

BAND 2 MLA

Key Responsibilities

Duties of clerical MLA role- receipt and numbering samples
Preparation of work station for use and clean down, use of IT system, relay of information to dissector
Ensure machines are left in readiness for next use
Change of reagents on tissue processors, strip down of H+E stainer remove when ready, and highlight errors
Cut good quality sections efficiently all blocks. Highlight errors to BMS/AP
Accurate slide production methodology
Ensure slides are on the H+E stainer in a timely manor
Ensure labels are attached to the right slides, following all QC stages for this process. Rectifying slide labelling issues and escalating to a BMS if unable to resolve
Use IT system to issue work to consultants and place workload in cupboard or pigeon holes.

Routine Duties

Receipt and numbering up of samples
Clerical IT duties for the booking in and subsequent processing of data for patient samples
Handling general laboratory enquiries
Calls to senders clarifying details
Distribution of samples to the correct area of the laboratory
Preparation of stocks for users
Chain of custody validation
Production of cassettes for dissection
Collection of samples from main reception and Theatre/clinics
Stock replenishment
Assisting with Dissection
Machine maintained: Tissue processors; embedders, microtome and water baths, IHC strainers, H+E stainer.
Removing blocks from embedders
Batching for trimming
Microtomy
Harvesting
Collating slides for staining
Slide labelling
Spli and issue of workload
Archive retrieval LRCH
Flam store stocks and receipt
Notification of orders to Genta Medical

Additional Activity

Cover duties of Band 2 ancillary staff as and when required i.e. pot washing and sample disposal.