Job Description

Job Title: Andrologist
Location: Department of Andrology
Reporting to: Head of Andrology
Accountable to: Laboratory Director

Overall Job Purpose:

To assist in the performance of the routine diagnostic analytical work of the Andrology Department while complying with and working to all documented procedures in accordance with appropriate accreditation and, or regulatory bodies (e.g. CPA 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 tests ensuring that the highest levels of quality and service are maintained.
- To be fully familiar with the laboratory IT system and to participate in the data verification procedures for authorization and validation of laboratory results.
- 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 CPA UK Ltd.
- 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 undertake such work as you are assigned in a careful and efficient way and in compliance with current CPA 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. To behave in a professional manner and cooperate with all other members of staff at all times.

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.

To participate in an Annual Joint Review.

Person Specification

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>BSc (hons) in Biological Science or related field</td>
</tr>
<tr>
<td></td>
<td>HPC registered (clinical scientist or biomedical scientist)</td>
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<td></td>
<td>General knowledge of male reproductive system advantageous</td>
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<tr>
<td>Experience</td>
<td>Previous employment for a minimum of 1 year in a similar post or related discipline</td>
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<td></td>
<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.
- 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: ..................................................