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**Directorate of Laboratory Medicine  
Department of Microbiology**

**Associate Practitioner  
Job Description and Person Specification**

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**Name:**  
**Job Title:** Associate Practitioner  
**Band:** 4  
**Directorate:** Laboratory Medicine  
**Reports to:** Senior Biomedical Scientist  
**Accountable to:** Operational Manager  
**Professionally  
Accountable to:** Head Biomedical Scientist  
**Responsible for:**  
**Main Base:** York Hospital

**Contract Status:** Permanent

**AfC Job  
reference:67/2015**

**JOB SUMMARY/ PURPOSE:**

The post holder will perform a limited range of complex tasks in closely defined areas comparable with a Biomedical Scientist. These will include scientific procedures and result interpretation on biological samples that contribute to the diagnosis, treatment and monitoring of diseases and the investigation of other pathological processes. The post holder will receive and make telephone enquiries and take and give results to other healthcare professionals. They will perform some reception, Medical Laboratory Assistant (MLA) and clerical duties.

The post holder is a member of a team of laboratory staff that deliver a medical laboratory service designed to enable efficient and effective patient care and resource management within the Trust. At all times they must maintain the required high standards in quality and support the Trust values and beliefs.

The post holder will use their individual judgment to make decisions that will have an impact on the provision of accurate and timely reports within available resources.

The post holder will also be expected to support advise and train less experienced staff such as trainees, students and Band 2 MLAs and to ensure that personal proficiency and competence are maintained.

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## **ORGANISATIONAL CHART:**



Organisational  
Chart.doc

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## **KEY RELATIONSHIPS:**

Within the laboratory as detailed on the organisational chart

Outside the laboratory with ward and GP staff, suppliers of reagents, engineers from equipment suppliers plus facilities and external contractors as necessary.

## **KEY DUTIES:**

The post holder will be expected to

- communicate complex scientific information and patient results concisely and accurately to Biomedical Scientists in their own and other departments and to outside agencies
- attend departmental meetings e.g communication meetings, staff meetings and quality meetings as required by the laboratory manager
- Perform manual, semi-automated and fully automated laboratory investigations according to the laboratory SOP and using specifically defined interpretative and judgmental skills when-
  - Preparing and examining samples and issuing results
  - Performing complex manual techniques requiring a high level of concentration and dexterity for long periods of time.
  - Examining bacterial culture plates and reporting results where relevant.
  - Performing microscopic examination of patient samples.
  - Using automated equipment when analysing patient samples
- Support and assist the MLA and clerical team with their routine duties as needed to ensure delivery of a high quality service
  - use the laboratory information management system according to the authorised protocols for data input, result entry and recall, audit trails.
  - measure and monitor the quality of laboratory investigations using appropriate internal and external quality procedures.

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- take effective corrective action when quality control or assurance procedures indicate loss of performance of the laboratory instruments or methods.
- participate in the evaluation and validation of new equipment or methods to the department, as appropriate.
- participate in research, development and project work as directed by managers.
- keep up to date with current scientific and technical developments including attendance at scientific meetings if appropriate.

### **KEY RESPONSIBILITIES:**

- Planning managing and prioritising own workload having regard to other team members and ensuring it is completed in a timely accurate and appropriate manner
- Responsible for supervising the work and monitoring and documenting the performance of MLAs and trainees/students in the procedures for which the post holder is responsible.
- Ensuring the continued supply of reagents and that these are stored and used according to manufacturer guidelines
- Ensuring that appropriate preventative maintenance has been carried out, and recorded, on laboratory instruments and equipment prior to being used for patient investigations.
- Responsible for identifying problems within the areas they are working and reporting them to their manager
- Responsible for first line troubleshooting of analytical equipment.
- Ensuring all their work is carried out to the standards necessary for laboratory accreditation (UKCAS)
- After appropriate training and achievement of competency assisting in the training and direction of new support staff.

