

# Job description and person specification

## Job description

Job title: Specimen Reception Lead

Department: Pathology

Grade: Band 4

Responsible to: Tissues Manager

Accountable to: Head of Life Sciences

## Working relationships:

Internal	External
All members of the multi-professional team, including nursing and medical staff, allied health professionals and support workers.	TDL/HSL Staff, Institute of Ophthalmology Laboratory Staff, Other external laboratories, GPs

## THE POST

To lead on the daily running of the Pathology Service. This post covers a technical and administrative role within the pathology service, supporting all facets of diagnostic and research testing across the Trust, including phlebotomy.

## **MAIN RESPONSIBILITIES:**

### **Supervisory:**

1. To lead on the day to day running of the pathology services department, compiling rotas and ensuring service cover.
2. To escalate issues and problems to senior staff for mitigation and support.
3. To liaise with and deputise for the POCT Coordinator to ensure service provision and support.
4. To escalate absence and annual leave to senior staff for recording, approval and further action.
5. To be the point of contact for day-to-day queries and issues within the department.
6. To provide input for operational changes as envisaged by senior staff, and to provide reasonable challenge as required.

### **Reception:**

1. To safely collect, log and send samples to the relevant pathology assessment service in accordance with the Pathology standard operating procedures (SOPs) and national guidelines for the for the dispatching of pathology samples.
2. To receive samples from network sites and clinics, to prepare, log and send them on to the relevant pathology provider, returning the containers and labelled Bio-Bottles as required.
3. To carefully check the request form and patient samples in accordance with the Request Form and specimen Labelling Policy.
4. To collate and ensure delivery of consumables to wards, clinics and network sites to enable continuing pathology testing.
5. To prioritise the workload so that urgent samples are dealt with in a timely manner and to record all urgent requests as required, to follow these up and promptly give results to the requesting clinician.

### **Administrative:**

1. To carefully check subject details so that the requests out and results back to the Trust's information system are suitable for clinicians to access.
2. To use and update Open Eyes and PAS to ensure Data Quality, where necessary.
3. To be aware of handling all complex and sensitive information appropriately in accordance with the pathology SOP and to ensure all abnormal blood results are sent to the appropriate recipients, including the GP if necessary.

4. To deal with queries, either physically, via email or over the telephone in a courteous manner and use own initiative to deal with enquiries, taking messages to pass on and escalate as needed.
5. To receive patient reports from external laboratories, log them on the pathology database, Open Eyes and to send these to the requesting clinicians, as appropriate.
6. To comply with the Pathology SOPs including for safe secure confidential processing, storage and disposal of patient and other laboratory information in accordance with good work practices as required by the standards of UKAS against ISO15189:2022.
7. To monitor and maintain stock above a minimum acceptable level, using the Trusts' ordering system to replenish stock and consumables as required.
8. To liaise and engage with TDL as the main pathology provider over consumables sent/received as part of existing standing orders.

## **OTHER DUTIES:**

1. Be familiar with, and ensure compliance to, the Trust's Health & Safety and Infection Control policies.
2. Maintain a safe working environment for self, all other staff members, patients and their relatives.
3. Keep areas clean and free from clutter.
4. Report all adverse incidents via trust Safeguarding reporting system.
5. To cover and comply with the needs of the phlebotomy service as and when appropriate training has been delivered and completed.
6. Pay due care and attention to the implementation of safety measures in relation to the disposal of sharps, bloods and body fluids.
7. Keep up to date with all mandatory training.
8. Attend regular staff meetings in the Pathology department.
9. To be an active and engaged member of the team, helping wherever needed with good teamwork and bearing.

## **GENERAL DUTIES**

1. To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
2. To comply at all times with the Trusts Information Governance Policy. The policy sets out the accountability and reporting arrangements for Information Governance in the trust and how

assurance is provided that the Trust continues to meet at least the minimum standards of information governance compliance required by the NHS Information Governance Toolkit.

3. Disclosure and Barring Service (DBS) (formerly CRB) checks are now a mandatory part of the NHS Six Recruitment Check Standards for all staff whom, in the course of their normal duties, may have regular access to patients and children and/or vulnerable adults. Moorfields Eye Hospital NHS Foundation Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant and an unspent conviction will not necessarily bar applicants from being considered for employment. Moorfields Eye Hospital is exempt under the Rehabilitation of Offenders Act which outlines that convictions never become 'spent' for work which involves access to patients. Failure to disclose any 'unspent' convictions may result in the offer of employment being withdrawn or if appointed could lead to dismissal. The Disclosure Barring Service (DBS) has published a Code of Practice for organisations undertaking DBS checks and the trust has developed its own DBS policy in line with the guidance
4. The trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the trust and its service are as secure as possible.
5. It is the responsibility of all trust employees to fully comply with the safeguarding policies and procedures of the trust. As a Moorfields employee you must ensure that you understand your role in protecting adults and children that may be at risk of abuse. Individuals must ensure compliance with their safeguarding training.
6. The trust is committed to a policy of equal opportunities. A copy of our policy is available from the human resources department.
7. The trust operates a no-smoking policy.
8. You should familiarise yourself with the requirements of the trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
9. The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
10. All appointments within the National Health Service are subject to pre-employment health screening.
11. It is the responsibility of all employees to ensure that they comply with the trust infection control practises, as outlined in the Health Act 2008 and staff must be familiar with the policies in the trust's infection control manual, this includes the 'bare below the elbow policy'. Employees must ensure compliance with their annual infection control training.
12. You are responsible for ensuring that all equipment used by patients is clean/decontaminated as instructed by manufacturers and in line with the infection control/guidelines protocol and policy.
13. Any other duties as designated by your manager and which are commensurate with the grade.

Please note: The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder.

