Job Description

Job Title:  Medical Laboratory Assistant (MLA)

Location:  Haematology & Blood Transfusion, Northwick Park Hospital

Reporting to:  Laboratory Lead, Haematology & Blood Transfusion

Accountable to:  Haematology Laboratory Manager

Overall Job Purpose:

To assist with the daily running of the laboratory section to which you have been assigned within the Department of Haematology and Blood Transfusion. To assist in the performance of the routine diagnostic analytical work of the department as directed. To maintain the highest professional and technical standards in the department.

Main Duties:

To perform as directed by the laboratory any reasonable duty required. The duties below describe the general nature and level of work performed by staff assigned to this job. This is not an exhaustive list of all duties/responsibilities that may be required which may vary from time to time in the lights of changing circumstances and in consultation with the post holder. Main duties to include, but not be restricted to, the following:

To maintain the highest standards of quality within the department at all times. 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 follow local Standard Operating Procedures (SOPs). To maintain technical competence in Haematology and Blood Transfusion.

To undertake general housekeeping duties including stock and waste management. To assist in the maintenance of equipment including start-up and shut-down procedures, running controls and calibration, as well as, ensuring equipment is functioning correctly prior to analysis. To carry out troubleshooting procedures when required and informing the senior BMS of situations requiring further action. Duties including, but not limited to:

- carrying out scheduled maintenance, set-up and quality control of a range of laboratory equipment.
- maintaining the laboratory as a clean, tidy and safe environment in which to work
- Removing full waste bins and collecting and distributing the supply of empty bins.
To prepare, store and use reagents and dispose of reagents as according to COSHH. To use departmental resources efficiently. To replace stocks of consumables and reagents when required and inform a BMS if stocks are low or approaching minimum stock levels.

To handle, use and dispose of blood (and other body fluids or tissues) and hazardous chemicals in a safe manner according to COSHH.

To perform various routine laboratory and specimen processing tasks in a precise and accurate manner to assist the laboratory staff in providing an excellent laboratory service and to maintain high standards of quality within the department. To report to the Senior BMS any instance or event which may cause a service delivery failure.

The post holder works as part of the Haematology and Blood Transfusion team to:

- receive, sort and cross-check patient samples submitted for analysis and then enter specimen request data and associated patient demographics into the pathology computer.
- perform manual, semi-automated and fully automated laboratory investigations.
- maintain satisfactory records and reports, including computer records.
- work to high standards of safety and accountability and to maintain confidentiality of patient information at all times.
- work in all areas of the departments of Haematology and Transfusion as required
- sort, check, label and store Haematology and Transfusion blood test samples.
- load and unload samples onto analysers either for automatic or manual sampling as required

To use the Laboratory Information Management System (LIMS) according to local SOPs. To maintain the integrity and accuracy of laboratory databases.

To validate and enter test results onto the LIMS prior to authorisation by a qualified BMS.

To assist the laboratory in dealing with telephone enquiries. Answering and dealing with telephone enquiries in a professional manner. Give authorised results to relevant health care professionals. To provide information within defined protocols, recognising own professional boundaries.

To follow the procedure for the incomplete lists for all relevant section(s).

To adhere to flexible working arrangements within the department. In addition you will be expected to participate in extended shift duties which may include evening, weekend and Bank Holidays duties as required by Management.
General Duties

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

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 maintain the highest standards of quality within the department at all times. 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 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 behave in a professional manner and co-operate with all other members of staff at all times.

To take reasonable care to avoid injury or accident that might be caused in the course of working.

To be aware of and abide by the rules and codes of conduct of the department.

To comply with local and national policies for safe secure and confidential processing and storage of patient and other lab Information, and to ensure compliance to the data protection act (1984).

To follow the department Health and Safety rules and procedures (including Fire procedures) as described in the Health and Safety policy. To apply the Health and Safety rules to their job and take reasonable care for their own safety and that of other people. To use the control measures and personal protective equipment provided. To report any incident or potential hazard immediately to the Health and Safety Officer or Senior BMS.
To attend laboratory meetings and training sessions, and participate in departmental audits as required. Participate in departmental meetings and contribute to effective communication within the department.

To participate in an Annual Joint Review with the Senior BMS or HoD to discuss performance and goals, and this job description will be reviewed as part of the Annual Joint Review procedure.

To ensure that your records of training and competence are kept up to date and stored safely to ensure compliance with the standards of Clinical Pathology Accreditation (CPA).

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

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

To maintain high standards of work within your department.

Other duties as specified by the Laboratory Management.

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

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and deadlines, able to learn and assimilate new information.

| Additional Circumstances | Commitment to working the hours required to fulfil the job, including flexibility of working. |

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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: ..................................................