

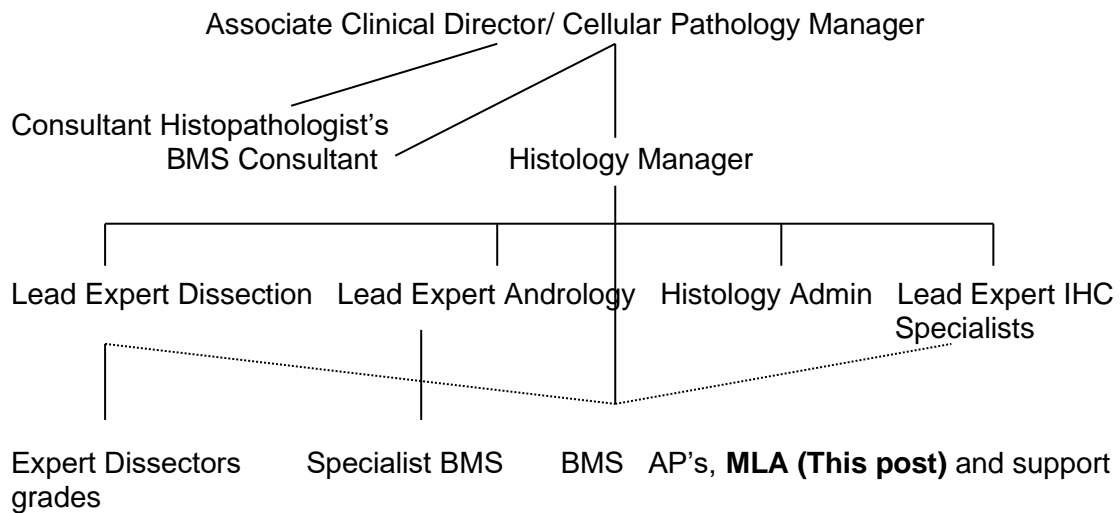
Job Description

JOB TITLE	Medical Laboratory Assistant (MLA)
GRADE	Band 2
REPORTS TO	Team Leader/Specialist BMS
ACCOUNTABLE TO	Histology Manager
DEPARTMENT	Histology
DIVISION	Cancer, Diagnostics and Clinical Support
DATE	August 2024

JOB PURPOSE

To assist Biomedical Scientists and Consultant staff in the receipt, processing and testing of tissue specimens and to work as part of a team in the provision of a diagnostic Histology service.

ORGANISATIONAL CHART



..... Staff rotation to specialist area of lab

DIMENSIONS

Staff

- 1 BMS Consultant
- 3 Expert Lead BMS (Reception and Dissection; IHC and Specials; Andrology)
- 5 Expert Dissectors
- 9 BMS
- 7 Associate Practitioners
- 16 MLA and ancillary support staff

Workload

40,000 Histology requests
1,200 Autopsy cases

TAT's

80% in 7 days E2E and 90% in 10 Days E2E

COMMUNICATIONS AND WORKING RELATIONSHIPS

- Communicates effectively and confidently with colleagues, clinicians and other service users
- Observes strict confidentiality over all matters of your day -to-day work to protect patient and staff privacy.
- Maintains a professional manner when dealing with general enquiries to the department from staff and clients outside of the service.

KEY RESULT AREAS

- Assist with the receipt, numbering up and distribution of specimens within the department as well as dealing with the transfer of specimens to external laboratories (toxicology).
- Participate in the input of patient and laboratory data onto the pathology computer system utilising the patient administration system. Clarification of patient data through external sources i.e. clinicians and GPs.
- Dealing with general laboratory enquiries. Ensures complex queries are passed to an appropriate member of staff.
- Work in partnership with Consultant Pathologists and Biomedical Scientists AND Associate Practitioners who carry out tissue dissection and specimen handling including decal testing.
- Participates in routine maintenance of automated machines within the department.
- Ensures waste materials including solvents, chemicals and tissues samples are discarded according to departmental policies and procedures.
- Participates in stock control in immediate working environment
- Ensures the immediate working environment is kept clean and tidy.
- Microtomy of tissue blocks

- Assisting with the production of microscope slides (Harvesting).
- Labelling and sorting of slides to consultants.
- Filing and retrieval of microscope slides and tissue blocks.
- Production of chemical stock reagents as directed.
- Carry out Formalin/chemical level readings according to SOPs.
- Review of departmental protocols and participation in Audit and training of fellow staff.

