Job Title: Cervical Screening Administrative Officer

Location: Cytology Department, 250 Euston Road

Reporting to: Cytology Laboratory Manager

Accountable to: TDL Group Laboratory Director

Overall Job Purpose: To provide general administrative support for the Cytology Department, enter demographic, clinical and request gynaecological cytology data in the laboratory computer system. The post holder will be expected to utilise the laboratory based computerised call/recall system and the national NHSCSP database to assist the failsafe officer by ensuring appropriate failsafe monitoring procedures are in place. Collate data on behalf of the department, assist with completing statistical returns. Assist with general administrative duties, typing clinical letters, filing, minute taking and entering results onto the Laboratory Informatic Management System (WinPath)

Main Duties:

- Assist with processing requests, ensuring all required identifiers [patient demographics, clinical details, history, and test requests] are booked into the laboratory computer system and request forms scanned as per protocols.

- Liaise with GPs / sample takers regarding incomplete data on request forms

- Liaise with TDL couriers, to ensure all samples are transported to the Cytology Laboratory, TDL 250 Euston Road in a timely manner and as agreed in protocols.

- Validate and send out authorised hard copy reports to sample takers

- Assist with inputting of pathologists reports onto LIMS.

- Assist with collation of laboratory performance data and daily incomplete lists

- Co-ordinate cases to be presented at MDT meetings and maintain appropriate records.

- Assist with management of failsafe systems within the laboratory.
- Follow up samples with a recommendation of referral to Colposcopy to ensure all patients have been referred (details in NHSCSP Pub 21, 2004)

- Liaise with the PCT call/recall team on data quality issues

- Monitor the data quality of results entered manually onto Open Exeter computer system using daily print out records sent by PCT to laboratory.

- Monitoring the data quality of registrations, appointments and results on the hospital based laboratory and colposcopy computers.

- Assist with production of laboratory statistics LIMS and CYRES database (eg TATs, KC61).

- Assist with reviewing of SOPs under supervision of cytology deputy manager

- Attend meetings with external organisations having an interest in the cervical screening programme.

- Liaise with the Regional Quality Assurance Centre
**General Duties**

To become familiar with the day to day organisation of the department as it affects your work. You should be aware of the functions of other members of staff in the department as they affect your work.

To be fully familiar with the laboratory IT system and its appropriate utilisation in the discharge of your duties.

To undertake such work as you are assigned in a careful and efficient way and in compliance with CPA guidelines. You will be trained for the work that you are expected to perform. Do not attempt any work unless you are confident you can carry it out properly.

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 staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and your staff 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 conduct of the department. This is particularly important in the case of Health & Safety and Fire procedures. To behave in a professional manner and co-operate with all other members of staff at all times.

Staff will participate in the Annual Joint Review procedure, and this job description will be reviewed as part of the Annual Joint Review procedure.

To work flexible hours according to the Department requirements, as decided by Management.

To attend laboratory meetings, training sessions and departmental audits as required.

To maintain the highest standards of quality within the department at all times.

Other duties as specified by the Laboratory Manager.
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<tr>
<th>Attributes</th>
<th>Requirements</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Good general education with A Level passes or equivalent.</td>
<td>Application form, interview and sight of qualification certificates</td>
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<td>Degree or equivalent desirable.</td>
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<tr>
<td>Experience</td>
<td>A minimum of three years experience working with computers.</td>
<td>Application form, interview and references.</td>
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<td>Experience of using databases.</td>
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<td>Knowledge of cervical screening programme.</td>
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<td>Practical and intellectual skills</td>
<td>Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numerate. Highly skilled in use of Microsoft Office. Experience of utilising statistical analysis software. Able to take minutes and write reports.</td>
<td>Application form and interview.</td>
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<td>Disposition / Adjustment / Attitude</td>
<td>Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines, able to learn and assimilate new information.</td>
<td>Interview and references.</td>
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<td>Additional Circumstances</td>
<td>Commitment to working the hours required to fulfil the job, including flexibility of working. Able to organise personal workload to meet deadlines. Respects confidentiality.</td>
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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: ..................................................