

## JOB DESCRIPTION

**TITLE OF POST:** Senior Medical Laboratory Assistant  
**SALARY BAND:** Band 3  
**LOCATION:** Haematology and Blood Transfusion at SMH  
Imperial College Healthcare NHS Trust is a multi site facility and staff may be required to work at a site other than their main base location

**RESPONSIBLE TO:** Laboratory Manager  
**PROFESSIONALLY ACCOUNTABLE TO:** Site Manager  
**HOURS PER WEEK:** 37.5  
The job holder will be required to work out of hours including unsocial and contractual overtime (specific rota details are held locally within departments).

### **AIM OF THE ROLE:**

To be an efficient and flexible member of the Blood Sciences Team providing a quality service to Imperial College Healthcare NHS Trust

### **KEY WORKING RELATIONSHIPS:**

Good communication skills are essential, as the post holder is required to communicate effectively with Biomedical Scientists, Clinical Scientists, Clinicians and other healthcare providers in and out of the Trust; other Trust Directorates including Estates, IT, Human Resource, Payroll, Occupational Health. Active participation in local laboratory meetings is expected.

Additional relationships appropriate to the role may be required.

### **KEY RESULT AREAS:**

1. Assist and support registered Healthcare Scientists in providing a professional laboratory service.
2. Contribute to the efficient and effective running of department and sections as appropriate.
3. Provides basic clinical technical services to patients that may include research and audit samples.

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **1. Communication and relationship skills**

- 1.1 To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- 1.2 Contribute towards sharing good practice within the department and Trust wide.
- 1.3 To promote a positive image of the Trust at all times.

- 1.4 To work cohesively with all members of the department team in ensuring that the very best services to patients are provided at all times.
- 1.5 Communicates any difficulties, problems, accidents or incidents affecting the department to a section leader/manager promptly.
- 1.6 Provides and receives routine information orally to inform work colleagues or external contacts e.g. other departments, G.P.'s or visitors to the department.
- 1.7 Participates in departmental meetings and contributes to effective communication within the laboratory.

## **2. Responsibility- Scientific and Technical Duties**

- 2.1 To work in a designated area of the department under the supervision of a section leader but may organize own work tasks or activities.
- 2.2 To understand and perform your work in accordance with the standard operational policies using basic theoretical knowledge.
- 2.3 Ensure that documentation is maintained to the Trust standard (including electronic records).
- 2.4 Be able to solve basic problems within work area and refer unresolved problems to a more senior member of staff.
- 2.5 To perform assigned laboratory tests under supervision.
- 2.6 To sort, label and aliquot specimens quickly and accurately and know how to follow policy on mislabelled and mislaid specimens.
- 2.7 Be able to prioritise urgent work.
- 2.8 To weigh and measure volumes and make up solutions accurately
- 2.9 To be able to process basic quality assurance on analysers and report findings to a more senior member of staff.

## **3. Responsibility- Policy and service**

- 3.1 To demonstrate awareness and compliance with Trust policies and procedures such as sickness reporting, annual leave requesting, and departmental policies and procedures.
- 3.2 Be familiar with the Health and Safety policies of the Trust and the department and ensure that they are followed to maintain a safe working environment for all employees and visitors.
- 3.3 Report all incidents/complaints involving staff, patients and visitors to a Senior member of staff in accordance with Trust policies and assist in any investigations as required.

## **4. Responsibility- Financial and physical**

- 4.1 Replace stocks of consumables and reagents when required and inform the section leader if back up stocks are low.

## **5. Responsibility Staff/ HR/ leadership, training**

- 5.1 Participates in own 1:1 meetings and PDP development
- 5.2 Assists in training new staff members as appropriate and other staff on rotation.
- 5.3 In relation to knowledge, training and experience: the postholder would be expected to participate in on-going development activities, which will be a combination of instruction and practice.

## **6. Responsibility- Information resources**

- 6.1 Undertake relevant training for electronic information systems in place & under development.
- 6.2 To have an active e-mail account

## **7. Responsibility- Patient/ Client Care**

- 7.1 To enter patient information and some test results onto the laboratory information system.

## **8. Responsibility- Research and development**

- 8.1 Participate in the collection of audit and research data as required.

## **9. Freedom to act**

- 9.1 The postholder will generally work with supervision close by and within well-established procedures and practices. Standards and results will be set by a supervisor, but the postholder may have some freedom to organise their own work in order to achieve this.

## **10. Other Duties**

- 10.1 To undertake any other duties commensurate with the grade as requested.

## **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

## **ADDITIONAL INFORMATION**

### **Confidentiality**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

### **Health and safety**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

-Talking part in activities for improving quality such as clinical audit

- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

### **Information Quality Assurance**

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

### **Freedom of Information**

The postholder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Management of a Violent Crime**

The Trust has adopted a security policy in order

- to help protect patients, visitors and staff
- to safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Human Resources department.

Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **No Smoking**

The Trust operates a non-smoking policy.

### **Medical Examinations**

All appointments within the National Health Service are subject to pre-employment health screening.

### **Professional Association/Trade Union Membership**

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service, you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

**POST:** Senior Medical Laboratory Assistant

**DEPARTMENT:** Haematology and Blood Transfusion lab (Blood Sciences)

**LINE MANAGER:** Laboratory Manager

<b>ATTRIBUTE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE*</b>	<b>MEASUREMENT</b>
<b>EDUCATION</b>	A recognised qualification in Maths and English Language, or Science and Humanities as alternative. Minimum NVQ level 3 or proven equivalent laboratory experience	GCSE / O levels in Maths, English Language, Biology and Chemistry or equivalent (Grade C or above)	CV/Application form Original certificates/diplomas
<b>SKILLS/ ABILITIES</b>	Precise & Accurate work Good attention to detail Numerate and literate. Able to read and follow written methodologies or protocols. Able to take and relay messages Organised and methodical Reliability and commitment. Quick to learn and comprehend. Able to render regular and reliable service. Able to work as part of a team. Punctual and good time keeping. An interest in laboratory work. Able to strictly follow laboratory procedures. Prepared to work with biological materials	Pathology laboratory based practical work.	Application forms/interview/ Assessments
<b>EXPERIENCE</b>	Knowledge across a range of laboratory procedures	Basic knowledge of pathology laboratories. Basic computer skills.	Application form/interview/ references
<b>COMMUNICA TION SKILLS</b>	Good communication skills – written and oral.		Application form/interview/ Assessments
<b>PHYSICAL QUALITIES</b>	Good manual dexterity. Sufficient to fulfil the duties of the post with any aids and adaptations		Assessment