

Job Description

Job Title:	Associate Practitioner (Clinical Microbiology)
Band:	4
Base:	Your primary base will be Leicester Royal Infirmary, however travel between UHL's hospital sites will be required. You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Line manager
Accountable to:	Microbiology General Manager

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

Job Summary	<p>An Associate Practitioner works as part of the technical team, supervised by experienced Biomedical Scientists and managed by the Laboratory Team Leaders and Operational Head of Department.</p> <p>Once trained an associate practitioner is required to assist the Biomedical Scientists to supervise and train the lower grade Biomedical Assistant staff.</p> <p>In undertaking this role, all employees will be expected to behave at all times in a way that is consistent with and actively supports the principles listed. These are:</p> <p><i>The principles of the NHS, where high quality care is provided on the basis of need rather than the ability to pay.</i></p> <p><i>The contribution of the local community to the development of our services.</i></p> <p><i>Preserving and developing our reputation as a caring organisation.</i></p> <p><i>Developing services that are designed around the patient.</i></p> <p><i>Working co-operatively with others in the interests of patients and their families.</i></p> <p><i>Valuing the contribution of staff and investing in their development.</i></p> <p><i>Valuing the diversity of all our staff, patients and carers and demonstrating a zero tolerance of discrimination.</i></p> <p><i>The importance of developing innovative approaches to teaching, research and service provision, which allows us to be at the forefront of developments in patient care.</i></p> <p><i>Responsible and wise stewardship of public money and effective use of resources.</i></p> <p>The post holder will be required to work on sites as appropriate for the delivery of the service and may be asked to work across sites within the trust.</p> <p>The post holder will be required to support a 24/7 service.</p>
Staff	<p>Works of part of a large team which consists of a mixture of Biomedical Scientists, Associate Practitioners and Biomedical Assistants.</p>

KEY WORKING RELATIONSHIPS

Under the direction of team leaders and Biomedical Scientist staff to:

Communication will be required with all professional, medical and nursing groups within the hospital trust and externally e.g. General Practitioners.

KEY RESULT AREAS

To participate in the routine work of the laboratory in accordance with laboratory procedure in an efficient, cost effective and safe manner.

To help maintain the accreditation requirements of UKAS as appropriate.

The list of duties as described by the Operational Head of Department will include:

- **Infection Control:** To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.
- **Health and Safety:** To co-operate fully in adhering to the Trust policies and procedures with regard to health and safety. Including:
 - Taking reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.
 - Immediately reporting to their immediate manager any shortcomings in health and safety procedures and practice.
 - Reporting any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.
 - Using protective clothing and equipment appropriately where provided.
 - Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.
- **Governance:** To actively participate in governance activities to ensure that the highest standards of care and business conduct. Including:
 - Ensuring on-going compliance with local and national policies as required for UKAS standards.
- Perform audits as required by Senior BMS staff, General manager or the Head of Service or their deputies.
- **Technical/scientific:** Undertake routine and non-routine tests or activities as identified by individual laboratories, up to but not including the point of validation, with exception of auto-authorised procedures. Work to standard operating procedures. Use scientific knowledge to recognise incorrect results and take action to correct errors. Be able to perform laboratory tests requiring a high degree of manual dexterity.
- **Equipment maintenance:** Responsible for monitoring and performing daily, weekly and monthly maintenance of centrifuges, automated analysers and other laboratory equipment, ensuring that logs are completed by all staff. Check the safety and functioning of all equipment perform simple troubleshooting and report malfunctions to BMS staff.

- **Stock Control:** Maintain sufficient stocks of reagents, supplies etc. for the day-to-day operation of the laboratory. Maintain stock control records and order more stock where a system has been set up for this. Liaise with Microbiology and Pathology stores staff to ensure deliveries are correct and received on time.
- **Information and IT:** Ensure that the Standard Operating Procedures for own work area are kept up to date and displayed appropriately. Assist in proposing, developing and implementing new procedures. Use word processing and spread sheet packages to produce draft SOPs, audit reports and laboratory data.
- **Planning:** Plan and organise own workload and will be required to assign work to Biomedical assistants.
- **Supervisory:** Participate in the training of new biomedical assistants and associate practitioners. Supervise biomedical assistants and less experienced staff, allocating work, training, etc.
- **Quality Control:** Perform quality control as appropriate and report any out of consensus results to BMS staff for investigation.

Perform other technical duties as required within post-holder's training and competence.

To perform any other duties required by the Departments General Manager or deputies, commensurate with grade.

Training relevant to this post, including safety aspects in the handling of biological material, will be given.

WORKING CONDITIONS

The post holder will work generally in a laboratory environment and may be required to sit or stand at the bench for prolonged periods. It is expected that the role will involve light to moderate physical effort. The post holder will be exposed to potentially infectious pathological samples on a daily basis with occasional exposure to other risks e.g. chemical encountered in the laboratory.

The laboratory provides a 24/7 day diagnostic service throughout the year. The hours of working are to be confirmed at interview.

GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

Please note that this vacancy will close as soon as sufficient number of applications are received. If you are interested in this post we advise that you apply as soon as possible.

Person Specification

Post: Associate Practitioner
Band: 4

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	<ul style="list-style-type: none"> Appropriate Level 5 Qualification or equivalent e.g. Foundation degree or equivalent in Biomedical Science or BSc (Hons) degree in a relevant science subject. IBMS Certificate of achievement Level 2 (Higher) 	<ul style="list-style-type: none"> Keyboard or IT qualification. 	A / I
Experience	<ul style="list-style-type: none"> At least 12 months UK hospital laboratory experience covering duties 	<ul style="list-style-type: none"> Experience of working in a Clinical Microbiology Laboratory 	A / I

	<p>explained in J.D.</p> <ul style="list-style-type: none"> • Word processing, spread sheets and laboratory information system experience. • Aware of health and safety and confidentiality issues 		
Communication and relationship skills	<ul style="list-style-type: none"> • Written work legible. Can communicate clearly verbally by phone and face to face. Can use tact and persuasive skills. • Evidence of working and integrating as part of a team 		A / I
Analytical and Judgement skills	<ul style="list-style-type: none"> • Can work accurately and methodically following verbal and written instructions. • Knowledge and understanding of pathology tests and medical terminology. • Ability to perform intricate procedures e.g. pipetting 	<ul style="list-style-type: none"> • Knowledge and understanding of clinical microbiology laboratory tests 	A / I / T

Skills	<ul style="list-style-type: none"> Demonstrate manual dexterity e.g. sufficient to handle pipettes and unscrew caps form small tubes 	Previous experience of using pipettes to aliquot small volumes of liquid	A / I / T
Planning and organisation skills	<ul style="list-style-type: none"> Can prioritise work and use initiative when appropriate. Supervisory skills 	Able to work under pressure or to deadlines.	A / I
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs. All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others 		A / I
Other requirements specific to the role	<ul style="list-style-type: none"> Flexibility to meet service requirements. Work all shift patterns associated with role 	Awareness of patient or customer issues.	A / I

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