

## DIRECTORATE OF OPERATIONS

## JOB DESCRIPTION

<b>POST</b>	Biomedical Assistant
<b>PAY BAND</b>	AfC BAND 3
<b>RESPONSIBLE TO</b>	Path Links General Manager through the nominated line manager and Pathology Site Manager
<b>ACCOUNTABLE TO</b>	Blood Sciences Laboratory Manager
<b>BASE</b>	Lincoln County Hospital

## ABOUT US

Northern Lincolnshire and Goole NHS Foundation Trust is on an improvement journey, with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from three main centres, Grimsby, Goole and Scunthorpe, as well as community services in North Lincolnshire. Pathology services are provided by our Path Links network, with the main sites located at Grimsby, Scunthorpe, Lincoln, Grantham and Boston.

We aim to combine our patient first approach with innovation and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – kindness, courage, and respect.

## ABOUT THE POST

Path Links is a networked Pathology Service offering a wide range of diagnostic investigations on tissue, blood, and fluid samples. A Biomedical Assistant (BMA) is a member of a multidisciplinary Pathology team within the network delivering an effective, high quality and responsive 24hr services to patients, Clinicians and General Practitioners. A Biomedical Assistant (BMA) supports the registered Biomedical Scientist staff (BMS) by performing a specified range of laboratory tests after a period of specific training and defined assessment. Delegated work and duties are arranged and performed under the supervision of registered Biomedical Scientists (BMS).

The post holder would be expected to work on a rotational basis through all laboratory areas. There is also a requirement to participate in the Out-Of-Hours BMA rota.

All Path Links laboratories are accredited to national United Kingdom Accreditation Service (UKAS) ISO 15189:2012 standards. Regular assessments by external auditors from UKAS assess laboratory compliance with the published standards and ensure that the service provided meets the needs and requirements of users.

A fundamental component of the Path Links quality framework is the application and integration of Lean principles, together with other continuous improvement tools, to all aspects of service provision across the organisation.

This post is based at Lincoln County Hospital, Lincoln, Lincolnshire

## MAIN TASKS REQUIRED OF THE POST HOLDER

- Understand a range of work procedures and practices; some non-routine based requiring formal training and experience.
- Perform the accurate analysis of samples using specialist instrumentation or 'manual techniques'. All staff should ensure that they have received appropriate training on all pieces of equipment that they are expected to use in the discharge of their duties. This will include an understanding of the basic construction of the equipment, knowledge of moving parts, and an understanding of computer software used on the analyser. They must recognise and report any process or assay failures to the appropriate person. Identify faults and perform routine maintenance / set-up on automated equipment and maintain accurate records. These would include for example automated analysers and the use of calibrated equipment to make accurate measurements, such as pipettes.
- Equipment checks, including periodic maintenance and checking of equipment, ensuring that they meet laboratory standards. This will involve a high degree of manual dexterity, utilizing fine tools requiring accuracy and concentration.
- Make accurate dilutions of samples and reagents using precision pipettes.
- Undertake appropriate training and gain the necessary knowledge to use Laboratory Information and Management Systems. This will include the entry of test results and the generation of test worksheets and outstanding work lists.
- Store patient samples, stained slides, electrophoresis plates and all documentation securely and correctly according to the Laboratory Retention policy.
- Stock management, including the recording of reagent stocks as they are delivered into the laboratory. Perform weekly stock-take to identify reagents etc. required. To record this data on a standard spreadsheet and report any stock shortfalls..
- Chemical reagent preparation and replacement as appropriate to the department.
- Removal of clinical waste in bags from Pathology, on a daily basis, to a secure clinical waste skip.
- The use of effective communication skills with Pathology staff and users of the service.
- Dealing with telephone enquiries and provision of results.
- Receipt of specimens, sample identification and numbering including initial investigation of missing/lost or mislabelled samples, requesting repeat samples where necessary.
- Work file enquiry generation, investigation of pending work including location and testing of any missing samples. Advising the service users of any discrepancies where appropriate.
- Record keeping, including recording the temperatures of refrigerators, freezers, water baths, incubators etc. where appropriate
- Use of scanning software to archive paper records
- Secondary preparation and processing of samples for referral to other laboratories.
- The operation of complex, specialised and valuable equipment – including sample processing, quality issues, instrument set-up and maintenance, reagent replacement, quality control. To recognize any system failures and report these to the registered BMS staff. Some of the analyser maintenance procedures will involve the use of fine tools and require precise accuracy / concentration.

## BLOOD SCIENCES SPECIFIC TASKS

- Operation of analysers – including sample processing, quality issues, instrument set-up and maintenance, reagent replacement, quality control. To recognize any system failures and report these to the registered BMS staff. Some of the analyser maintenance procedures will involve the use of fine tools and require precise accuracy / concentration.
- Perform ESR analysis – either utilizing automated analyser or manual technique. For manual method they must obtain verification of readings by registered BMS staff - detail as (1) for automated system.
- Generation of work lists for blood films / preparation of specimens of blood ready for microscopic examination using standard manual techniques
- Various manual analytical methods and pre-analytical preparation of special coagulation samples. The post holder will have the limitation of requiring confirmation of results obtained for those procedures that are deemed subjective from registered BMS staff.

- Organise transport and prepare samples for referral to reference centres. Some of these may be precious (i.e. irreplaceable) samples such as bone marrow.

