

Job Description

Title: MEDICAL LABORATORY ASSISTANT

Band: BAND 2

Staff Group: Healthcare Scientist

Reports to: Operational Manager (Microbiology)

Job Summary:

- To provide support to Biomedical Scientists and Associate Practitioners in the provision of a high quality and efficient diagnostic Microbiology Service.
- To undertake a range of laboratory tasks including processing clinical specimens, receipt and sorting of clinical specimens, data entry of patient and specimen related information and preparation of reagents and disposal of Microbiological waste.

Key Responsibilities:

Technical

- Maintain a safe and clean working environment, dispose of waste, monitor basic laboratory equipment and prepare reagents.
- To take receipt of and process clinical specimens (swabs / tissues / bodily fluids) for microbiological testing; with daily exposure to infectious materials.
- To contribute to the care, maintenance and security of the laboratory premises and equipment.
- To ensure accurate and efficient management of laboratory Reception Area, including the prioritisation of urgent work.
- Undertake the pre and post analytical storage of clinical specimens.
- To ensure adequate supplies of in-use materials / reagents, including movement of consumables from stores to laboratory areas.
- Undertake the retrieval of stored specimens for additional analysis.
- To use the laboratory autoclaves for the destruction of microbiological cultures and specimens and the wash-up of reusable items. This involves some exposure to microbiological cultures and unpleasant odours and manual handling of some heavy loads using supportive equipment e.g. trolleys.
- On occasion to take receipt of laboratory consumable deliveries and transfer to the appropriate laboratory storage areas. This involves manual handling of some heavy loads using supportive equipment e.g. pallet truck.
- Maintain the laboratory consumable stores in a methodical manner; applying appropriate stock rotation.

Laboratory Informatics

- To comply with local and national policies for the secure and confidential storage of patient and other laboratory information.
- To, under suitable supervision, use the Laboratory Information System according to authorised protocols.
- To maintain the integrity and accuracy of laboratory databases.
- To undertake required and essential training to keep abreast of changes and meet legal requirements regarding use of information systems.

