

Job Description

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



JOB SUMMARY

The post holder will perform a limited range of complex tasks comparable with the Biomedical Scientist including scientific procedures and result interpretation on biological samples that contribute to the diagnosis, treatment and monitoring of diseases and the investigation of other pathological processes, as well as handling telephone queries from other healthcare professionals, reception and clerical duties.

The post holder is a member of a team of laboratory staff that deliver a medical laboratory service to achieve the objectives of efficient and effective patient care, and resource management within the Trust; to maintain at all times the required high standards and quality.

The post holder will use individual judgment to make decisions that will have an impact on the end product in order to facilitate the provision of accurate and timely reports within available resources.

The post holder will also be expected to support and advise less experienced staff such as trainees, students as well as other pathology support workers

KEY RELATIONSHIPS

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

RESPONSIBILITIES

General responsibilities

- Complies with good work practices in accordance with the standards of UKAS.
- Participates in the maintenance of the quality system by participating in EQA and IQA schemes as appropriate
- Supervises the work and monitors performance of PSWs and trainees/students in the procedures for which the post holder is responsible.
- The post holder must maintain a flexible approach to the post in order to manage changes in workload, patterns and requirements.
- Attends mandatory training/courses in accordance with Trust policy.
- Attends departmental meetings, e.g. quality meetings, communication meetings, staff meetings as required by the laboratory manager.
- Maintains good relations with all members of staff and promotes effective teamwork.
- Communicates with other departments and outside agencies disseminating information efficiently. Deals politely with all service users, showing sensitivity as appropriate.
- Ensures that all work areas and equipment are kept clean and tidy.

Technical

- Performs work strictly according to current Standard Operating Procedures in order to facilitate the provision of accurate and timely reports.
- Safely handles blood, urine, faeces, tissue, other biological samples and hazardous materials.
- Ensures that reagents are received, prepared, stored and used according to manufacturer guidelines and laboratory procedures.
- Ensures that appropriate preventative maintenance has been carried out, and recorded, on laboratory instruments and equipment prior to being used for patient investigations.
- Performs manual, semi-automated and fully automated laboratory investigations.
- Measures and monitors the quality of laboratory investigations using appropriate internal and external quality procedures.
- Takes corrective action when quality control or assurance procedures indicate loss of performance of the laboratory instruments or methods.
- Ensures that resources are used efficiently and effectively.
- Ensures first line troubleshooting of analytical equipment or methods is carried out.

Scientific

- Participates in the introduction of new equipment or methods to the department, as appropriate.
- Participates in research, development and project work as directed by managers.
- Keeps up to date with current scientific and technical developments including participation in scientific meetings if appropriate.
- Undertakes training which may be deemed appropriate for personal, professional and service development.

Clinical

- Uses interpretative and judgmental skills when-
 - Preparing, examining samples and interpreting results
 - Performing complex manual techniques on a varying range of samples requiring a high level of concentration and dexterity for long periods of time.
 - Examining bacterial culture plates and reporting where relevant.
 - Using automated equipment when analysing patient samples
- Provides approved departmental information and advice to other healthcare professionals, patients and the public. Refer on requests for information out side their area of responsibility to appropriate specialists. Seeks advice as required.
- Participates in clinical audits as directed.

Laboratory informatics

- Uses Laboratory computer systems according to the authorised protocols – includes data input, result entry and recall, audit trails.
- Maintains the integrity and accuracy of laboratory databases.
- Complies with the data protection legislation.
- Complies with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

KNOWLEDGE AND SKILLS

- Studying for or have attained an appropriate qualification. Preferably a foundation degree in Biomedical Sciences or the First year of an approved biomedical sciences degree, relevant NVQ 3. (Will require a good level of Secondary education equivalent to A Level or higher)
- 2 years laboratory experience plus a recognised qualification in Maths and English Language, or Science and Humanities as alternative.
- Undertakes the Trusts Performance Planning Development and Review scheme and works towards the agreed objectives.
- Understands and works within the remit of the Trust's confidentiality policy and Professional Codes of Conduct.
- Identifies problems and works co-operatively with others towards solving the problem, taking all factors into consideration and making decisions accordingly.
- Uses initiative when dealing with people to resolve issues to the benefit of patients, staff and the organization.
- Plans, manages and prioritises own workload having regard to other team members and ensuring that it is completed in a timely, accurate and appropriate manner.

