

## JOB DESCRIPTION – Medical Laboratory Assistant

1 Job title	2 Current grade	3 Record filename
Senior Medical Laboratory Assistant	Band 3	

4 Reporting responsibility
To the Head Biomedical Scientist through the appropriate Senior Biomedical Scientists.

5 Job purpose
<p>To participate in the provision of an efficient and cost effective Histology service within Berkshire and Surrey Pathology Services.</p> <p>To prepare tissue samples and perform both routine and special techniques efficiently and in a conscientious manner with respect to work pressures and quality of the service.</p> <p>To assist with other members of staff to provide an efficient and effective service to all users of the Histopathology Department.</p>

6 Principal responsibilities
<p>Technical and Clinical Responsibilities</p> <ul style="list-style-type: none"> <li>• Accepts a wide range of clinical samples into the department from hospital staff, clinic staff and transport services.</li> <li>• Assesses samples for urgency and sorts by discipline.</li> <li>• Ensures sample detail matches request form detail and assigns unique laboratory number to sample and form, requiring complete accuracy and attention to detail.</li> <li>• Ensures that samples meet acceptance criteria, dealing with any non-compliance in accordance with departmental protocols.</li> <li>• Ensures sample is appropriate type for all tests.</li> <li>• Is fully conversant with relevant departmental policies and Standard Operating Procedures, ensuring that personal performance complies with Accreditation standards.</li> <li>• In conjunction with Biomedical Scientist (BMS) staff, ensures the validity of automated results</li> </ul>

by the use of appropriate control materials.

- Carries out appropriate maintenance, checks and fault finding procedures on sophisticated automated equipment.
- Works in cooperation with BMS staff to ensure workload is processed in a timely and efficient manner.
- Performs a variety of manual laboratory procedures, which are under indirect supervision from Registered BMS staff. Procedures include the setting up of tests and pre-analytical sample preparation.
- Performs telephone duties that include making and receiving calls from and to the laboratory.
- To assist medical and technical staff in recording specimen descriptions during dissection, and to clean/disinfect the dissection area afterwards.
- To accurately type patient details and required tests into the Pathology computer system.
- Using a Microtome, to cut sections from tissue from the samples processed to paraffin wax. The section thickness will vary between 2 and 10 millionths of a metre depending upon the tests to be performed and the type of tissue. The numbers of tests to be performed vary according to the type of tissue and clinical details.
- To stain sections produced by microtomy using an automated instrument and solve any technical problems with the staining machine as and when they arise.  
Mount stained microscope slides using an automated cover slipping machine and solve any technical problems with the machine as and when they arise.
- To embed and produce wax blocks by manually orientating and manipulating tissue samples in the correct three dimensions for each particular sample, involving tiny fragments of tissue 1 to 2mm in size, and selecting a choice from a range of options.
- To notify a senior member of staff if stocks of laboratory consumables fall below agreed levels.  
To maintain, clean and change reagents on machines and instruments according to departmental and manufacturer protocols.
- To dispose of leftover samples and spent reagents according to policy using an understanding of current legislation and lawful methods.

#### Role Responsibilities

- Works to achieve competencies across the repertoire of the department as appropriate to grade.
- Communicates effectively with other staff groups both internal and external, including healthcare professionals, transport and portering staff, patients and their representatives and commercial suppliers.

- Provides and receives sensitive information from patients and their representatives where empathic skills are required.
- Displays and maintains an appropriate level of IT skills. Is able to input patient and request data, maintain and amend patient records, interrogate the laboratory and hospital databases and perform basic word processing and spreadsheet work.
- Performs a range of administrative tasks in all sections of the laboratory as required. This includes archiving and retrieval of specimens and data, maintenance of archived material and audit trails.
- Ensures efficient use of resources and is aware of stock levels and rotation, storage conditions, batch numbers and expiry dates, thus ensuring the viability of reagents and/or blood products used.
- Ensures appropriate stock levels are maintained in own area of operation, this may include issuing stock to external departments and GP surgeries, and ordering stock from external suppliers under supervision.
- Ensures accurate stock records are maintained.
- Maintains a clean and safe working environment through good laboratory practice. This may include disposal of clinical waste, autoclaving, decontamination processes.
- Aware of Clinical Governance, Control of Substances Hazardous to Health (COSHH) and local Health and Safety policies, reporting problems, errors or breaches to the Senior BMS staff.
- Despatches biological samples to referral and ensures that sample despatch complies with current guidelines.
- To answer telephone calls and deal with messages and enquiries

#### Other Responsibilities

- Demonstrates excellent personal communication and team working skills.
- Complies with the requirement to practice within information governance, data protection and confidentiality guidelines.
- Works as part of a team to ensure that departmental performance targets are met by continually assessing priority of work.
- Participates in the Trust Personal Development Programme and works towards identified development needs.
- Attend all mandatory training courses.
- Attends and participates in departmental and Trust-wide staff meetings as appropriate and demonstrates a positive attitude to these

- Provides training support and assistance to newly staff as appropriate (including the demonstration of procedures to less experienced staff)

## 7 General responsibilities

To be aware of the inherent hazards of the work and to take appropriate precautions at all times, reporting to the Head Biomedical Scientist or Safety Officer any accident or potential hazards.

Abide by current policies and procedures defined by the Royal Berkshire NHS Foundation Trust and/or the Pathology Risk Management Team and to comply with the Health and Safety at Work Act.

Your attention is drawn to the confidential aspects of the post. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms must, under no circumstances, be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal. You should also be aware that, regardless of any disciplinary action taken, a breach of confidence could also result in a civil action for damages.

### Health and Safety Statement

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Follow consistently high standards of Health & Safety practice, especially with reference to adherence to dress/uniform code.
- 2) Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
- 3) Participate in mandatory training updates.
- 4) Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.

### Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- 1) Following consistently high standards of infection control practice, especially with reference to decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
- 2) Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- 3) Participating in annual mandatory training updates.
- 4) Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.

### **Safeguarding Children and Adults**

The Royal Berkshire NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority.

## **8 Terms and conditions**

These will be in accordance with the Royal Berkshire NHS Foundation Trust conditions of service.

This job description is not exhaustive and will be subject to periodic review in association with the postholder.

<b>Job Holder's Signature</b>		<b>Date</b>	
<b>Manager's Signature</b>		<b>Date</b>	