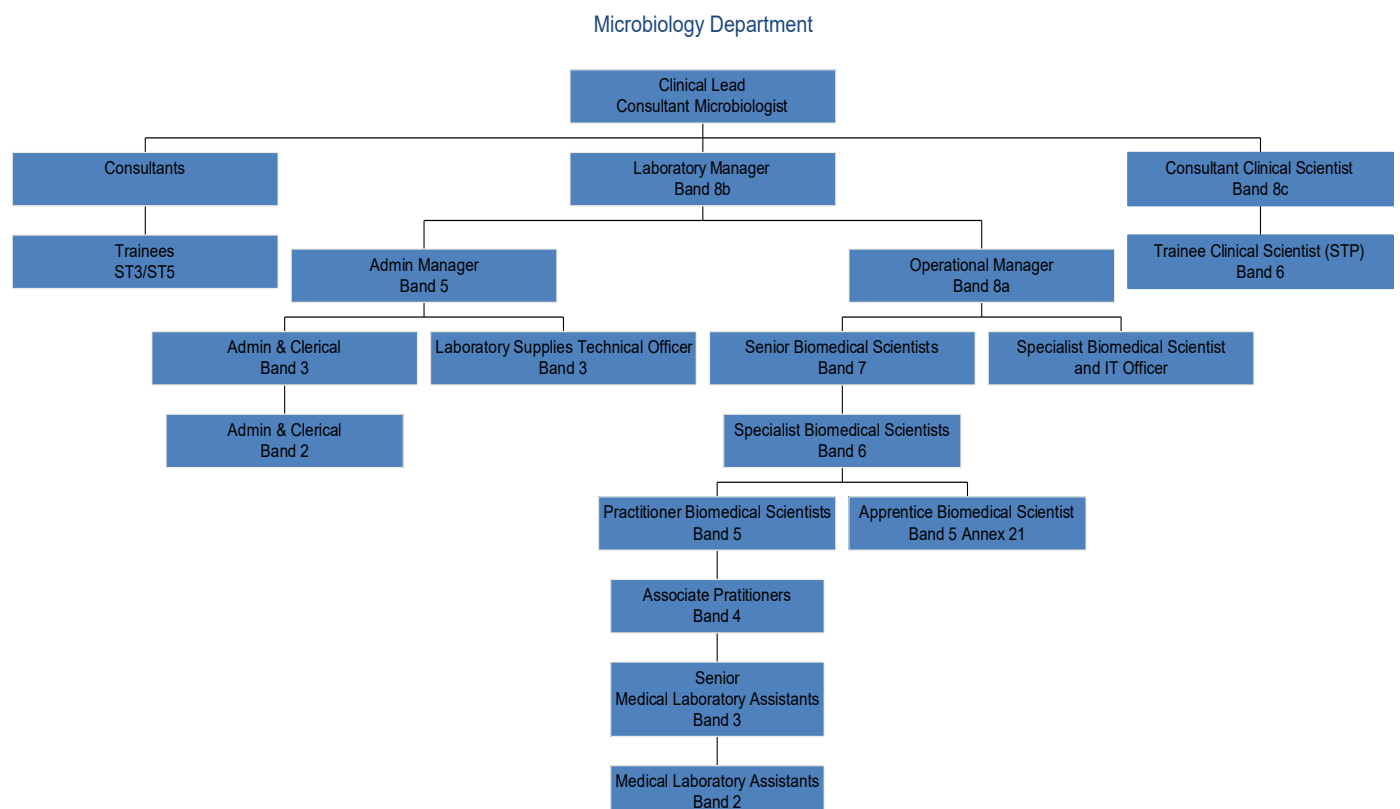
Administrative

- Enter patient, test and clinical information onto the laboratory information system in an accurate and timely manner, involving frequent periods of high concentration.
- To respond to incoming telephone enquiries in a polite and efficient manner.
- On request, telephone validated/authorised results to other healthcare professionals.
- Ensure the appropriate filing and/or scanning of specimen request forms and laboratory worksheets.
- Ensure all appropriate records are maintained and completed according to departmental policies.

General

- Participate in the departmental rota to maintain skills and be prepared to transfer to another duty at short notice to cover staff absence.
- Perform other tasks as deemed necessary by Laboratory Manager that is commensurate with grade and status.
- To contribute to the core activities of the Laboratory, commensurate with grade and status.
- To participate in the staff appraisal process.
- Attend departmental meetings as required and actively participate.
- Comply with relevant policies and procedures at all times e.g. (Standard Operating Procedures, H&S policy, Trust dress code).

Organisational Chart



Person Specification

Qualifications

- Good general education including GCSE Grade 4 or Level C and above (or equivalent) in five subjects including English Language and Mathematics.
- Science GCSE or equivalent (desirable).
- Fluent in English

Skills and Knowledge

- Accurate & fluent keyboard skills
- Be flexible, punctual and reliable
- Excellent verbal and written communication skills
- Prepared to handle clinical samples
- Demonstration of manual dexterity through previous employment / interests
- Able to work using own initiative
- Able to work in a methodical and organized manner
- Good understanding of a safe working environment
- Able to demonstrate confidentiality and trustworthiness

Experience

- Experience with the electronic handling of data
- Customer service experience, including handling telephone calls
- Experience of working flexibly and as part of a team
- Previous experience of manual handling tasks
- Previous laboratory experience (desirable)

Working together for Patients:

- Demonstrate an understanding of the importance of quality of care
- Be accountable and responsible

Working together with Compassion:

- Respect the privacy and dignity of individuals
- Demonstrate an understanding of equal opportunities

Working together as One Team:

- Ability to work efficiently, effectively and professionally in a diverse team.
- Demonstrate the value of everyone's contribution.

Working together, always Improving:

- Understanding and experience of improving efficiency and reducing waste.
 - Demonstrate an openness to improving.
-

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: