

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title:	Associate Genetic Technologist / Practitioner
Service:	North West Genomic Laboratory Hub
Division:	St Mary's Hospital Managed Clinical Services
Directorate:	Division of Genomics
Accountable to:	Head of Technical Programme
Reports to:	Senior Genetic Technologist

CAREER FRAMEWORK

Postholders will be at career framework stage 4 – They have a high level of responsibility performing a range of protocol driven tasks. They will work without close supervision, take responsibility for some organisation of the day to day work of an activity-based team and may provide limited supervision under the direction of a registered practitioner. Postholders may have responsibility for the safe use of equipment that is either expensive or highly complex. Associate Technologists have a required level of practical and theoretical knowledge and skill enabling them to undertake tasks that may otherwise have been undertaken by a practitioner. They will have developed specific technical skills and have an enhanced technical proficiency. Postholders may take some responsibility for the training of others and may deliver training.

JOB PURPOSE

- Undertake defined technical and administrative tasks to assist in the delivery of a safe, effective and efficient Laboratory Genetics Service. Specific duties depend on the section in which he/she is working.
- To prepare and process patient samples for genetic analysis to defined minimum standards.
- To work with limited autonomy.
- To work accurately, and for periods where there is a frequent requirement for concentration.
- To collaborate with other members of the section or department to achieve an effective and reliable service.

- Rotate through the sections and sub-sections of the laboratory to meet the demands of the service and to enable continuing self development.
- To supervise and / or train less experienced staff in own area of work when required
- The NW GLH is currently developing proposals to move from a 5 to 7 day a week delivery model and therefore new applicants should be aware that, following appropriate consultation with staff, any future postholder may be required to work a pattern to support this which could include weekend working.

MAIN DUTIES AND RESPONSIBILITIES

Clinical and laboratory tasks

- To be responsible, after appropriate training, for carrying out standard operating procedures in order to provide diagnostic services within the Genetics laboratories, maintaining a high level of accuracy and reliability. These will vary depending upon the section of the laboratory. They may include, as examples only
 - Preparation of chemical stock solutions (including cytotoxic and teratogenic), including labelling, recording batches and storing.
 - Supervising and planning routine work of others.
 - Receiving and checking deliveries to the department including chemicals and equipment; ensuring the appropriate storage.
 - Be responsible for safe use of highly complex equipment.
 - Cell culture.
 - DNA extraction.
 - Setting up more complex samples or tests under the supervision of a practitioner.
- Use of a wide range of work area-specific practical and theoretical knowledge, which informs the planned approach to tasks that arise in work and /or study.
- Be responsible for safe operation and maintenance of highly complex equipment.
- To take responsibility for completion of tasks to a defined standard, demonstrating some autonomy.
- Maintain a high level of professional competence in the performance of all tests and investigations carried out.
- To be able to identify problems and initiate corrective action under the direction of a more senior member of the laboratory.
- To offer comments and suggestions for improvements to procedures or possible service developments.

- Perform basic analyses under supervision, over a limited range of tests to enable reporting time targets to be met.
- To analyse the results of tests for which he/she is responsible, accurately recording results on worksheets, on results sheets and on the laboratory database as required.
- To generate internal reports for basic test results, prior to checking and authorisation by appropriate Practitioner / Scientific staff.
- Participating in curatorship, cleaning and disinfection of laboratory areas.
- Monitoring of stock and organisation of storage areas.
- Dispose of clinical and non clinical waste in accordance with Trust and Departmental policies.

Education and Development

- To take responsibility for own development and work practice.
- To maintain and improve competence, knowledge and skills.
- To participate in annual appraisal and mandatory training.
- To attend training courses, and participate in in-house training programmes necessary to maintain the competencies required by the post.
- To rotate through sections of the laboratory as required and for development and to provide cover when necessary.
- To plan and deliver specific training in own area of work.

Clinical Governance

- To work within the department's Quality Management System.
- Evaluate equipment, techniques and procedures.
- To undertake training and development to ensure safe delivery of assigned tasks.
- To follow written protocols and be subject to supervision.
- To participate in the risk management of the department, including error reporting and investigation.
- To participate in the general care of the department including its equipment.
- To participate in internal and external quality control procedures.
- To participate in audit.

Clerical

- To undertake clerical duties for example
 - To receive samples, sort, data entry to laboratory records including computer databases.

- Ordering of reagents and consumables under the supervision of more senior staff.
- Prepare patient reports for posting and FAXing
- Accurate Filing

Policy

- To abide by all Codes of practice, Safety Regulations, statutory requirements and operational policies of the department and the service.

Other

- To participate in weekend and bank holiday rotas. This will include lone working, following appropriate training.

This job description is an outline of the current position and may be amended in detail or emphasis in the light of the future requirements for the service. It will be reviewed as part of staff review. All amendments and changes to the job description will be agreed with the post holder

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work.

The postholder must not wilfully endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents must be reported to your senior manager and you are asked to participate in accident prevention by reporting potential hazards.

CONFIDENTIALITY AND INFORMATION SECURITY

As a Trust employee you are required to uphold the confidentiality of all records held by the trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All Information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

TRUST POLICIES

The Trust operates a range of policies, (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

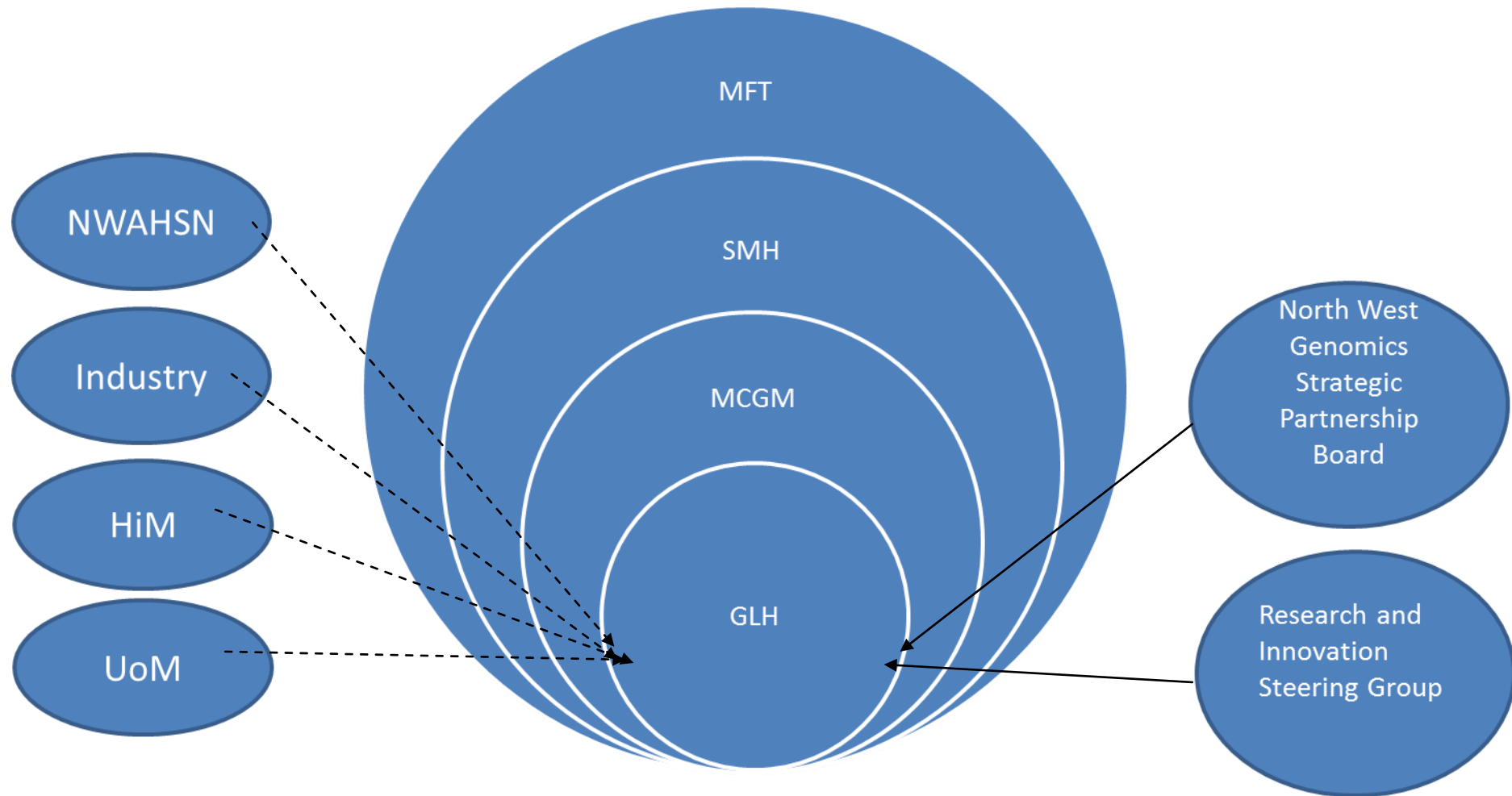
NO SMOKING POLICY: The Trust operates a no smoking policy.

ALCOHOL: The Trust has an alcohol policy. In addition, you must not consume alcohol during the working day. Consumption of alcohol affects your work and presents a significant clinical risk.

TEAM BRIEFING: The Trust operates a system of team briefing which is based on the principles that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing.

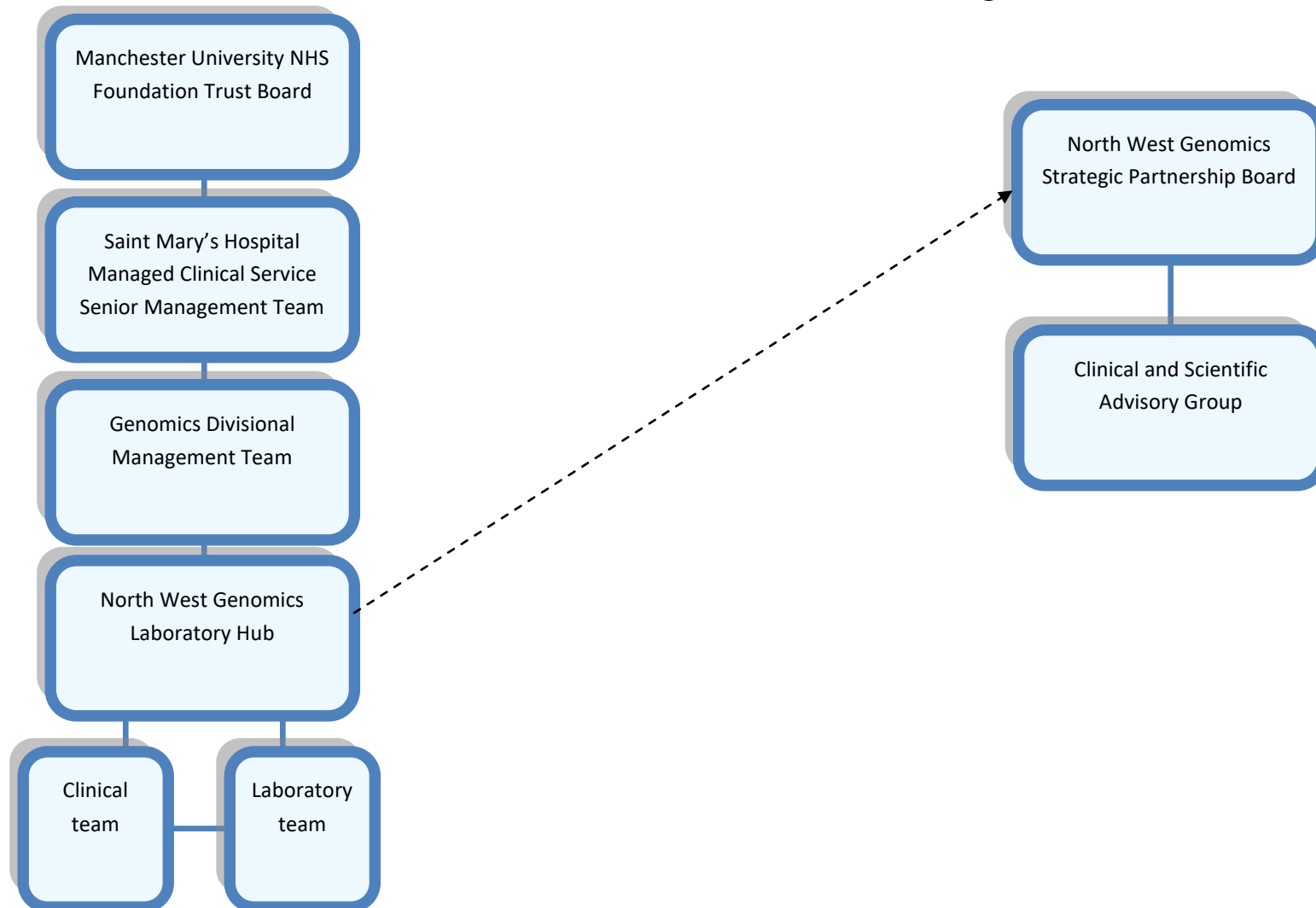
Genomics Laboratory Hub Position in MFT Corporate

Structure & Governance Arrangements



Genomics Laboratory Hub Position in MFT Corporate

Structure & Governance Arrangements



Genomics Division Management Structure (Incorporating the GLH)

