

**MANX CARE
JOB DESCRIPTION**

Job Title:	Medical Laboratory Assistant
Location:	Histopathology
Accountable to:	Pathology Manager
Reports to:	Chief BMS Histopathology
Pay Band:	3
Job Evaluation Ref No:	1386/JE/24
<u>JOB PURPOSE</u> To work in the Histopathology laboratory in Nobles Hospital. Duties will include the receipt, checking, entry of requests into the laboratory computer system, dealing with telephone and face-to-face enquiries, assisting in the preparation, processing and testing of specimens, assisting the pathologist/BMS staff with gross specimen dissection and the processing of tissues, keeping laboratory record logs and disposal of clinical waste.	
<u>KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB</u> Knowledge Gained through formal Qualifications • 5 GCSE's (grades A-C) to include Mathematics, English and a Science subject or equivalent level of academic skills. Knowledge Gained through Experience • A variety of laboratory skills acquired through a minimum of 3 years experience. • Quality Control of analysers with legally required completion of documentation. • Previous NHS/Medical experience beneficial. • Basic knowledge of the Human Tissue Act. • Health & Safety and COSHH regulations. Clinical/ Technical Skills • Safe and correct handling of high-risk samples and other specimens, statutory health and safety requirements. • Knowledge of anatomical sites for specimen separation. • Knowledge of over/under fixation, further fixation and decalcification for specimens. Teaching Skills • Involvement in the training of new members of staff. Interpersonal Skills • Ability to communicate with other staff and service users including a wide range of health professionals, clerical staff and members of the public in a professional and sympathetic manner. • Ability to provide advice and guidance on correct specimen collection to other health professionals and members of the public. IT Skills • Basic competency in I.T. in order to use the Internet and label printers. • Keyboard skills required for the efficient utilisation of PAS and the Laboratory Information System.	

MAIN DUTIES & RESPONSIBILITIES

Scientific & Technical

- Receives checks and sorts pathological specimens and ensures minimum data set is adhered to for all requests and specimens.
- Separation of specimens to ensure tissue types are alternate.
- Performs accurate and timely entry of pathology requests into the Laboratory Information System.
- Preparation and documentation of specimens for gross dissection.
- Assisting the pathologist and BMS staff with gross dissection, including generation of additional blocks/slides.
- Use of processing schedules for tissue types
- Store and supply working stocks of reagents and consumables.
- Prepare chemical solutions for use in the laboratory.
- Assist with the routine maintenance and use of clinical laboratory equipment.
- Perform manual laboratory techniques.
- Some basic analyser routine cleaning/maintenance of processing machines.
- Deals with face-to-face enquires from the public and other healthcare professionals in a polite and helpful way.
- Solid tissue storage and disposal.
- Reagent waste disposal/recycling.
- Helps with generation of departmental Standard Operating Procedures with reference to the Line Manager.
- Maintains a variety of laboratory logs, e.g. daysheets, MDT lists, processing reagents etc.
- Prepares chemical solutions by weighing chemicals and measuring liquids.
- Performs Quality Control procedures and completion of legally required documentation.
- Filing of documentation, slides and blocks.
- Responsibility for dealing safely with clinical waste spills and the weekly cleaning and decontamination of laboratory equipment and surfaces.

Human Resources

- In consultation with the Line Manager, assists in the training of new members of staff.
- Responsible for the conduct and performance of new staff in the area of supervision, reporting any problems to the Line Manager.
- Maintains familiarity with all core policies such as absence from work, annual leave, health and safety.
- Assists in the training and mentoring of new staff members.

CLINICAL

- Advises patients and other healthcare professionals on the correct containers and collection conditions for all laboratory analyses.
- Draw to the attention of BMS staff any specimen that does not meet MDS, or may need further preparation or different processing schedules.
- Works as part of team on behalf of the Directorate of Pathology.
- Draw to the attention of BMS staff any warning flags or messages that appear during instrument set up

PROFESSIONAL

- Maintains a high professional attitude to the public, other Health Professionals and colleagues within the Directorate of Pathology.

TRAINING, EDUCATION & RESEARCH

- Attends training activities to update current best practice.
- Assists in laboratory audits e.g. tabulating problem requests/samples by source or consultant team.

• Attends mandatory local training as required by IOM DHSC and Noble's Hospital. • Undertakes a period of in-house training encompassing 12 -18 months to acquire skills previously listed and following training fulfils regular departmental update training requirements.
PLANING & ORGANISATIONAL SKILLS • Plans their working day and area of work in consultation with their peers and then works independently in that area. • Works without supervision within laboratory policies and procedures. • Deals with and resolves critical issues and problems without consultation. • Contributes to the work-based roster with reference to the Line Manager.
COMMUNICATION • Communicates with patients, visitors and other healthcare professionals to offer advice (e.g. on sample collection), answer queries (e.g. on how long before the results are available), accept deliveries (e.g. from porters) or to receive patients or visitors who have appointments with a member of the Pathology staff. • Deals with difficult situations involving patients and other healthcare staff in a calm and professional manner. • Draw to the attention of BMS staff any apparent instrument malfunction while they are working with Histopathological equipment.
LEADERSHIP • Mentoring of new staff members. • Teaches best practice to new members of staff by explanation and practical example.
CLINICAL GOVERNANCE • Is required to attend departmental meetings to contribute to discussions relating to the development of service objectives within the Department of Pathology.
SYSTEMS & EQUIPMENT • The post holder is required to use both the Laboratory Information System and the Patient Administration System in their day-to day duties and is expected to maintain familiarity with their operation. • The post holder is required to be familiar with the fume extraction systems in Histopathology including monitoring and maintenance. • The post holder is required to maintain familiarity with operation of Processors (Machines that prepare tissues for Histopathological analysis), and the cleaning/maintenance of the processors. • The post holder is required to maintain familiarity with the use of solvent recycling systems used in Histopathology.
DECISIONS & JUDGEMENTS • Works within defined departmental policies. • Exercises own judgement when dealing with problem samples and requests e.g. who to contact and what course of action to take. • Resolves critical issues at source without consultation. • Refers equipment errors to BMS staff • Selects specimen coding using own developed knowledge, referring to Biomedical Scientists when unsure of appropriate coding to use.
<u>Confidentiality</u> In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of

