

PORTSMOUTH HOSPITALS UNIVERSITY NHS TRUST

MEDICAL LABORATORY ASSISTANT JOB DESCRIPTION

Job Group: <i>Technical and Scientific</i>	FOR OFFICE USE ONLY
Job Title: <i>Medical Laboratory Assistant</i>	Position No:
Directorate/ CSC: <i>Clinical Support Services</i>	Approved Matching Classification
Existing Grade: <i>Band 2</i>	Job Analysis
Unit: <i>Blood Sciences Department, Pathology</i>	Job Evaluation
Location: <i>Queen Alexandra Hospital</i>	Pay Band code:
Reports to: <i>Section Leaders, Blood Sciences</i>	
Accountable to: <i>Laboratory Manager, Blood Sciences</i>	Entered By:

Job Purpose

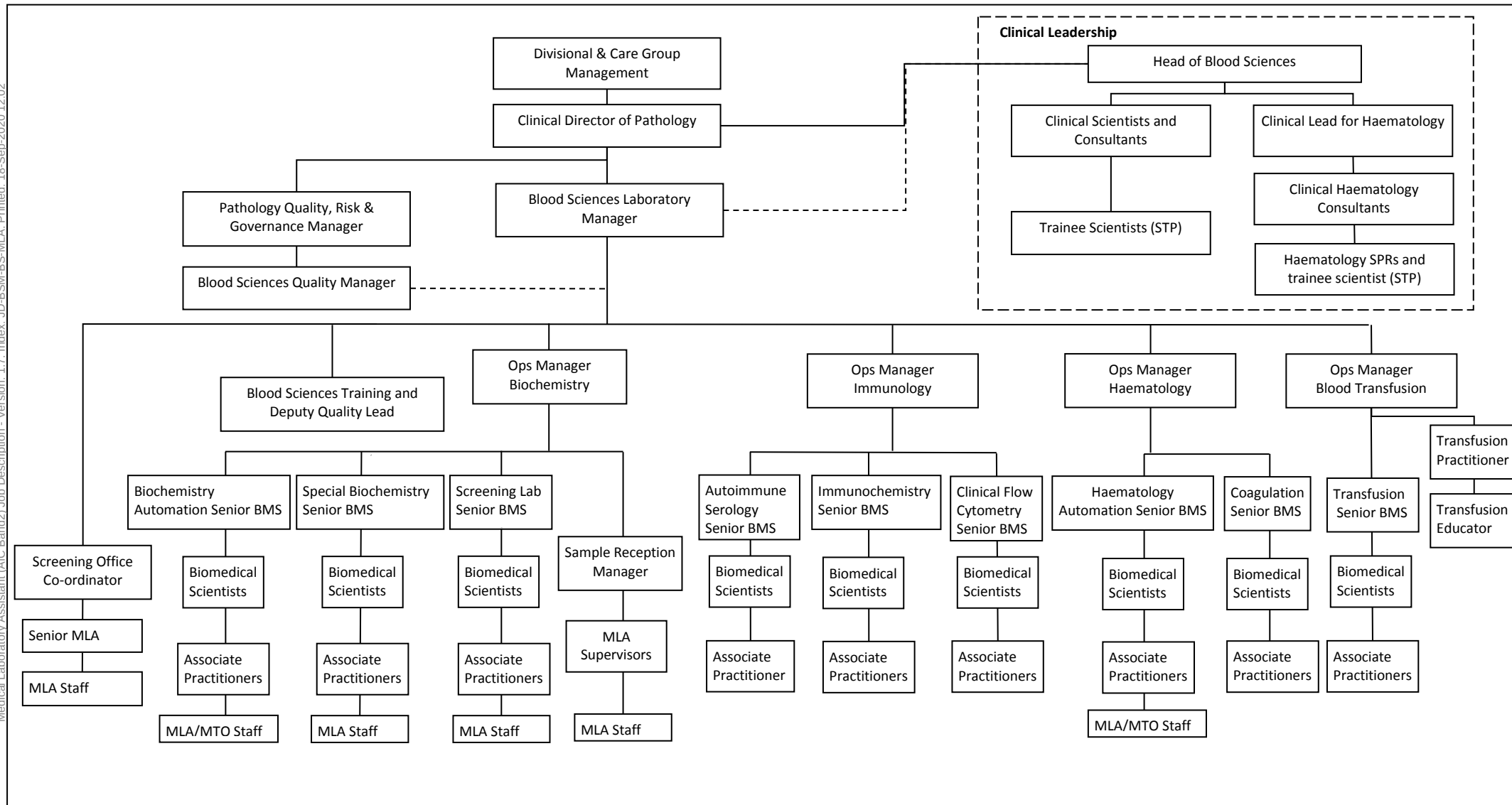
The Blood Sciences Medical Laboratory Assistants (MLA's) assist in the provision of a high quality and efficient diagnostic service to patients and medical staff by:

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

Key Dimension

1. Contribute to processing a total workload of approximately 10,000,000 clinical tests per annum.
2. Work as part of a multi-professional team of approximately 140 WTE staff in a Department with a budget of £7.5 million

Organisational Chart for the Department of Blood Sciences



Trust Organisational Expectations

The post holder will:

1. Proactively and positively contribute to the successful overall performance of the Trust.
2. Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.
3. Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.
4. Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.
5. Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.
6. Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.
7. Support the Trust culture of collaborative, flexible cross-team working and commitment to delivering quality services and outcomes, which support the Government's policies on public health
8. If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
9. In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:
 - Adhere to Trust Infection Control Policies assuring compliance with all defined infection control standards at all times.
 - Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
 - Challenge poor practice that could lead to the transmission of infection.

Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.



**Working together
for Patients**



**Working together
with Compassion**



**Working together
as One Team**



**Working together
Always Improving**

Shared Core Functions

1. Proactively and positively contribute to the achievement of deliverables through individual and team effort. Manage the production of the required deliverables and control risks,
2. Support team members to deliver on their functionally relevant objectives through offering advice, guidance and support as appropriate.
3. Ensure that approved budgets are spent effectively and in accordance with agreed procedures
4. Liaison with Senior Professionals and related functions to ensure that work is neither overlooked nor duplicated
5. Build and sustain effective communications with other roles involved in the shared services as required
6. Maintain and continuously improve specialist knowledge in an aspect of Health Service which significantly contributes to the Trust's stated objectives & aims
7. 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.
8. Undertake proactive horizon scanning for either developments relating to Trust work or opportunities for Trust involvement around health issues
9. Increase the level of knowledge & skills within the Trust through documenting key learning and supporting others to develop their professional abilities.
10. 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.
11. 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.
12. 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

1. Receive patient samples and request forms according to departmental procedure, including entry of patient requests into the laboratory information system and loading analytical systems
2. Monitor and maintain basic laboratory equipment, for example centrifuges, fridges and freezers
3. Perform basic laboratory techniques as applicable, for example specified analyser maintenance and reagent preparation
4. Ensure adequate supplies of laboratory consumables and process deliveries of goods accordingly
5. Store, retrieve and dispose of samples in accordance with departmental procedures
6. Respond to telephone and face-to-face enquiries in a polite and efficient manner
7. Undertake filing and scanning of patient records as required
8. Ensure all required laboratory documentation is completed in a timely and efficient manner
9. Contribute to the work of the laboratory as an effective team member, following all relevant policies and procedures
10. Monitor, promote and adhere to Trust and Departmental Health and Safety requirements including correct disposal of waste and control of infection hazard
11. Adhere to all relevant Blood Sciences Quality Standards
12. Participate in Annual Personal Development Review (APDR) and undergo any professional development requirements, including statutory and mandatory training requirements
13. Support the development of other staff as required
14. 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

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Other

Job Holders are required to:

1. 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.
2. Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.
3. Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.
4. 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.
5. 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

Job Description Agreement

Job Holders name:
(print)

Job Holders signature:

Date:

Laboratory / Operational manager

Name (print)

Signature:

Date:

Title:

PERSON SPECIFICATION

CRITERIA	How criteria will be assessed: <i>Application, Interview, Assessment, Reference.</i>
Qualifications ESSENTIAL - GCSE or equivalent level of education including English Language Experience ESSENTIAL - Experience with electronic handling of data. - Fluent and accurate keyboard skills. DESIRABLE - Previous laboratory or administrative experience. Skills and Knowledge - 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. Working Together (Trust Values) For Patients - Priorities safety - Focus on the quality of patient care - Deliver great customer care and experiences - Act with professionalism - Pursue the best outcome - Take personal responsibility and make no excuses With Compassion - Compassionate and kind - Friendly and courteous - Attentive and helpful - Protective of patient dignity As One Team - Listen and hear - Break down silos and work in partnership internally and externally - Explain and involve patients and staff in decisions - Respect everyone's time Always Improving - Seek and give feedback - Identify and make improvements to how we do things, however big or small - Work efficiently, and keep things simple - Live within our means - Develop through learning - Engage, innovate and improve	Application Application & Interview Application & Interview Interview & References Interview & References Interview & References Interview & References