## **KEY VALUES:**

- A commitment to the provision of a high quality service demonstrated by a flexible approach to manage changes in workload, patterns and requirements.
- Respectful and supportive of colleagues with a pleasant and confident manner
- Uses initiative when dealing with people to resolve issues and offers solutions to the benefit of patients, staff and the organisation

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

### **Values, drivers and motivators:**

- Caring about what we do.
- Respecting and valuing each other
- Listening in order to improve (always seeking to improve)
- Always doing what we can to be helpful

### **Providing support by:**

- Working in partnership and responding to local needs
- Respecting Differences: Building on similarities.
- Empowering people to be involved in decisions about how we provide care
- Encouraging others to behave respectfully in line with our values
- Suggesting 'Values Behaviours' to influence and perform efficiently in line with our brand.

## STANDARD GENERIC ITEMS

The post holder will uphold and support these values in accordance with the Personal Responsibility Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. The post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder is responsible and accountable for their own practice in line with Trust Infection Prevention and Control policies that reflect evidence, best practice and legislative requirements.

The post holder will have the appropriate level of child protection and adult safe guarding knowledge, skills and practice required for the post and be aware of and comply with the Trust's child protection and adult safe guarding policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- Health & Safety: Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.

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- Fire: The post-holder must adhere to the Trust's Fire Policy, including attendance at training.
- Working Time Regulations: The postholder must ensure that they do not work more than an average of 48 hours per week based on a 17-week period regardless of whether this is for the Trust as a secondary contract, as overtime, bank/casual, agency work or with another employer.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones, other than designated smoking areas.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder. The job description will be reviewed annually as part of the Trust's Appraisal process.

**JOB DESCRIPTION AGREEMENT:**

|                                        |                                     |
|----------------------------------------|-------------------------------------|
| <b>Job Holder [Print name]</b>         | <b>Job Holder Signature</b>         |
| <b>Recruiting Manager [Print name]</b> | <b>Recruiting Manager Signature</b> |

## PERSON SPECIFICATION

### Associate Practitioner (AP) Microbiology

#### Associate Practitioner

| Criteria                                      | Essential                                                                                                                                                                                                                                               | Desirable                                                                                                                                            |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, Qualifications and Training</b> | Education equivalent to AS Level or higher OR NVQ Level 2 in Laboratory sciences OR<br>2 years laboratory experience plus a recognised qualification in Maths and English Language, or Science and Humanities as alternative.                           | NVQ level 3 in Laboratory sciences or equivalent foundation degree in a relevant subject.<br><br>IBMS Certificate of Achievement Parts 1 and 2       |
| <b>Experience &amp; Knowledge Required</b>    | Previous laboratory experience in microbiology.<br>Basic knowledge of laboratory health & safety<br>Some theoretical knowledge of Microbiology                                                                                                          | Working towards BSc and HCPC registration<br><br>Knowledge of COSHH legislation                                                                      |
| <b>Skills &amp; Attributes</b>                | Well organised with a methodical approach<br>Accurate and able to pay close attention to detail<br>Able to concentrate for long periods<br>Able to recognise problems and offer solutions<br>Able to communicate with other professionals at all levels | Able to plate out Microbiological samples to an acceptable standard<br><br>Able to use standard laboratory equipment such as pipettes, Bunsen burner |
| <b>Aptitude &amp; Personal Qualities</b>      | A flexible nature to cope with changing demands of the service<br>Responsible and mature attitude<br>Articulate and confident with a pleasant manner<br>Able to work extended days weekends and Bank Holidays                                           |                                                                                                                                                      |
| <b>Values, Drivers &amp; Motivators</b>       | Ability to demonstrate our organisational values and behaviours:                                                                                                                                                                                        | Willing to expand role to include more complex tasks                                                                                                 |

|  |                                                                                                                                                                                                                                                                                                                                                     |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <ul style="list-style-type: none"><li>- Caring about what we do</li><li>- Respecting and valuing each other</li><li>- Listening in order to improve (always seeking to improve)</li><li>- Always doing what we can to be helpful</li></ul> <p>Willing to undertake training in all relevant tasks</p> <p>Willing to attend all relevant courses</p> |  |
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**KSF GENERIC BAND OUTLINE:**

