NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION – SC06-4842

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| **1.JOB IDENTIFICATION** | Job Title | Associate Practitioner |
| Department(s)/Location  Number of job holders | Pathology |
| 2. JOB PURPOSE The post holder will work within the various sections of the Pathology and Cytology laboratories, Ninewells Hospital, providing help and support to all grades of Medical staff and Technical staff. All work will comply with Standard Operating Procedures required for  CPA accreditation including health and safety regulations. | | |
| 1. **ORGANISATIONAL CHART**   **Lead BMS**  **Head of Section**  **Band 8a**  **Senior Biomedical Scientist**  **Band 7**      **Specialist Biomedical Scientist**  **Band 6**    **Associate**  **Practitioner**  **Band 4**    **Medical**  **Laboratory Assistant**  **Band 2** | | |
| 4. SCOPE AND RANGE The Associate Practitioner in histopathology shall :  Assist with the processing and demonstration of appropriate pathology in 30,000 patient biopsies, 100,000 tissue blocks and 175,000 microscopic slides annually.  In addition staff working in cytopathology will be trained to assist in processing 30,000 cervical smears and processing 4300 patient fluids received annually.  Complete the departmental training manual and records continuing professional development.  Work under supervision as part of the multidisciplinary team and within a range of working environments.  Maintain a working knowledge of the appropriate Health and Safety procedures  Will help supervise Medical Laboratory Assistants in the same area and assist in assessment and attainment of the learning and development of needs of medical laboratory assistants.  Provides a high quality, safe technical service within the pathology department. | | |
| **5. MAIN DUTIES/RESPONSIBILITIES**   1. Receipt of all patient biopsies and fluid specimens into Pathology following standard operating procedures and enter details into dedicated laboratory based computer system. This involves a significant amount of accurate data entry with attention to detail essential to ensure correct patient and biopsy identification ; solving any problem cases that may arise and labelling request forms and specimen pots with the appropriate lab 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. Assist the Pathologist and Biomedical Scientist with the specimen dissection, write descriptions of very small tissue samples and generate cassettes with a unique identification number in order to process them for diagnostic procedures 3. Process X-Ray plates used to identify tumours in Breast samples and completion of decalcification. 4. Using embedding skills to orientate larger patient biopsies and autopsy cases in the appropriate plane taking into account any special instructions. 5. Competence and skill in use of various pieces of equipment including tissue processors, staining machines, coverslippers and microtomes. The microtomy will include cutting sections from autopsy and larger biopsy specimens. 6. Filing and retrieval of blocks, slides and reports. 7. To be fully aware and competent in Health and Safety utilizing COSHH and risk assessment methods to reduce spillage and exposure to substances hazardous to health. 8. Works to the appropriate internal and external quality standards including participation in external quality assurance. 9. Actively participate in performance development and review process and undertake relevant activities to meet personal learning objectives agreed with supervisor. Keep a record of all training and development activities. 10. Implement policies and propose changes to practice, procedures for own area.   **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. | | |

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| **6**. **COMMUNICATION AND RELATIONSHIPS**  Although 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, consultants, junior medical staff and clinical team manager in relationship to progress, personal development plans and the knowledge and skills framework.  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 practitioners  Demonstrates sensitivity, confidentiality and respect when dealing with patient information.  Promote social inclusion and diversity of individuals respecting rights to privacy and  confidentiality. |
| 7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Have completed a relevant HNC/SVQ 3(SCQF7) Level 3 in Laboratory technology or equivalent experience and competencies.  Effective communications skills, written, verbal and non verbal and keyboard skills.  Ability to work autonomously with individuals and groups in a range of settings.  Knowledge of lab procedures acquired through in house training, instruction and practice by completing departmental training manual.  Knowledge of Anatomy and Medical terminology. |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT   Equipment Value £K  Laboratory computer system 250k  T3000 Liquid Based Cytology 150k  T2000 Liquid Based Cytology 30k  X-Ray Equipment 20k  Downdraught ventilation 20k  Tissue cassette writer 10k  Tissue Processor 25k  Tissue embedder 12k  Automated stainer and coverslipper 25k  Microscopes 10k  Centrifuges 10k  The post holder will have competencies or be trained in the use of the above complex equipment. They will be responsible for recording data, minor error logs etc as part of the quality management system.  Ensure stock levels of chemicals and consumables are maintained  **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. |
| PHYSICAL DEMANDS OF THE JOBPhysical Skills  1. Speed and accuracy required with developed keyboard skills when booking in specimens up to 40 at one time under time restraints. 2. Requires manual manipulation of very small less then 3/1000th of a mm sections of sample 3. Requires repetitive circular motion in hand powering the microtome for up to a 2 hour session whilst sitting in a confined position.  Physical Effort  1. Requires sitting in a confined position at a keyboard for up to 2 hours at a time on a daily basis. 2. Requires standing for up to 2 hours while helping with specimen dissection and staining. 3. Requires sitting in awkward positions for up top 2 hours e.g. embedding and microscopy. 4. Requires small items of stock to be moved weighing up to 5kg for manual movement and moving larger weights by trolley 5. Required to move boxes of chemicals, paraffin wax, formaldehyde filled pots and water aspirators (weighing over 6 kilos) several times a day.  Mental Effort  1. There is continuous requirement to concentrate for periods of up to 2 hours for example entering patient details in to the laboratory database and ensuring patient details on the form and pot are correct.  Emotional Effort  1. 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 Conditions  1. 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. |
| DECISIONS AND JUDGEMENTS Will work autonomously within competence taking responsibility for own work when required. Staff are available for supervision when 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.  Will take responsibility for the quality of their own histological preparations  Initially work will be managed and will follow Standard Operating Procedures |
| MOST CHALLENGING/DIFFICULT PARTS OF THE 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 constraints  Dealing with demanding consultants and nurses on phone and face to face concerning inadequately labeled forms and specimens.  Scientific evaluation of quality and interpretation of stained slides  Manual manipulation and orientation of specimens under magnification. |