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- Participates in rotation through sections within Microbiology and Virology, after training and as deemed necessary.
- Has the physical skills required to fulfil the job duties including hand-eye co-ordination, sensory skills, dexterity and manipulation.
- Participates in Continuous Professional Development and develops methods of flexible learning to assist the self-development process.

EFFORT AND ENVIRONMENT

- Repetitive movements processing samples
- Use of a keyboard and monitor
- Able to satisfy the frequent requirement for sitting/standing in a restricted position for a substantial proportion of the working time.
- Ability to bend and lift boxes/bags of reagents and waste in line with the Trust's lifting and handling policy.
- Frequent concentration required for processing samples, reading results and reporting of results.
- Works under pressure when appropriate.
- Emotional effort required to deal with heavy workload, periods of staff shortages, urgent samples and demanding and intricate investigations.
- Exposure to contained infectious material / body fluids / tissues.
- Able to wear protective clothing as appropriate.
- Handles hazardous chemicals as part of duties.
- Exposure to unpleasant samples e.g. faeces, pus, semen and unpleasant smells e.g. autoclaves
- Handles hazardous equipment and sharp instruments as part of duties.
- Works in Category 2/3 (high risk) conditions as part of duties.
- Handles potentially high risk specimens (Hepatitis B, HIV, TB, TSE).
- Able to concentrate for long periods required for demanding and intricate procedures including, processing samples for the presence of TB.

HEALTH AND SAFETY

In addition to the Trust's overall responsibility for your health and safety you have a personal responsibility for your own health and safety. As such you are required to inform your line manager of any safety issues that you identify, that could affect you or others in the workplace. You must co-operate with management and colleagues at all times in achieving safer work processes and work places, particularly where it can impact on others.

As a Trust employee you will be trained in the correct use of any equipment provided to improve safety and health within the Trust. You are required to use the equipment when necessary and as instructed which will include checking the equipment is safe to use, prior to its use and must report any defects immediately to your line manager.

INFECTION CONTROL

In addition to the Trust's overall responsibilities under the Health Act Code of Practice for the Prevention of HCAI 2006 for your safety, you have a personal responsibility to ensure that your work adheres to this Code in the delivery of safe patient care within the organisation.

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 in the light of developing organisational and service needs and wherever possible change will follow consultation with the post holder.

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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JOB AGREEMENT:

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

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

Person Specification

Associate Practitioner

Criteria	Essential	Desirable
Education, Qualifications and Training	NVQ Level 3 in Laboratory sciences Or Foundation degree in a science subject	Working towards the essential criteria or Bsc in science subject
Experience and Knowledge Required	Previous laboratory experience Basic knowledge of pathology laboratories. Basic computer skills	Clinical Laboratory experience
Skills and Attributes	Able to work without close supervision yet fit into a team when required. Able to follow a full training programme to achieve the required level of competency. Able to work to specified procedures. Keyboard skills for computer data input. Able to recognise problems and suggest solutions. Knowledge of Health & Safety	Willing to participate in CPD Examples of problem solving Examples of training others
Aptitude and Personal Qualities	A flexible nature able to cope with changing demands of the service. Must be able to communicate with other professionals at all levels. Willingness to participate in lifelong learning. Responsible and mature attitude. Able to work under pressure.	Interests outside of work Examples of communication skills
Values & Behaviours	Ability to demonstrate our organisational values and behaviours: <ul style="list-style-type: none"> • We are Kind. • We are Open. • We pursue Excellence. 	