Job Description

Job Title: Andrologist BMS

Location: Department of Andrology

Reporting to: Head of Andrology

Accountable to: Laboratory Director

Overall Job Purpose:

To assist in the daily running of the Andrology Department Reception and to assist in the performance of all routine diagnostic analytical work for the Andrology Department. All work to be carried out in compliance with documented procedures and in accordance with appropriate accreditation and, or regulatory bodies (e.g. UKAS etc.)

Main Duties:

To include, but not be restricted to, the following duties:

- To engage in all duties required for the process of all Andrology patient reception ensuring that the highest levels of quality and service are maintained
- Working within the Andrology Department, to book appointments, prepare patient rooms, to receive semen samples submitted for analysis and to enter results on the Winpath system
- To engage in all duties required for the process of all Andrology tests ensuring that the highest levels of quality and service are maintained
- To be fully familiar with the laboratory IT system
- To work effectively to ensure processing time-scales and turnaround times to the requirements of the company are consistently met
- To assist in the day to day operation of the laboratory
- To take part in effective internal and external Quality Control and Assurance scheme
- To adhere to all operational SOPs relating to the TDL Andrology Department
- To be fully familiar with document control procedures and to ensure that the Department meets all standards required by UKAS
- To ensure all procedures are performed in accordance with the relevant Health and Safety at Work regulations for laboratory workers.
- To adhere to flexible working arrangements within the department, including contributing to the Saturday rota
General Duties

To become fully familiar with the purpose and laboratory organisation of the TDL Andrology service as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work. To attend laboratory meetings as required.

To behave in a professional manner and cooperate with all other members of staff at all times.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current UKAS standards, regulatory requirements and the TDL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your department as well as the Company, and you should behave accordingly. Matters regarding patients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures.

You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.

To adhere to and to positively promote the Sonic / TDL Core Values.

To maintain the highest professional and technical standards in your work

Other duties as assigned by the Laboratory Director and the Head of Andrology.

Person Specification

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<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tr>
<td>Qualifications</td>
<td>BSc (hons) in Biological Science or related field</td>
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<td></td>
<td>General knowledge of male reproductive system advantageous</td>
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<td>HCPC registration (preferable)</td>
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<td>Experience</td>
<td>Preferably previous employment for a minimum 1 year in a similar post or related discipline</td>
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<td>Demonstrated sound laboratory technique</td>
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<td>Experience in semen analysis advantageous</td>
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| Skills and Abilities | Excellent written and verbal communication skills  
|                     | Comfortable liaising with patients and healthcare professionals  
|                     | Ability to work on own initiative and as part of a team  
|                     | Ability to prioritise workload and work under pressure  
|                     | Ability to problem solve in an efficient and effective manner  
|                     | Skilled in use of Microsoft Office including Excel and MS Word  
|                     | Skilled in use of statistical analysis packages  
|                     | Ability to maintain confidential and accurate records  
|                     | Excellent time keeping skills |
| Personal Qualities   | Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines, able to learn and assimilate new information.  
|                     | Commitment to working the hours required to fulfil the job, including flexibility of working.  
|                     | Able to work well within a small team |

This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: .........................................................  
Signed: .........................................................  
Date: .........................................................  
Manager: .........................................................  
Signed: .........................................................  
Date: .........................................................