

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	Healthcare Science Assistant Practitioner
<b>Directorate/department:</b>	Wessex Genomics Laboratory Service (Salisbury)
	Division B/Pathology
<b>Agenda for Change band:</b>	
<b>Accountable to:</b>	Laboratory Manager - Genomics
<b>Accountable for:</b>	The day-to-day processing of samples to ensure accurate and timely patient results
<b>Main purpose:</b>	<ul style="list-style-type: none"> <li>To process a range of pathological specimens under the supervision of senior technical staff and clinical scientists for screening, diagnostic and monitoring purposes and provide accurate, timely and appropriate analytical data.</li> <li>To be capable of working under a reduced level of supervision when necessary.</li> <li>To work flexible hours as determined by the needs of the service</li> </ul>
<b>Key working relationships:</b>	Other Technical staff Technical Lead Operations Manager Clinical Scientists
<b>General duties:</b>	<ol style="list-style-type: none"> <li>To receive and sort samples and enter patient demographic details as necessary.</li> <li>To process samples and perform diagnostic tests on all types of samples received within any area of the lab using automated, semi-automated and manual investigations.</li> <li>To plan &amp; prioritise own workload making adjustments to plans according to unforeseen circumstances.</li> <li>To maintain stocks of laboratory reagents.</li> <li>To despatch samples to other laboratories as required.</li> <li>To present information and reports as requested in a timely manner.</li> <li>To communicate with colleagues, other healthcare professionals and staff from external organisations and deal politely with all service users.</li> <li>To liaise with all staff groups as required assuring routine and complex situations are communicated and progressed.</li> <li>To maximise productivity by making the best use of available resources.</li> <li>To participate in section meetings and feedback information/ suggestions for improvements in local policies and procedures.</li> <li>To participate in the evaluation of new equipment, techniques and protocols.</li> <li>To be proactive in maintaining the quality management system by assisting in the formulation of laboratory Standard Operating Procedures and participating in audits and internal and external</li> </ol>

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	<p>quality control schemes.</p> <p>13. To maintain a personal portfolio that demonstrates competence in theoretical knowledge and practical skills and compliance with Statutory and Mandatory training.</p> <p>14. To comply with the code of practice of the department in respect of all matters regarding Health &amp; Safety.</p> <p>15. To perform any other appropriate duties commensurate with the grade as delegated by senior technical staff and laboratory section leads.</p>
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## IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS standards of business conduct and professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection prevention and decontamination of equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child protection/safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	25 April 2024