| PAY BANDS      | C1:<br>COMMUNICATION | C2:<br>PERSONAL &<br>PEOPLE<br>DEVELOPMENT | C3:<br>HEALTH, SAFETY<br>& SECURITY | C4:<br>SERVICE<br>IMPROVEMENT | C5:<br>QUALITY | C6:<br>EQUALITY &<br>DIVERSITY |
|----------------|----------------------|--------------------------------------------|-------------------------------------|-------------------------------|----------------|--------------------------------|
|                | LEVELS               |                                            |                                     |                               |                |                                |
| 1              | 1                    | 1                                          | 1                                   | 1                             | 1              | 1                              |
| 2              | 2                    | 1                                          | 2                                   | 1                             | 1              | 2                              |
| 3              | 2                    | 2                                          | 2                                   | 1                             | 2              | 2                              |
| 4              | 2                    | 2                                          | 2                                   | 2                             | 2              | 2                              |
| 5              | 3                    | 3                                          | 2                                   | 2                             | 2              | 2                              |
| 6              | 3                    | 3                                          | 2                                   | 2                             | 3              | 2                              |
| 7              | 3                    | 3                                          | 3                                   | 3                             | 3              | 3                              |
| 8 a-b          | 4                    | 4                                          | 3                                   | 4                             | 4              | 3                              |
| 8 c-d<br>and 9 | 4                    | 4                                          | 4                                   | 4                             | 4              | 4                              |

# Occupational Health & Wellbeing Services

## OH1a Job Risk Assessment Sheet

Occupational Health & Wellbeing Services  
 Centurion House  
 Tribune Way  
 Clifton Moor  
 YORK  
 YO30 4RY  
 Tel: (01904) 725099  
 E-mail: [occhealth-clerical@york.nhs.uk](mailto:occhealth-clerical@york.nhs.uk)

This profile is intended to identify the hazards that the post holder is likely to be exposed to whilst undertaking this role. It is intended to complement the Work Health Assessment Form.

**Job Title: Associate Practitioner**

**Directorate: Laboratory Medicine**

**Name:**

**Occupation:**

| The job involves occupational exposure to:                                                    | Yes<br>√ | No<br>√ | Details                                                |
|-----------------------------------------------------------------------------------------------|----------|---------|--------------------------------------------------------|
| Clinical contact with patients                                                                |          | √       |                                                        |
| Non clinical contact with patients                                                            |          | √       |                                                        |
| Respiratory irritants (e.g. fumes, dust)                                                      |          | √       |                                                        |
| Exposure to noise over 80db                                                                   |          | √       |                                                        |
| Latex                                                                                         |          | √       |                                                        |
| Cytotoxic agents                                                                              |          | √       |                                                        |
| Solvents                                                                                      |          | √       |                                                        |
| Working at night                                                                              |          | √       |                                                        |
| Working at heights                                                                            |          | √       |                                                        |
| Food preparation and handling                                                                 |          | √       |                                                        |
| Working alone                                                                                 |          | √       |                                                        |
| Shift work                                                                                    |          | √       |                                                        |
| Exposure prone procedures (e.g. surgical invasive procedures)                                 |          | √       |                                                        |
| Regular work with patients with TB/handling of TB specimens                                   |          | √       |                                                        |
| Work with potentially aggressive patients/clients (verbally or physically)                    |          | √       |                                                        |
| Regular requirement to stand/bend/kneel/walk, etc                                             |          | √       |                                                        |
| Regular requirement to lift/push/pull patients/objects                                        |          | √       |                                                        |
| Very hot or very cold working environments                                                    |          | √       |                                                        |
| Work with immunocompromised patients                                                          |          | √       |                                                        |
| Regular use of display screen equipment                                                       | √        |         | Use of DSE for data entry; up to several hours per day |
| Driving duties (patient/client/staff transport/transportation of goods, e.g. post, specimens) |          | √       |                                                        |
| Exposure to hand transmitted vibration                                                        |          | √       |                                                        |
| Working in confined spaces                                                                    |          | √       |                                                        |

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| Risk of blood or body fluid exposure                                                      | √ |   | Handling patients samples is key part of role; risk assessments have been done                                                  |
| Exposure to ionising radiation                                                            |   | √ |                                                                                                                                 |
| Exposure to substances hazardous to health (COSHH regulations); please specify substances | √ |   | Occasional use of hydrochloric acid (dilute), acetone, IMS; stains including methyl violet, carbol fuchsin, saffranin, auramine |
| High mental stress content                                                                |   | √ |                                                                                                                                 |

OH1a/jobriskassessmentsheet/sept2011/reviewsept2013/preparedbyEAW