### TRANSFUSION SPECIFIC TASKS

- Routine Ante-natal Anti-D Prophylaxis programme – to provide relief cover for the staff member that provides this service.
- Entry of blood stock received onto LIMS.
- Ensure accurate records of temperature checks / blood refrigerator checks are recorded. The operator must be aware of action limits and inform senior members of the laboratory staff of any aberrant results.
- Use of DART Scanning software for archiving transfusion paperwork.
- Filing of worksheets, blood bank registers and request forms.
- Preparation / packaging blood for transport to other destinations.
- Use of Blood360 tracking software
- Follow-up of incomplete transfusion records – including liaison with ward staff and use of Ward V UnitCheck.
- Perform weekly stock-take to identify reagents etc. required. To record this data on a standard spreadsheet and report any stock shortfalls.

In addition to the above the post holder will be required to undertake general Medical Laboratory Assistant (MLA) tasks as specified below. This will be a regular requirement during “out-of-hours” working and an additional requirement in times of “staff shortage”.

### TASKS COMMON TO ALL MLA GRADES

- Work without direct supervision, guided by Standard Operating Procedures and good laboratory practice, with qualified Biomedical Scientists always available on site for reference if required.
- Plan and organise straightforward tasks.
- Initial preparation of samples for processing, including use of centrifuges where appropriate.
- Entry of patient & specimen data onto laboratory data systems.
- Filing of laboratory requests.
- Filing of completed samples.
- To assist with the processing of various diagnostic specimens under the supervision of a qualified BMS e.g. glandular fever and malaria screening.
- Secondary preparation and processing of samples for referral to other laboratories.
- Filing of laboratory reports from reference laboratories.
- Use of laboratory equipment, for example the loading and unloading of automated analysers, use of tissue processors, autoclaves, microtomes and media preparators, use of calibrated equipment to make accurate measurements, etc as appropriate.
- Record keeping, including recording the temperatures of refrigerators, freezers, water baths, incubators etc. where appropriate.
- The use of effective communication skills with Pathology staff and users of the service

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

- Work without direct supervision, guided by Standard Operating Procedures and good laboratory practice. The post holder must adhere strictly to Path Links standard operating procedures (SOP) at all times when undertaking laboratory investigations in which they have been trained and deemed competent. Qualified Biomedical Scientists are always available on site for reference if required. The post holder will be required to make suggestions re: changes required to SOP's if they identify any errors / areas for improvement.
- Adhere to policies and guidelines relating to continued CPA accreditation compliance and notify their line manager of any problems found in the course of their duties
- Participation in the 'out-of-hours' shift pattern. Out of hours working includes evenings, weekends and public holidays.
- Undertake the necessary training in LEAN techniques to be able to understand the Value Stream, the importance of flow and the application of Lean tools.
- Ensure that 5S activities are maintained.
- Take an active role in continuous improvement activities and ongoing lean initiatives
- In a changing organisation, demonstrate the ability to respond positively to change and show a willingness to learn new skills.

### ***Training and Development***

- Assist with the training and supervision of MLA staff in general laboratory duties.
- It is the duty of the post holder to ensure that they maintain professional standards, by participation in training offered, including relevant CPD seminars and courses, and keeping up to date with current practice.
- The post holder will be expected to adhere to the BMA code of practice.

### ***Personal Responsibilities***

- Although the post holder will be expected to work on an individual basis, and take responsibility for their own actions, team work is an essential part of the job. Individuals must be able to demonstrate effective communication skills and make an effective contribution to the overall team effort.
- Staff are expected to maintain confidentiality of information gained in the execution of their duties as a mandatory requirement.
- Staff are required to be familiar with, and adhere to Trust policies and procedures.
- Staff may be required to undertake work in other Path Links laboratories.

### ***Health and Safety***

- Staff must comply with Health & Safety legislation, and Trust and Departmental H&S Policies. It is the duty of the post holder to ensure that they attend mandatory training sessions.
- Decontamination duties, including the routine disinfection of work surfaces, centrifuges and general laboratory equipment used on a daily basis by Pathology staff.
- Disposal of waste as per Trust policy and guidelines.
- Responsibility for keeping own work area clean and free from hazards. Comply with safety procedures at all times, be able to recognize potential hazards to themselves and others, and rectify or report these in a timely manner.

This Job Description is subject to review in the light of developments within the Department and in consultation with the Post Holder. Other appropriate duties as determined by the Pathology Site Manager in the interests of the service may be added to the above.

The Post Holder will also be subject to a system of Performance Review and Career Development. All changes to the job description must be agreed with the line manager during annual appraisal and reported back to the Pathology Site Manager.

## OUR VALUES

### Kindness

**We believe kindness is shown by caring as we would care for our loved ones**

- I will be compassionate, courteous and helpful at all times
- I will be empathetic, giving my full and undivided attention
- I will show I care by being calm, professional and considerate at all times

### Courage

**We believe courage is the strength to do things differently and stand up for what's right**

- I will be positively involved in doing things differently to improve our services
- I will challenge poor behavior when I see it, hear it or feel it
- I will speak up when I see anything which concerns me

### Respect

**We believe respect is having due regard for the feelings, contribution and achievements of others**

- I will be open and honest and do what I say
- I will listen to and involve others so we can be the best we can be
- I will celebrate and appreciate the successes of others

Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

## ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

### Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). this duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.