DECISION MAKING

Act as a role model and ensure that all team members and others visiting the area give a high priority to policies and procedures relating to infection control in order to maintain a safe clinical environment for everyone.

Escalate issues and concerns to senior staff.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	A Minimum of 2 GCSE grades in English and Biology or other academic equivalence. City and Guilds NVQ clinical laboratory support level II or equivalent	NVQ diploma in clinical laboratory support
Knowledge and experience	Laboratory working environment H+S and COSHH Risk Assessment Reagent and Chemical handling Customer/Client handling Typing experience Knowledge of a laboratory working environment Experience in reagent manufacture Experience of stock and consumable handling Familiarity with numeric filing systems Experience of IT software systems	Knowledge of pathology laboratory environment. Stock and consumable handling work experience in a laboratory
Skills and Ability Negotiating? Influencing?	Good interpersonal skills Knows who to direct more	

Leadership?	<p>complex enquires to. Can respond to general queries in an efficient and confident manner</p> <p>Ability to work in a flexible manner and meet the demands of the service Ability to use initiative and prioritise own work tasks to ensure efficient through put of work</p>	
Behaviours Personal qualities?	<p>Professional and Courteous Respectful of individuals opinions Enthusiastic, helpful reliable consistent and supportive</p>	

PERSON SPECIFICATION

Communication and relationship skills (include internal/external contacts)

Good interpersonal skills

Ability to liase with colleagues, clinicians and other service users. Can respond to general queries in an efficient and confident manner. Knows who to direct more complex enquires to.

Knowledge, training and experience

Minimum 2 GCSE grades in English, and Biology or other academic equivalence.
Familiar with IT systems and has good accurate typing skills.
NVQ diploma in clinical laboratory support

Analytical and judgemental skills

Use skills and knowledge obtained to make judgements on routine facts and situations.

Planning and organisational skills

Ability to plan, organise and prioritise own work on a day-to-day basis.

Physical skills

Good hand eye co-ordination

High level of dexterity and manipulation skills i.e. microtomy, harvesting skills and femoral head dissection

Responsibilities for patient / client care

Participates in the laboratory testing of biological samples

Responsibilities for policy and service development

Follows the trust/departmental policies and procedures. Comments on departmental SOPs, input into departmental meetings

Responsibilities for financial and physical resources

Responsibility for safe use of complex equipment less than £30K. Maintains resources in immediate work area. Informs senior staff member when stocks are low.

Responsibilities for human resources

Demonstrates own job to others.

Responsibilities for information resources

Utilises the computerised and manual information systems available.

Data entry
Result enquiries

Responsibilities for research and development

Occasional requirement for equipment testing and participation in surveys and audits.

Freedom to act

Is guided by departmental SOPs. Will request assistance when needed. Supervised by Biomedical Scientists and Associate Practitioners
Organises own work pattern when assisting pathologists in cut up

Physical effort

Frequent restricted work position for ½ shift i.e. microtomy and data entry work. Occasional moderate physical effort i.e. putting deliveries away.

Mental effort

Frequent prolonged concentration required for microtomy, harvesting and data entry work over ½ a shift.

Emotional effort

Occasional exposure to distressing and emotional circumstances i.e. dignified disposal of foetal remains.

Working conditions

Frequent exposure to highly unpleasant working conditions and some exposure to noxious hazards in a controlled environment i.e. tissue dissection and formaldehyde exposure

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 14,500 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development

- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".