

# Job Description

<b>Job Title:</b>	MLA		
<b>Band:</b>	Band 2		
<b>Department:</b>	Microbiology		
<b>Care Group:</b>	Care Group 4		
<b>Reports To:</b>	The MLA Manager		
<b>Accountable To:</b>	The Chief BMS		
<b>Professionally Accountable To:</b>	Microbiology Laboratory Manager		
<b>Responsible For:</b>			
<b>Main Base/ Site:</b>	York/Scarborough		
<b>Contract Status:</b>	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
<b>AfC Reference Number:</b>			

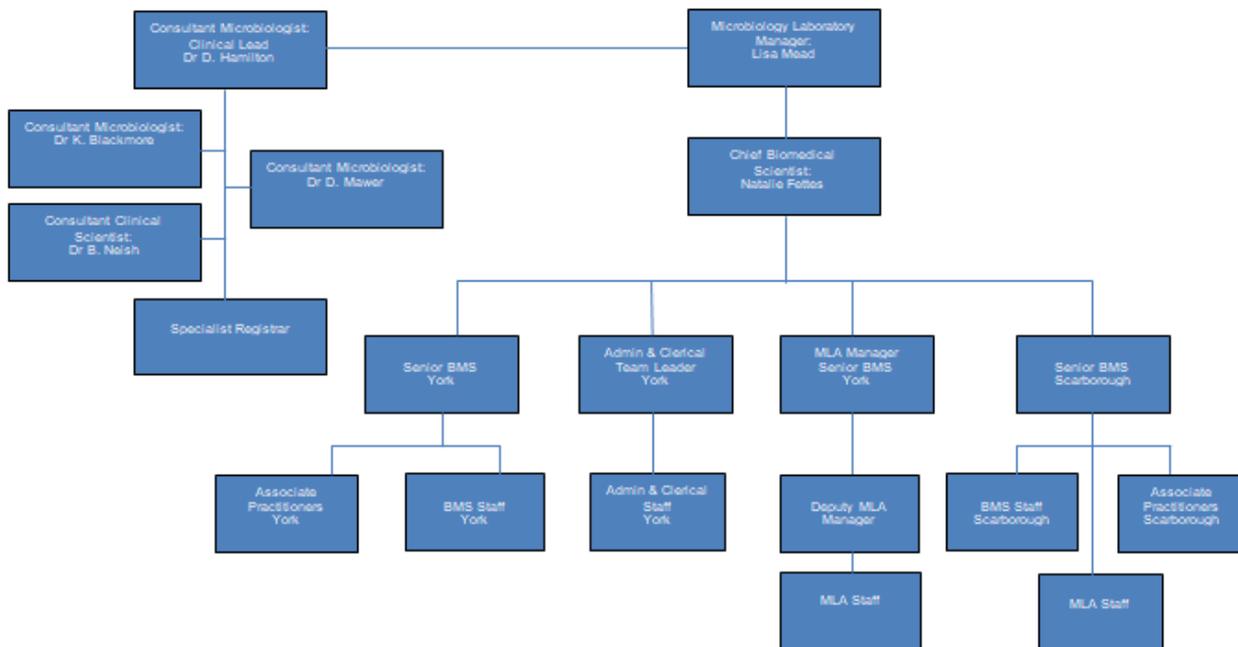


## JOB SUMMARY

To provide a high quality and efficient support service to the Microbiology department under the indirect supervision of registered scientific staff. This includes receipt, preparation and processing of diagnostic specimens using precise, specific and repetitive manual analytical techniques, and high throughput automated analytical equipment. This role involves exposure to infectious material and bodily fluids.

To work with speed and accuracy inputting patient and specimen details into the laboratory information management system (LIMS), and issuing authorised results to service users over the telephone. Laboratory housekeeping and equipment maintenance, assisting in daily laboratory quality control protocols and responsibility for safe disposal of all laboratory waste including use of laboratory autoclave.

## **ORGANISATIONAL CHART**



## **KEY RELATIONSHIPS**

- Clinical Leads
- Microbiology Laboratory Manager
- Chief Biomedical Scientist
- Senior BMS
- BMS's team
- AP team
- Clerical team
- MLA team

## **KNOWLEDGE AND SKILLS**

### **1. Communication and Relationship Skills**

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good relations.
- To support the role of Biomedical Scientists in each area within the Microbiology Department under the supervision of the MLA Manager and HPC registered staff.
- To respond to telephone enquiries for results from clinicians and other users and to relate validated results.

### **2. Knowledge, Training and Experience**

## AfC Reference:

- The sorting, packaging and dispatch of referred specimens to other laboratories either by courier, post or hospital transport in compliance with local SOP's and international legislation.
- The post holder will ensure that all specimen discrepancies, especially for mislabelled or lost samples, are reported to appropriate senior staff.
- After appropriate training and achievement of competency, the post holder will assist in the training and direction of new staff.
- The post holder will follow guidelines and policies on the handling of all high risk and potentially infectious specimens
- To ensure compliance with COSHH regulations and risk assessments in the handling of hazardous materials.
- The post holder will comply with Local Rules for Health and Safety including departmental security and fire awareness.