the Data Protection Act 2018.	
<u>Health & Safety/Security</u> It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.	
JOB DESCRIPTION AGREEMENT I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process. Job Holder's name (please print) Job Holder's signature: Line Manager's name (please print) Line Manager's signature:	Date: Date:

Job Description Appendix 1

Physical, Mental & Emotional Demands of the Job and Working Conditions

Physical Effort - Some heavy lifting and stretching is required when operating the autoclaves and disposing of the clinical waste. An empty autoclave bin weighs just over 4 kg and a full one up to 10.0 kg. This occurs when rostered to work in Microbiology, on average for two 6-week periods per annum. - Some heavy lifting is also required when dealing with the dispatch of the Cytological specimens to Glasgow. This occurs every Thursday when working in reception, on average for four 6-week periods per annum. - Lifting of blood clinic box onto and off trolley/bench, typical weight 5.5 kg to 10.0 kg depending on contents (7 times per day for an average of four 6-week periods per annum). - Lifting and stretching in the handling of lab stores deliveries and stocking of fridges and shelving. - There are no lifting aids available. - Collection of specimens from the blood clinic requires the use of a trolley (H1000mm x W600mm x D900mm) up to 7 times per day whilst working in reception, on average for four 6-week periods per annum. - Keyboard skills are required for the data entry component of the post which necessarily requires repetitive movements. - The plating out of micro-organisms required for culture media preparation involves stretching and repetitive movements and requires good hand-to-eye coordination.
Emotional Effort - At specimen reception the post holder will occasionally be required to deal with distressed or angry members of the public and with rude or un-cooperative healthcare professionals. - Indirect exposure to distressing clinical details when inputting details into computer relating to patient illness, including terminal disease, sexual assault, children and that relating to

permanent disability.	
Mental Effort • Periods of concentration are required during data entry as accuracy is of paramount importance. Data entry comprises between 50 to 60% of the working day in some areas. During this task there will be frequent interruptions by telephone or from other laboratory staff. In addition to this, urgent samples have to be dealt with immediately requiring that the current task be stopped and returned to later. • Concentration required in the sampling and plating of specimens to maintain safe practice and in order to avoid contamination or patient/sample identification errors. • Working under pressure of time and workloads to complete complex tasks with many interruptions from public, professional and telephone enquiries (e.g. sample posting to reference labs).	
Working Conditions • The post holder will have daily contact with infectious material, blood, body fluids and faeces. • The post holder will have daily contact with high risk specimens and pathogenic organisms. • At specimen reception the post holder will occasionally be required to deal with distressed or angry members of the public and with rude or un-cooperative healthcare professionals. • Indirect exposure to distressing clinical details when inputting details into computer relating to patient illness, including terminal disease, sexual assault, children and that relating to permanent disability. • When preparing culture media and disposing of clinical waste from the autoclaves the post holder will be exposed to hot molten liquids. • Operation of autoclaves and disposal of waste requires working in the presence of unpleasant odours. • The post holder will have daily exposure to fine dusts, strong solvents, acids and other chemicals.	
AGREEMENT OF ABOVE DESCRIPTION I have read and agree with the above description.	
Job Holder's Name (please print) Job Holder's Signature: Line Manager's Name (please print) Line Manager's Signature:	Date: Date:



**PATHOLOGY DIRECTORATE
MEDICAL LABORATORY ASSISTANT
PERSON SPECIFICATION**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
QUALIFICATIONS	5 GCSE's (grades A-C) including Maths, English and a Science subject or equivalent level of academic skills Willingness to undertake relevant in-house training within 12 -18 months of commencing the role		CV/Pre-employment Checks
KNOWLEDGE & EXPERIENCE	Basic knowledge of the Human Tissue Act Understanding of Health & Safety and COSHH regulations.	Previous NHS/Medical experience Previous MLA experience Relevant laboratory experience. Experience of training others Knowledge of anatomical sites for specimen separation. Knowledge of over/under fixation, further fixation and decalcification for specimens.	CV/Interview CV/Interview
SKILLS & ABILITIES	Good interpersonal skills Good communication skills (verbal and written) IT literate Keyboard skills		Interview CV/Interview CV/Interview CV/Interview
PERSONAL ATTRIBUTES	Calm and well organised Self-reliant		Interview/CV
OTHER RELEVANT REQUIREMENTS	Good team worker but also able to work on own	Interest in sciences or healthcare related fields.	Interview/CV Pre-employment Checks