

Job Description

Title: Medical Laboratory Assistant

Band: 2

Staff Group: Scientists

Reports to: Claire Steere

Job Purpose:

The Blood Sciences Medical Laboratory Assistants (MLA's) assist in the provision of a high quality and efficient diagnostic service to patients and medical staff by:

- Undertaking all administrative duties involved in receipt and processing of patient specimens and request forms.
- Undertaking pre and post analytical sample processing.
- Working as an effective team member in an efficient, positive and competent manner.
- Helping provide a safe, clean and well-maintained department.

Key Responsibilities

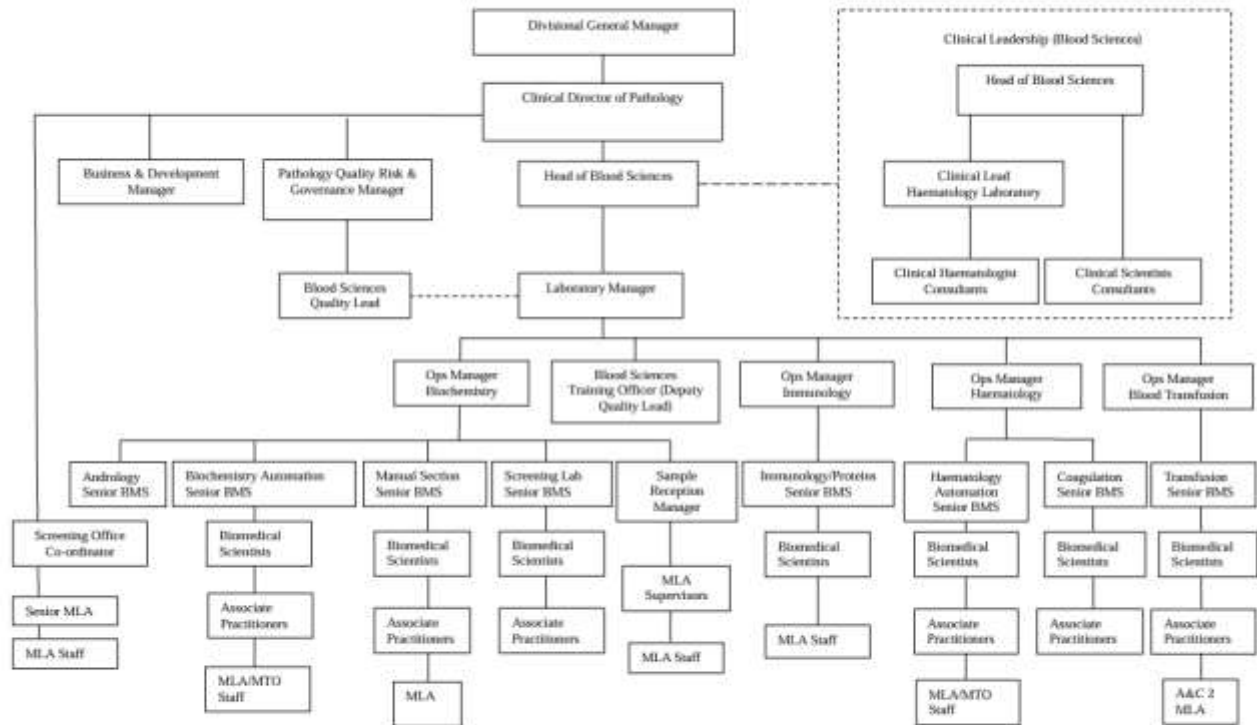
- Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks.
- Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
- Ensure that approved budgets are spent effectively and in accordance with agreed procedures.
- Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated. Build and sustain effective communications with other roles involved in the shared services as required.
- Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims.
- Establish and maintain strategic links with a range of external partners/stakeholders or manage the links made through the team. Engage with external partners/stakeholders to gain their necessary level of contribution & commitment to the successful delivery of your work.
- Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues.
- Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
- Dissemination of knowledge through engagement in report writing, and reviewing, taking full responsibility for technical accuracy and reliability and being sensitive to the wider implications of that dissemination.
- Ensure that expertise is seen as a resource within and outside the Trust and form working partnerships with government departments, national agencies and key stakeholders.

- Develop structures, systems, ways of working and personal values that will support the Trusts sustainable development objectives with regard to issues such as Carbon reduction and waste minimisation; and to encourage all stakeholders of the Trust to act as enthusiastic agents of change.

Specific Core Functions

- Receive patient samples and request forms according to departmental procedure, including entry of patient requests into the laboratory information system and loading analytical systems.
- Monitor and maintain basic laboratory equipment, for example centrifuges, fridges and freezers.
- Perform basic laboratory techniques as applicable, for example specified analyser maintenance and reagent preparation.
- Ensure adequate supplies of laboratory consumables and process deliveries of goods accordingly.
- Store, retrieve and dispose of samples in accordance with departmental procedures.
- Respond to telephone and face-to-face enquiries in a polite and efficient manner.
- Undertake filing and scanning of patient records as required.
- Ensure all required laboratory documentation is completed in a timely and efficient manner.
- Contribute to the work of the laboratory as an effective team member, following all relevant policies and procedures.
- Monitor, promote and adhere to Trust and Departmental Health and Safety requirements including correct disposal of waste and control of infection hazard.
- Adhere to all relevant Blood Sciences Quality Standards.
- Participate in Annual Personal Development Review (APDR) and undergo any professional development requirements, including statutory and mandatory training requirements.
- Support the development of other staff as required.
- If working in Haematology the MLA may be required to attend Bone Marrow Biopsies, where they would be trained to assist the Haematology Consultants passing them the equipment and preparing slides of the biopsy at the bedside.

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

Job Holders are required to:

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
- Act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded.
- Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff.
- All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.



Management Essentials

We are proud to offer a comprehensive development programme, Management Essentials, designed to equip staff with the skills and knowledge to become effective managers.

This post has been identified as a role that will benefit from this training, and you will be able to enrol in both mandatory and, relevant, optional modules upon commencement with the Trust.

Please click [here](#) for further information on the Management Essentials programme.



Leadership Insights

Additionally, our new leadership development programme, Leadership Insights, aims to help all newly promoted, existing and aspiring leaders, at every level at the Trust, to recognise, reflect and role model the core principles of people-centred leadership.

If, this is of interest to you, you will be able to enrol upon commencement with the Trust.

Please click [here](#) for further information on the Leadership Insights programme.

Person Specification

Qualifications

Essential

GCSE or equivalent level of education including English Language

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Desirable

Science or keyboard related qualification

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Experience

Essential

- *Experience with electronic handling of data.*
- *Fluent and accurate keyboard skills.*

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Desirable

Previous laboratory or administrative experience.

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Skills & Knowledge

Essential

- *Evidence of ability to work using own initiative and without supervision.*
- *Good verbal and written communication skills.*
- *Demonstration of manual dexterity through previous employment/interests.*
- *Previous telephone/customer care skills.*
- *Conscientious, methodical approach to duties.*

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Desirable

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Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: