

### **JOB DESCRIPTION**

<b>Job Title</b>	<b>Associate Practitioner in Immunology</b>
<b>Band/ Grade</b>	<b>Band 4</b>
<b>Directorate</b>	<b>Clinical Support Division, Diagnostic Services Directorate</b>
<b>Professionally Accountable to</b>	<b>Clinical Director for Pathology</b>
<b>Responsible to</b>	<b>Blood Sciences Manager</b>

### **VISION, MISSION and VALUES**

#### **Our Vision**

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### **Our Mission**

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### **Our Values**

Compassion, Accountability, Respect and Excellence.

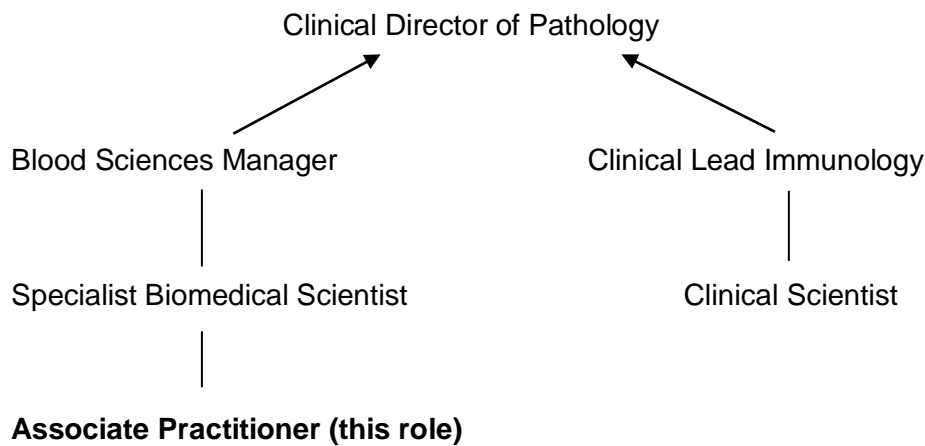
- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

### **JOB SUMMARY**

The post holder will perform routine and support functions for the immunology technical service, under supervision from the qualified biomedical scientific staff in accordance with departmental policies and procedures. The post holder will be the primary point of contact for the department providing consistency and stability to the running of a busy Immunology Laboratory.

The post holder will be expected to acquire technical knowledge including specialised knowledge of complex instruments and test principles to support the lead Biomedical Scientist. As this is a non-HCPC registered position the post holder will not authorise results but may be required to input results for authorisation.

#### **ORGANISATION CHART –**



#### **MAIN FUNCTIONS OF THE JOB**

##### **Clinical Responsibilities:**

- Communicate effectively and professionally with other laboratory staff, hospital staff and other service users in order to support the smooth running of the Immunology service and to promote a high quality service. This will involve the receipt of biological specimens and may require the use of communicational skills such as tact or persuasion where there may be barriers to understanding.
- Receive telephone enquiries and give out complex and sensitive information as and when instructed by a Biomedical Scientist and where necessary pass on enquiries to the relevant department.
- To be honest and trustworthy and to be open when things go wrong.
- Receipt, handling and triaging of biological specimens to ensure that urgent work is prioritised. This will involve handling specimens posing a potential risk of infection.
- To undertake internal quality control and external quality assurance procedures to ensure accuracy and reliability of results produced.
- To troubleshoot and perform first-line repair to complex automated equipment systems.
- Prepare samples for analysis to ensure accuracy of results, including pre-analytical assessment and loading.
- To operate and perform routine maintenance on designated laboratory equipment as detailed in laboratory protocols, ensuring that it is safe to be used by other staff.
- Use judgment and time management skills to manage daily workload, ensuring appropriate prioritisation of tests to meet the needs and requirement of users and agreed turnaround times.
- To operate automated and semi-automated analyser systems – to include routine use, internal quality control, external quality assurance, calibration, maintenance and record keeping.
- To perform technical and clerical tasks which do not require State Registration as a Biomedical Scientist.

- Preparing biological specimens for a range of tests and preparation of reagent requiring refined physical skills to ensure accuracy of measurements as this will directly impact on patient results. This will require a high degree of hand-eye co-ordination and manual dexterity.
- Participate in post analytical sample handling, including unloading, sorting, storing and retrieving samples.
- Perform automated techniques on diagnostic test samples and understand their application and relevance to the production of accurate test results.
- Maintain adequate stocks of reagents and consumables and advise senior staff of any issues with these – to include planning and adjusting order schedules to meet changing circumstances.
- Enter patient request data onto the Laboratory Information Management System (LIMS).
- Receipt samples from Worcester via NPEX and sort prior to analysis.
- Package samples requiring to be sent to other laboratories for analysis in line with legal requirements for the transport of biological substances.
- Enter results from referral laboratories into the LIMS system.
- Dispose of clinical and non-clinical waste in accordance with Trust and Departmental policies.
- Clean and decontaminate working areas and equipment in accordance with laboratory protocols.
- Notify senior staff of any adverse incidents.
- Follow codes of practice in maintaining safe and efficient standards of work including following standard operating procedures for all tasks undertaken

#### **Research & Audit:**

- To participate in research and development in collaboration with laboratory management as required.
- To participate in department audits as required.
- Participate in external and internal quality assurance processes and understand their relevance to the quality of the work of the laboratory.

#### **Training & Development:**

- Participate in training of junior Biomedical Scientist / Medical Laboratory Assistant staff as required; to include, but not limited to, the use of new equipment and technology
- Participate in staff appraisal in accordance with Trust policies and procedures.
- Continue to update professional skills and knowledge and awareness of best practice.
- Pursue opportunities for and participate in continuing development

#### **Administrative Responsibilities:**

- Input of patient results into the LIMS system on behalf of Biomedical Scientists where required
- To comment on proposed changes to policies or procedures for the Immunology department. May be required to propose changes to working practices or procedures within own role.
- Laboratory specimen reception duties relating to the Immunology service

## **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

## **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

### **Financial**

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

### **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

### **Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

### **Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

### **Other**

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

**PERSON SPECIFICATION**

**Directorate**                      **Clinical Support Division, Diagnostic Services Directorate**

**Job Title**                        **Associate Practitioner, Immunology**

**Band/ Grade**                  **4**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
4 GCSE's grade C/4 or above (1 preferably in a science subject)	<b>X</b>	
<p>The post holder will be required to hold one of the following Qualifications:</p> <ul style="list-style-type: none"> <li>• Training in biological science to diploma level (e.g. HNC, HND) or</li> <li>• IBMS Certificate of Achievement Part 2 or</li> <li>• Diploma/HNC/HND in relevant science subject or relevant experience/equivalent level of knowledge</li> </ul>	<b>X</b>	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Ability to communicate effectively both verbally and in writing	<b>X</b>	
Experience of using a range of IT programmes, including a good working knowledge of Microsoft Office especially Excel, Word and PowerPoint	<b>X</b>	
Ability to provide and receive complex information relating to Immunology tests and equipment	<b>X</b>	
Knowledge of a range of healthcare science duties acquired through training.	<b>X</b>	
Knowledge and understanding of Health & Safety practice in Pathology laboratories	<b>X</b>	
Ability to work as part of a team	<b>X</b>	
Ability to plan, prioritise and re-schedule workloads	<b>X</b>	
Ability to work calmly under pressure	<b>X</b>	
Ability to adhere to protocol and procedures	<b>X</b>	
Ability to work accurately with minimum supervision	<b>X</b>	
Time management and advanced organisational skills	<b>X</b>	
Stock management skills	<b>X</b>	

<b>EXPERIENCE</b>		
Significant experience in a laboratory environment.	<b>X</b>	
Experience of the preparation of samples for analysis including pre and post analytical checking	<b>X</b>	
Experience of working in healthcare environment	<b>X</b>	
Experience of working in a busy, complex environment	<b>X</b>	
Experience of dealing with a wide range of people including the public	<b>X</b>	
Experience of the use of Pathology laboratory IT systems	<b>X</b>	
<b>PERSONAL ATTRIBUTES</b>		
Effective communicator	<b>X</b>	
Flexible	<b>X</b>	
Good organisational skills	<b>X</b>	
Reliable	<b>X</b>	
Punctual	<b>X</b>	
Meticulous	<b>X</b>	
Self-motivated	<b>X</b>	
<b>OTHER FACTORS</b>		
Ability to fulfil the travel requirements of post	<b>X</b>	
To be able to undertake moving and handling elements of the role with any required reasonable adjustments	<b>X</b>	
Will be required work in a hazardous environment with potentially infectious specimens and harmful reagents	<b>X</b>	