are adhered to for equipment and surrounding environment

Clerical Duties

- Respond to questions and enquiries by telephone.
- If required, direct enquiries to the appropriate staff member
- Participate in maintenance of stock of laboratory consumables

- File and mail laboratory reports as required.

6. SYSTEM AND EQUIPMENT

Equipment

Trained to operate, maintain, and keep performance records where required, of the departments equipment. The complexity of equipment varies from basic e.g., Thermometers, to highly complex analysers with capital values > £50,000.

A representation (but not exhaustive list) of all the current equipment handled by MLA staff in Microbiology includes:

Architect Immunoassay Analyser

Gemini

Sysmex UF 5000 analyser

BacTec blood culture system

Cobas 4800

Vidas 3

Cepheid

Seegene Nimbus

Water deioniser

Electronic balances

Data labelling gun

Hot plates

Water baths

Incubators

Autoclaves

Class II safety cabinet

Standard Pipettes

Centrifuges

Thermometers

Photocopier

Operation of pneumatic tube system

Systems

Laboratory Information systems

Quality management system (Q-pulse)

TOPAS patient database

Telephone system

Standard Operating Procedures (SOP's)

Control of Substances Hazardous to Health (COSHH)

Risk assessments

Hospital health and safety policy

Learn-pro

7. DECISIONS AND JUDGEMENTS

- Is familiar with, and follows, standard operating procedures

- Follows established acceptance and rejection criteria of matching patient request and samples (checking accuracy of data on request forms and seeking clarification).
- Follows all related directorate policies and procedures
- Prioritises urgent work
- Ensures appropriate stock levels are maintained.
- Uses judgement to schedule preparation of materials and sterilisation cycles.
- Ensures risk assessments are adhered to. Notifies line manager of non-compliance.

8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates specimen results to users in accordance with Standard Operating Procedures. This can be electronic or verbal.
- Respond to telephone enquiries and when appropriate directs enquiries to Senior BMS staff.
- Assist in the training of less experienced MLAs
- Participate in departmental meetings and contributed to effective communication within the department
- Communicate with other staff groups including work colleagues from other laboratory departments, ward staff, Research and development, Porters and Estates staff.
- Communicate non-conformities to senior Biomedical Staff.
- Report equipment malfunctions and informs service engineers from equipment suppliers on fault symptoms.
- Flexibility in arranging out of normal hours rota and extended working patterns will be required to accommodate holidays and sickness.

9. PHYSICAL DEMANDS OF THE JOB

- Working often under stressful conditions including dealing with frequent interruptions from telephone calls.
- Requirement to carry out manual and automated procedures which require a high standard of concentration, accuracy and good hand eye co-ordination e.g. input of high volumes of patient data. These may have a repetitive element.
- Combination of sitting, standing and frequent walking between sections of the department.
- Some manual handling is involved including moving bench top equipment, reagents, stores, blood products and waste disposal products.
- Frequent light physical effort for short periods per shift; bending and lifting boxes of media/waste daily.
- Occasionally push trolleys/waste disposal bins and autoclave carriages. Involved in maintaining a service in the presence of possible adverse events including equipment failure.
- A high degree of concentration involved in data input and sample processing. Keyboard skill requirements include data entry, enquiries and record keeping.
- The ability to prioritise work is required.

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10. MOST CHALLENGING/DIFFICULT PART OF THE JOB

- The post combines a combination of laboratory, clerical and domestic duties.
- Autoclave duties require the MLA to work in an enclosed area, with heat, noxious smells and manual handling making this one of the most unpleasant, challenging, and difficult parts of the job.
- Maintaining a high degree of concentration and accuracy whilst performing repetitive tasks, e.g. patient registration, pipetting and inoculation of cultures.
- Multi-tasking nature of the role.
- Coping with the increasing workload and meeting service delivery deadlines within available resources.
- Safe handling of unpleasant, highly infectious body fluids and tissue samples which may contain dangerous pathogens, e.g. HIV, TB etc.

11. KNOWLEDGE, TRAINING AND EXPERIENCE FOR THE JOB

- Standard grade English and a science subject are essential
- Qualification equivalent to SCQF 6, SVQ level 3 or a HNC in a science based qualification or relevant clinical microbiology laboratory experience.
- Knowledge of anatomy and physiology is preferred but training will be provided.
- Laboratory experience would be an advantage, training and competencies would be completed.
- High awareness of infection control policies and procedures
- Good keyboard skills. Manual dexterity essential
- Ongoing personal development in subject through attendance at appropriate meetings and courses

12. JOB DESCRIPTION AGREEMENT

I agree with the above job description and to participate in the annual staff review.

Job Holder's Signature:	Date:
Head of Department Signature:	Date:

NHS Dumfries & Galloway

Medical laboratory assistant / Healthcare Science Support worker

(Higher level) Band 3

PERSON SPECIFICATION

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p><u>QUALIFICATIONS</u></p> <p>Standard grade English and a science subject are essential</p> <p>Qualification equivalent to SCQF 6, SVQ level 3 or a HNC in a science based qualification</p> <p>Or relevant laboratory experience in a clinical microbiology laboratory</p>	<p>IBMS portfolio part 1</p>
<p><u>SKILLS</u></p> <p>Good keyboard skills</p> <p>Manual dexterity</p> <p>Ability to prioritise and organise work</p> <p>Good communication skills and fluency in spoken English</p> <p>Able to maintain patient, staff and commercial confidentiality</p>	
<p><u>EXPERIENCE</u></p> <p>Evidence of working as part of a team</p> <p>Previous experience working in a laboratory</p> <p>Laboratory Health and Safety procedures</p>	<p>Previous experience working in a Clinical Laboratory</p>
<p><u>KNOWLEDGE</u></p>	

HCSW Job Description
 Microbiology Department, DGRI PTB002micro

<p>Basic knowledge of science</p> <p>Good knowledge of routine laboratory theory and practice</p> <p>Knowledge/understanding of confidentiality and data protection issues</p>	<p>Knowledge of anatomy and physiology</p>
<p><u>PERSONAL CHARACTERISTICS</u></p> <p>Pleasant disposition and able to work as part of a team</p> <p>Ability to work under pressure and to tight deadlines</p> <p>Ability to work on own initiative</p> <p>Good interpersonal skills</p> <p>Flexible and adaptable</p>	

Completed by: Date: