

Biomedical Science Assistant – Higher Level



Department: Health and Community Services

Division: Clinical Support Services and Cancer

Reports to: Biomedical Scientist Team Manager or Biomedical Science Assistant - Team Leader

JE Ref: HCS529

Grade: CS06

JE Date: 20/04/2020

Job purpose

Assist biomedical scientists by conducting a wide range of routine and non-routine higher level laboratory activities, to process clinical samples, to help guide the diagnosis and management of disease, improving the health and wellbeing of islanders.

Job specific outcomes

Perform a wide range of laboratory support and reception tasks, especially specimen handling and processing, taking initiative and ownership from beginning to end of each whole process, to help guide and contribute to clinical diagnoses, treatments and the evaluation of the effectiveness of therapeutic interventions.

Works competently across a wide range of higher level manual laboratory processes, for some of these working entirely alone, and taking responsibility for the whole process, for example, leukodepleting and manufacturing units of donated blood for the island's transfusion service, managing referrals for the cervical screening programme or other specialised referrals for a specific scientific discipline, using the autoclave to manage the sterilisation of laboratory waste, performing a range of manual laboratory tests, pre-treatments for auto-analysers, or preparing laboratory reagents, to contribute to the efficient functioning of the laboratory service.

Receives and unpacks samples and enters details of requests for investigations onto the laboratory computer, using knowledge of test repertoire, specimen requirements and clinical details to select the correct investigations, with limited or no supervision and often working single-handedly, ensuring that patients' specimens are investigated in a timely, accurate and appropriate way.

Accurately enter and continuously check data on hundreds of patients each day, manually and electronically, using various IT platforms and filing systems, following up and resolving discrepancies, accurately maintaining a smooth flow of work through the laboratory.

Provides a professional, knowledgeable, informative and courteous service to the general public, and internal and external service users, for some roles this includes a substantial amount of time staffing the front desk, for all roles it involves handling front-line telephone enquiries, to make sure that people have a positive experience of using laboratory services.

Prioritise work and flex to cover, using personal knowledge and experience of laboratory tasks, for example, labelling tubes, slides, petri dishes or cassettes, pipette or transfer samples, make

accurate observations and measurements, operate equipment and auto-analysers, monitor stock levels and manage supplies, cleaning, maintenance, filing and administrative tasks, respond to ad hoc requests, to meet urgent clinical need and agreed laboratory turnaround times.

Network with other professionals, including other hospital teams and particularly with off-island referral laboratories, organise and pack referrals, chase results by telephone and email, input data, manage people's expectations of the service, and give out laboratory results to clinicians.

Educate, train and assess the competence of less experienced employees in whole processes, supervising them as required; and take responsibility for own development, keeping a folder of evidence, so as to contribute to a culture of career-long learning.

Participate in the review of documents, management of nonconformity, audit and other quality management tasks, using dedicated software, to facilitate and demonstrate commitment to continual improvement.

Dynamically assess and minimise risk, use universal precautions and keep the workplace clean and tidy, clean spills of hazardous samples or chemicals, manage and dispose of laboratory waste and laundry, to ensure a safe working laboratory environment for employees and visitors.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Institute of Biomedical Science Certificate of Achievement Part I</p> <p>Or</p> <p>Relevant qualifications at academic level 3 (e.g. science A-levels or NVQ level 3)</p>	<p>Registered Science Technician (RSciTech)</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Knowledge of a range of routine and non-routine medical laboratory procedures</p>	<p>Knowledge of a range of routine and non-routine medical laboratory procedures, and their theoretical basis</p>
	<p>Understand the principles of good laboratory practice, quality management, safety, infection prevention and risk management</p>	

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Able to conduct diagnostic laboratory investigations to reproducible standards</p> <p>Able to demonstrate proficiency in practical laboratory skills</p> <p>Able to operate laboratory equipment</p> <p>Able to work with accuracy and precision in conformance with standard operating procedures</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Able to train and assess the competence of others</p> <p>Able to prioritise and multitask</p> <p>Able to use appropriate information and communication technologies including laboratory information management systems</p> <p>Able to undertake audit, document review and other quality management tasks</p> <p>Good verbal and written skills</p> <p>Ability to work to deadlines</p> <p>Ability to work under own initiative</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of postqualification experience).</i></p>	<p>Experience of working in a medical laboratory, acquired over approximately one year</p>	<p>Keep a folder of evidence of competence</p>
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Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.