

Job Description

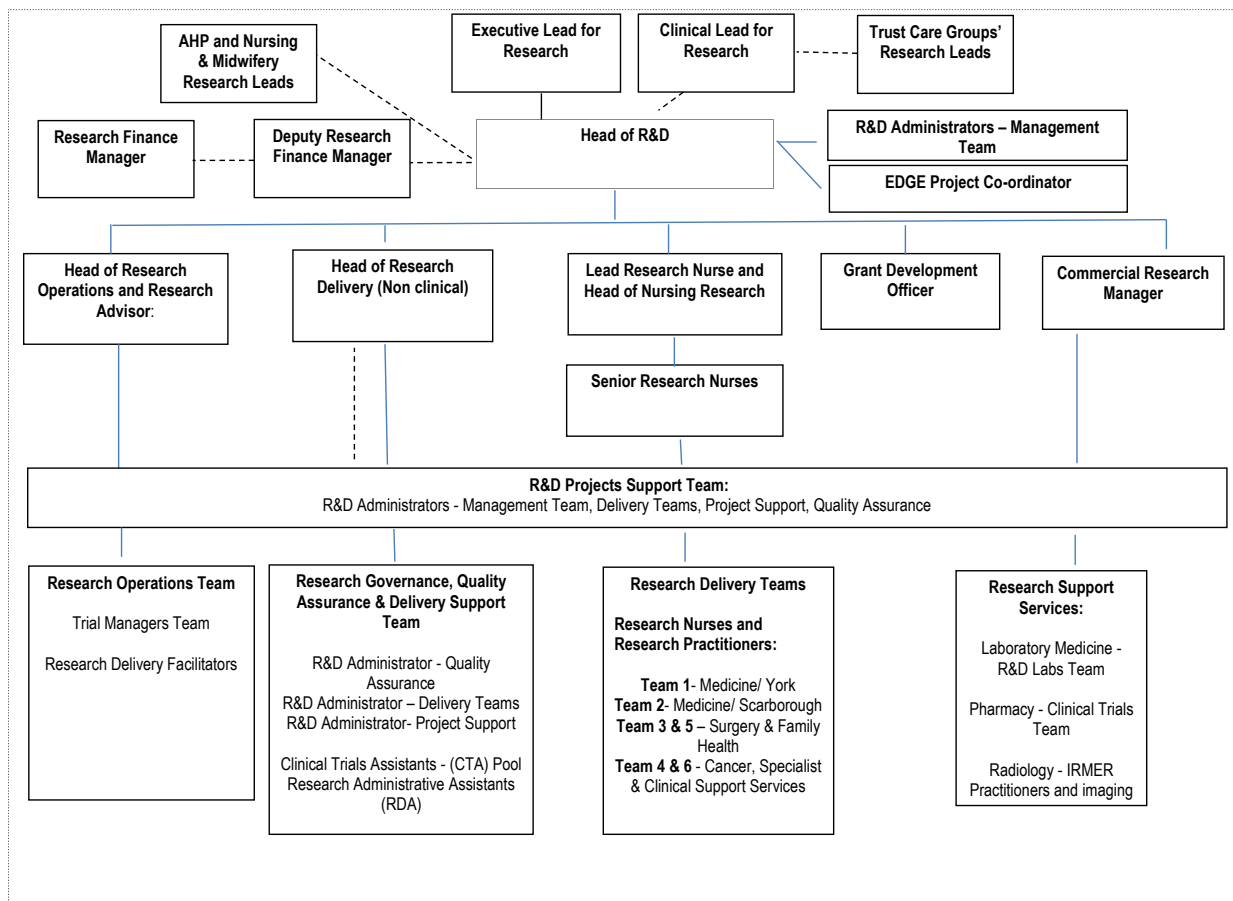
Job Title:	MLA Clinical Research		
Band:	AfC Band 3		
Department:	Research & Development		
Care Group:	Medical Directorate		
Reports To:	Commercial Research Manager		
Accountable To:	Head of R&D		
Professionally Accountable To:			
Responsible For:			
Main Base/ Site:	York Hospital (the main work base for the post holder will be at York Hospital with expectations to be able to travel and work at Scarborough Hospital as required)		
Contract Status:	<input type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

The provision of effective and efficient support to clinical, scientific, and technical staff in the Following areas, Specimen Reception, Biochemistry, Haematology, Blood Transfusion and R&D lab on an FTC/secondment basis. This will include, the processing and preparation of patients' blood and other bodily fluid specimens, input of data into the laboratory computer, carry out routine maintenance on analytical equipment, maintain stocks of reagents and consumables in all analytical areas as well as training and supervising MLA staff in their specialty area as and when required. Although this is a 2-year fixed contract in the first instance, there is a potential for development in role.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- As per organisational chart
- Line Managed by the Commercial Research Manager
- Work closely with R&D HSAP and research delivery & support teams
- Support staff including clinical and administrative research delivery staff as

KNOWLEDGE AND SKILLS

1. Communication and Relationship Skills

- Communicates effectively with other staff including Pathologists, Clinical Scientists, BMS staff from other disciplines and secretarial and clerical staff within the department of Laboratory Medicine.
- Communicates effectively with other staff within the R&D department.
- To provide constructive input into all aspects of departmental operation

2. Knowledge, Training and Experience

- Performs all the routine duties expected of the Band 2 MLA staff as set out in the MLA job description.

- Participates in all aspects of patient sample reception & processing including unpacking of specimens and assigning lab numbers according to Standard Operating Procedures (SOPs).
- Ensures that all specimen discrepancies, especially for mislabelled or lost samples, are reported to appropriate senior staff.
- Works in all areas, and at all times to achieve the competencies as drawn up by the line manager and head of R&D.
- Ensures the safe disposal of any clinical waste in this area, which will include contaminated gloves, cleaning materials and instruments and will also include the weekly disposal of specimens for which the department has no further use.
- Cleans and maintains specialist laboratory equipment such as centrifuges and working areas according to departmental SOPs.
- Ensure the correct disposal of confidential documents
- Provide supervision, direction, and training for new and less experienced staff in ensuring efficient workload management.
- To identify problems within the areas that they are working and report them to their manager.
- Preparation of samples for dispatch to third party referral laboratories for analysis ensuring current legislation is adhered to.
- To analyse samples as required by research protocols Maintains, improves, and updates personal professional knowledge and skills
- Attends relevant courses and lectures appropriate to the post including technical updates performed by Biochemistry staff.
- Supports the role of HSPA within the R&D Department under the supervision of the senior Biochemistry staff
- Follow escalation procedures for any study deviations due to problems with processing or storage which may on rare occasion require out of hours attention.

In addition, MLA staff in York

- To work alongside clinical staff in preparation and in obtaining of biopsies using aseptic technique. To ensure samples are fully prepared for dispatch to referral lab.

3. Analytical Skills

- Is familiar with the input and retrieval of information utilising the Laboratory Information Management System (LIMS).
- Enters patient demographics and test details into the computer system.
- Correct storage of samples using the archiving system.
- Responds to telephone enquiries from GPs and clinicians and issue specimen results once validated, and accept requests for further analyses on samples already received.

4. Planning and Organisational Skills

- The day-to-day supervision of the MLA staff in the specific area if and when required.
- To stand in for the HSPA in their absence.
- Monitors and maintain adequate clinical research stocks of supplies and consumables and ensure re-ordering when necessary.

5. Physical Skills

- Use of VDU equipment
- Use of complex analytical equipment

RESPONSIBILITIES

6. Responsibilities for Patient/ Client Care

- Ensure efficient planning and prioritisation of individual workload.
- Report any adverse incidents or near misses via the DATIX system.
- 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.

7. Responsibilities for Policy and Service Development

- To ensure departmental service improvement objectives are achieved through development of their professional knowledge and skills.

8. Responsibilities for Financial and Physical Resources

- To avoid waste and work in a cost-effective way.

9. Responsibilities for Staff/ HR/ Leadership/ Training

- If and when required, to supervise, coordinate, and monitor the performance of the MLAs and to ensure the adherence to Standard Operating Procedures.
- To participate in training programmes including the current competency program.
- Take a lead in training of other staff and competencies specific to their areas

10. Responsibilities for Information Resources

- To carry out data input of patient details, and to input test results onto patient files on the Pathology Information System.
- To carry out basic computer/data processing using statistical and word processing packages.
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

11. Responsibilities for Research and Development

- To assist in research activity, service development and clinical audit undertaken by the department

12. Freedom to Act

- The post holder will work without direct supervision and within defined limits by following departmental standard operating procedures (SOPs) and direction of senior staff.

EFFORT AND ENVIRONMENT

13. Physical Effort

- This role requires frequent sitting at a desk to use VDU equipment
- This role may involve periods of standing
- This role involves the collecting and delivering samples from ground floor reception to Specimen reception using a trolley and the lift.

14. Mental Effort

- The post holder may be required to concentrate on complex tasks to ensure they are performed accurately and precisely as set out in specific protocols.

15. Emotional Effort

- Emotional effort required to respond to arising priorities outside of the normal schedule such staffing crisis or losing the Laboratory information Management System (LIMS)

16. Working Conditions

- The post holder will be based within a laboratory.
- Requirement to carry out testing on blood and other bodily fluids, which should be treated as infectious.
- Requirement to handle hazardous chemicals as per local health and safety protocols and COSHH guidance.

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.

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.

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:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	
Recruiting Manager (PRINT NAME)	
Recruiting Manager	

(SIGNATURE)	
Date	