### **3. Analytical Skills**

- Support the role of Biomedical Scientists (BMS) within Microbiology under the supervision of the MLA manager and HCPC registered staff.
- Receive and unpack all microbiological samples, determine if adequately identified, note any discrepancies, allocate appropriate laboratory identification and direct to work streams
- Perform laboratory based manual, semi-automated and fully automated analytical techniques according to the laboratory SOP when - Preparing samples for examination
- Processing diagnostic samples using automated analysers including molecular platforms
- Processing rapid immunological tests for reading and reporting by BMS
- Performing basic maintenance and responding to error messages on analysers as detailed in the SOP
- To input patient and specimen details into the Laboratory Information Management System (LIMS) in an accurate and timely manner.
- The post holder will be familiar with the input and retrieval of information utilising the Laboratory Information Management System (LIMS).
- To participate in the departmental weekend and Bank Holiday rotas.
- To provide clerical and wash-room Back-up when the need arises.

### **4. Planning and Organisational Skills**

- The timely dispatch of laboratory consumables to wards, clinics and GP surgeries.
- To monitor the use of bench stocks of consumables and to report shortfalls to senior member of staff.

### **5. Physical Skills**

- Use of VDU equipment
- Use of complex analytical equipment

## **RESPONSIBILITIES**

## **6. Responsibilities for Patient/ Client Care**

- To work safely, with regard to the safety of patients, colleagues and others in conformance with current legislation.
- The post holder will have a personal responsibility to report any accidents, adverse incidents or breaches of Health and Safety to senior staff.
- To maintain strict confidentiality on any matter concerning patients.

## **7. Responsibilities for Policy and Service Development**

- To participate in Individual Development Review in accordance with Trust Policy.
- To participate in training and development programmes appropriate to the post and in line with agreed Personal Development Plan within the Microbiology Department.
- To ensure departmental service improvement objectives are achieved through development of their knowledge and skills.

## **8. Responsibilities for Financial and Physical Resources**

- The post holder will support the trusts internal audit service during regular reviews of financial and other systems across the organisation, the post holder will assist the auditor and provide information as required and without undue delay.

## **9. Responsibilities for Staff/ HR/ Leadership/ Training**

- Assist the MLA manager in drawing up staff rotas and ensuring sufficient staff cover for all areas.
- Ensuring all staff attend mandatory training.

## **10. Responsibilities for Information Resources**

- To treat with discretion all confidential and other information requiring protection, avoiding disclosure to any unauthorised person the result of any investigation gained in the practice of the profession.
- To ensure adherence to the requirements of the Data Protection Act and to seek relevant information about the Act from the Data Custodian within the Trust where appropriate.

## **11. Responsibilities for Research and Development**

- When required work with the research and development team, assisting the team by providing information as required and without undue delay.

## **12. Freedom to Act**

- The post holder will uphold and support the trust in its goal to promote and embed diversity and inclusivity throughout the organisation.
- The post holder will ensure that everyone is treated as an individual, with dignity and respect.

AfC Reference:

- The post holder will embrace the trust philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly.

## **EFFORT AND ENVIRONMENT**

### **13. Physical Effort**

- Physical effort required when working on busy shifts, adapting to current workloads and timescales as the service develops.

### **14. Mental Effort**

- Sustained mental effort and high levels of concentration required often

### **15. Emotional Effort**

- Emotional effort required to deal with the management of change, staffs personal and emotional problems including confidential and sensitive information.

### **16. Working Conditions**

- Able to wear protective clothing as appropriate
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## **KEY VALUES**

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

AfC Reference:

**STANDARD GENERIC ITEMS:**

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

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*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.*

**JOB AGREEMENT:**

<b>Job Holder</b> (PRINT NAME)	
<b>Job Holder</b> (SIGNATURE)	
<b>Date</b>	
<b>Recruiting Manager</b> (PRINT NAME)	
<b>Recruiting Manager</b> (SIGNATURE)	
<b>Date</b>	

# Person Specification

## MLA

Criteria	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to NVQ level 2 or equivalent</li> </ul>	
<b>Experience and Knowledge Required</b>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> <li>Understanding of when limit of own competence has been reached</li> </ul>	<ul style="list-style-type: none"> <li>Science background</li> <li>Laboratory experience</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Able to accurately follow written instructions</li> <li>Well organised with a methodical approach</li> <li>Accurate and able to pay close attention to detail</li> <li>Able to concentrate on repetitive tasks for long periods</li> <li>Able to enter computer data quickly and accurately</li> <li>Able to carry out manual handling task</li> </ul>	<ul style="list-style-type: none"> <li>Able to recognise problems and offer solutions</li> </ul>
<b>Aptitude and Personal Qualities</b>	<ul style="list-style-type: none"> <li>Responsible and mature attitude</li> <li>Articulate and confident with a pleasant telephone manner</li> <li>Demonstrates a professional manner at all times</li> <li>Honest, reliable, hard-working and conscientious</li> </ul>	<ul style="list-style-type: none"> <li>Willing to expand role to include more complex tasks</li> </ul>
<b>Values &amp; Behaviours</b>	<p>Ability to demonstrate our organisational values and behaviours:</p> <ul style="list-style-type: none"> <li>We are <b>Kind</b>.</li> <li>We are <b>Open</b>.</li> <li>We pursue <b>Excellence</b>.</li> </ul>	