

Job Description

Job Title:	Biomedical Assistant – Blood Sciences
Band:	Band 2
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Specimen Reception Supervisor
Accountable to:	Through Head of Department to Clinical Director

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

Job Summary

To assist in the provision of laboratory services. Pre-analytical duties include receipt, sorting and numbering of samples, data entry and specimen preparation. Post-analytical duties include telephone results enquiries, filing, sample disposal, general laboratory housekeeping and dealing with referred work.

KEY WORKING RELATIONSHIPS

The post holder will be required to work as part of a team in specimen reception and also support the main laboratory in a similar role as the need arises to provide the service.

KEY RESULT AREAS

You will be expected to have or develop the following competencies:

Communication, Oral, Written and Understanding

- Communicate information correctly and accurately in an understandable and helpful way.
- Ensure information is carefully filed and can be easily retrieved.
- Complete all paperwork accurately using correct grammar and spelling whilst paying particular attention to detail.
- Pick out essential information from all forms of communication and ask when something is not clear

Information Technology Skills

You will be required to ensure:

- Patient confidentiality is maintained at all times only releasing information to those staff authorised to receive it.
- All electronic information is entered and retrieved in an accurate and timely manner.

Customer Awareness

- Consistently displays empathy and a pleasant, helpful manner when dealing with patients, visitors and staff.
- Demonstrates an understanding of the importance and relevance of good customer relations.
- Delivers a quality service to customers within agreed timescales.
- Contributes to the setting of standards and identifies where these are not met.
- Demonstrates an understanding of the importance of complaints and their proper handling.

Teamwork

- Recognises own role as part of a working team, and helps others within that team.
- Fully contributes to achieving the objectives of the team.
- Works with and understands the needs of other teams.
- Is open to new ideas, suggestions and ways of working within the team(s).

Analytical

- Has the ability to analyse routine information carefully and break down problems or situations into their component parts.
- Knows what information is available and keeps up to date with changes in information to do the job.

- Identifies and communicates obvious anomalies and discrepancies in information.

Planning/Implementation/Effectiveness

- Plan and prioritise work to meet deadlines.
- Informs manager of factors that may influence priorities or decisions.
- Implements decisions following established guidelines and procedures.
- Adopts a flexible approach and modifies objectives with line managers as necessary.

Organisational Awareness

- Uses resources in a cost effective manner.
- Demonstrates an awareness of prompt time keeping and attendance at the work place.

Appraisal/Personal Development

You will be expected to:

- Participate in the UHL Performance Appraisal Development Review programme.

Staff Training and Development

You will be expected to:

- Openly share knowledge and experience with colleagues.
- Participate in the development of colleagues where appropriate

Operational Duties

- Specimen receipt from patients, hospitals and GP surgeries, and distribution to specialities.
- Checking and numbering of samples.
- Data entry and retrieval on laboratory computer system.
- Handling of telephone enquiries.
- Preparation of samples for analysis.
- Disposal of samples and laboratory waste.
- Maintaining stocks of everyday supplies
- Matching invoices for referred work
- General laboratory filing and storage
- Laboratory housekeeping.

In addition to the key job responsibilities detailed in this job description all employees at UHL NHS Trust are expected to comply with the general duties detailed below

GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

Person Specification

Post:
Band:

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust’s Values and Behaviours		I
Training & Qualifications	Basic standard of education to GCSE (level 2) including Maths and English. Basic computer skills.	Evidence of continued personal development.	A
Experience	Evidence of previous work involving attention to detail.	Evidence of working in a healthcare environment. Awareness of H&S issues.	A
Communication and relationship skills	Suitable written skills with legible handwriting. Evidence of ability to communicate at all levels clearly and concisely by telephone and face to face. Good communicator and team	Show willingness to learn. Evidence of previous experience of working under pressure or to a deadline. Evidence of social skills and ability to integrate with rest of team.	A / I

Job Title:
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	worker.		
Analytical and Judgement skills	Able to show self-motivation and use initiative, recognising when to refer upwards.		A / I
Planning and organisation skills	Can prioritise work and use initiative when appropriate. Experience of managing your time to complete an allocated task.	Able to work under pressure or to deadlines.	A / I
Physical skills	Requires highly developed physical skills including accurate eye to hand coordination Able to maintain prolonged concentration for specific tasks		I
Equality and Diversity	Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		A / I
Other requirements specific to the role	Flexibility to meet service requirements.		A / I

