**Title:** Medical Laboratory Assistant (MLA)

**Band:** 2

**Staff Group:** Scientific, Support

**Reports to:** Histopathology Operational Manager

**Job Purpose:**

We are looking to recruit an enthusiastic team player to join a busy department as a Medical Laboratory Assistant to support scientific and medical staff in providing a histopathology service to our patients.

You will undertake a range of duties which will include specimen reception and the checking of patient information. Attention to detail is essential. You will be entering cases into the laboratory information management system (LIMS). You will be required to assist scientific and medical staff by taking notes and provide other assistance during specimen dissection.  You will be required to help maintain laboratory equipment as well as maintaining adequate consumable levels within the department. Some heavy lifting is required. Full training will be provided, and accurate keyboard skills are essential.

Please note that the role does not offer support for the IBMS Registration Portfolio or similar therefore unsuitable for applicants looking to pursue a higher career in biomedical science.

**Key Responsibilities**

* Specimen reception and maintaining accurate records.
* Handle enquiries (telephone and face-to-face) in an effective and efficient manner and according to departmental procedures.
* Booking on/requesting of cases on LIMS.
* Assist specimen dissection team and with the processing of specimens.
* Equipment maintenance.
* Stock and consumables management.
* Archiving of blocks and slides.
* Complete all training and always follow standard operating procedures.
* Help the department maintain UKAS accreditation.

**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.

The health and wellbeing of our staff is at the forefront of everything we do. We are proud to be able to offer our staff some fantastic benefits including our on-site Nursery, access to our free Beach Hut for those long summer days, our on-site Wellness Centre including a gym and a swimming pool, access to our fantastic staff networks including LGBTQ, Race Equality and DisAbility, and awards ceremonies to recognise your achievements. We believe we can offer support to all our staff when they need it the most.

We welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, colour, religion, disability, sexual orientation, and beliefs.



**Person Specification**

**Qualifications**

*Essential*

* Good general education including GCSEs in English Language and Mathematics (grade A\* to C or 4 to 9)
* Experience with electronic handling of data

*Desirable*

* Previous experience working in a laboratory
* Science GCSE desirable (grade A\* to C or 4 to 9)
* BTEC or NVQ 2 (Pathology Support) or equivalent

**Experience**

* MS Office including Word, Excel and Outlook
* Experience of working flexibly and as part of a team
* An understanding of the political sensitivities of the Trust
* Ability to demonstrate confidentiality and trustworthiness.
* Ability to demonstrate a high degree of concentration
* Deal calmly and politely with members of hospital staff who are working in areas
* Ability to juggle many priorities at one time, whilst remaining calm.
* Prepared to handle clinical tissue samples

**Skills & Knowledge**

* Able to work using own initiative
* Able to demonstrate confidentiality and trustworthiness
* Knowledge of medical terminology desirable
* Excellent verbal and written communication skills
* Demonstration of manual dexterity through previous employment/interests.
* Demonstration of excellent numeracy skills through previous experience or employment
* Good hand to eye co-ordination
* Conscientious, methodical approach to duties with attention to detail
* Demonstration of good interpersonal skills.

**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:**

