

JOB DESCRIPTION

POST:	Medical Laboratory Assistant – Point of Care Testing
DEPARTMENT:	Directorate of Biochemistry and Point of Care Testing
BAND:	3
HOURS PER WEEK:	37.5
REPORTS TO:	POCT Biomedical Scientist Associate Practitioner POCT
ACCOUNTABLE TO:	Lead Biomedical Scientist – Point of Care Testing (POCT) Deputy Directorate Manager Directorate Manager

JOB PURPOSE

The Post holder will act as a Medical Laboratory Assistant assisting HCPC registered staff within the POCT department.

- The post holder will be based in Laboratory Medicine and work under both direct and indirect supervision on the wards and in the departments of the Trust that use Point of Care devices.
- Perform under indirect or direct supervision an extensive range of automated, semi-automated and manual techniques.
- Undertake and assist in the reporting on biomedical investigations, utilising the appropriate testing to assist the Biomedical Scientists.
- To perform a range of POCT technical and scientific activities, including testing external quality samples.
- To assist in the monitoring, organisation and working of the department.
- The post holder will have a multi-departmental role within POCT department.
- Accuracy and attention to detail is essential.
- Ensure the POCT service is safe and complies with current POCT standards, clinical governance, health and safety and risk management policies.

KEY DUTIES AND RESPONSIBILITIES

- Participate in and report on External Quality Assurance and Internal Quality Control procedures and to support the correction of problems that have been identified by the procedures.
- Support the maintenance of ISO UKAS requirements for the department.
- To attend regular departmental meetings and contribute to effective communication within the department.
- Report errors, hazards and incidents.

- Assist in fulfilling the departmental obligations required for staff training and development including all mandatory training.
- To ensure a safe working environment for staff and visitors in accordance with local and national Health and Safety policies and procedures.

POCT department section

- Assist in the operational planning and implementation of policies, procedures and guidance relating to POCT services at Oxford Road campus and associated MFT campus sites as required.
- Support a structured training, competency assessment and education program for all POCT devices and to support all staff performing POCT.
- To act as POCT contact within the laboratory and Trust.
- To ensure a high level of performance is achieved using POCT equipment by continually supporting quality related activities, according to the Trust POCT policy.
- To assist the internal quality control and external quality assessment procedures, ensuring EQA is performed to national accreditation standards.
- To work with the POCT Biomedical Scientist in promoting quality within all areas of POCT via a POCT audit program.
- To provide advice and troubleshooting in response to any concerns identified by POCT users.
- Develop knowledge in the use of all IT platforms supporting POCT devices, to include Excel and Access databases.
- Use barcode printers for printing operator IDs and other barcoded requirements.
- Support POCT activity on the wards, including stock maintenance and maintenance of deliveries and movement of equipment and any other required support.

Management

- To support the workflow within a section or sections of the department ensuring that agreed turnaround times and services are maintained whenever possible.
- To support the department in monitoring the operation, setting up and checking of POCT equipment to ensure correct performance.
- Assist the department in maintaining the current accreditation of the MFT POCT service and work towards achieving POCT ISO 22870 accreditation status.
- To be assist in the production, maintenance and review of Standard Operating Procedures and other associated POCT documents and to ensure these are document controlled both within the laboratory and on the wards.
- Ensure that personal work activity is managed to make effective use of time.
- Reschedule and prioritise work in the event of unexpected situations and technical problems. Deal with and resolve problems as they arise and report them to senior staff as appropriate.

Education and Development

- Undertake on-going training and development and update Professional Development Plan to match the needs of the service.
- To assist in the production and update of POCT training material.
- To assist in the maintenance of the POCT intranet page and documentation available to users is the current and up to date.
- To contribute to the delivery of the annual management review of POCT as detailed in the Trust POCT policy and produced POCT reports to the Pathology directorate and POCT committee meetings as required.
- To assist in the review and implementation of the Trust POCT policy in conjunction with the Trust POCT Committee

Policy

- Work in a safe manner in accordance with Laboratory Health and Safety policies and procedures.
- Adhere to Standard Operating Procedures, bringing areas of risk to note to senior staff as required

KEY RELATIONSHIPS

Works as part of the Laboratory Team and Liaises with:

- Other senior BMS within the section and across the department/s.
- Hospital Staff and Directorate
- Customers
- Members of the Public
- Supplier Engineer's and Company representatives

Liaises with:

- Users of POCT services and equipment
- Quality and Chief BMS staff and Clinical Scientists across the wider department.
- Representatives from POCT suppliers.

Supplementary Information

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is always required to maintain confidentiality in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.



Manchester University
NHS Foundation Trust