1. JOB IDENTIFICATION

Job Title:	**Healthcare Scientist Associate Practitioner**
Responsible to:	GenQA Clinical Scientists
Department(s):	GenQA**, Laboratory Medicine**
Directorate:	**LABORATORY MEDICINE**
Operating Division:	**NHS Lothian, RIE**
Job Reference:	061710
No of Job Holders:	1
Last Update:	August 2020

2. JOB PURPOSE

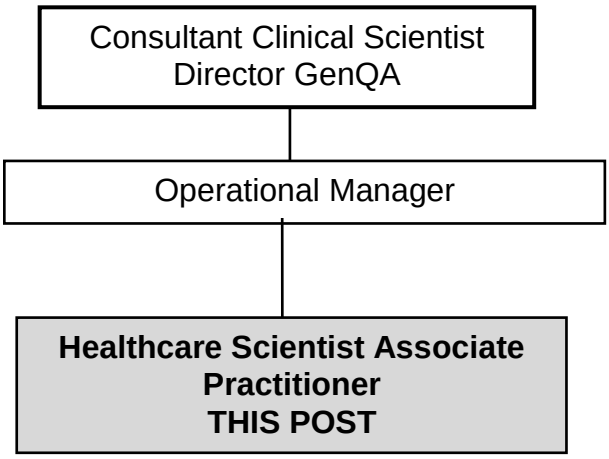
To contribute in providing an accredited external quality assessment service in the field of molecular diagnostics, working effectively as a team member in the continuing assurance of high quality laboratory medicine, locally, nationally and globally.

To provide a comprehensive support service to the GenQA Clinical Scientists.

3. DIMENSIONS

GenQA monitors laboratory performance nationally and internationally and accordingly contributes to Clinical Governance on a national and international level. The service aims to reduce harm to patients caused by erroneous test results, and to improve test quality by education and demonstration of best practice.
This role directly supports the HCPC registered Clinical Scientists in delivering an accredited external quality assessment service for molecular diagnostic testing.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

Genomics Quality Assessment (GenQA) is a member of the UK NEQAS consortium and provides a quality assurance service for genomics through a broad consistent and sustainable range of relevant external quality assessments (EQAs) at a reasonable cost to the genomic community worldwide.

GenQA provides objective information and advice to laboratories and individuals on the quality of their analytical and interpretative performance in order to help them provide accurate and reliable test results and advice which ultimately facilitates optimal patient care.

Advances in our understanding of genomic medicine has led to a revolution in testing availability and GenQA is committed to providing external quality assessment in this rapidly evolving field.

6. KEY RESULT AREAS

1. To perform a range of molecular sample processing techniques for routine laboratory tests e.g. measuring DNA concentrations, running gel electrophoresis, assessing sample quality.

2. To undertake preparatory work for sample analysis by participants of the GenQA EQAs e.g. preparation of samples for DNA extraction.

3. To undertake internal and external quality control for all tests carried out escalating any anomalies to the Operational Manager.

4. Responsible for stock control including the ordering and receipt of laboratory consumables/reagents to ensure availability of consumables at all times.

5. To maintain up to date written and electronic records and reporting results as and when required.

6. To be responsible for ensuring personal ongoing training as required, ensuring skills / competencies are maintained.

7. To work within defined standards, protocols, policies and procedures including Health and Safety regulations for laboratory area, to ensure safe working procedures, health and safety of other staff and visitors to the department and maintain the highest level of service at all times.

8. To follow the general policies and protocols of the Department and in association with the clinical, scientific and technical staff, to assist in maintaining the highest professional standards.

9. To ensure all work is completed to pre-determined plans and timescales, accurately and to a satisfactory standard, seeking advice when required.

10. To provide a high quality support service to support the Operational Manager and Clinical Scientists in the delivery of the External Quality Assessment Scheme within Laboratory Medicine.

11. Act as first point of laboratory contact to the department responding to telephone and email enquiries from all staff groups, expert advisors and participants providing information as appropriate, to ensure efficiency and effectiveness of service delivery, escalating to a more senior member of the team as required e.g. complaints or specific questions from participants and expert advisors to GenQA.

12. To access and use with accuracy, in- house systems for recording and retrieval of sample information, draft result reports for analysis by the Clinical Scientists.

13. To assist where required in other administrative duties within the laboratory.

14. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7. a. EQUIPMENT AND MACHINERY

The following are examples of equipment which will be used when undertaking the role:

Use of various minor items of laboratory equipment dependent on the laboratory area.

Personal computer – to communicate, extract and record patient and test information.
Photocopier – duplicating information without breaching copyright regulations.
Telephone – communication both internally and externally.
Computer reports printers.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7. b. SYSTEMS

1. GenQA administration website for input and retrieval of all confidential laboratory details and performance data.
2. Q-Pulse quality management system
3. GenQA database for checking validations, scheme reports, distribution details and confidential participant information.
4. Communication systems - Division intranet / email
5. Full Microsoft Office experience: Microsoft Word, Excel, Access.

8. ASSIGNMENT AND REVIEW OF WORK

The post-holder will carry out advanced molecular technical activities according to protocols to provide an optimal service.

Workload will be generated through demand from services and via the Operational Manager.

Annual review will be undertaken by the Operational Manager to review performance and Personal Development Plan.

9. DECISIONS AND JUDGEMENTS

The post-holder is required to prioritise workload in accordance with Departmental protocols.

The post-holder is required to use judgement when undertaking tasks and resolving straightforward technical issues e.g. identifying sub-optimal testing and determining when to escalate more complex issues to the Operational Manager e.g. when samples are not of sufficient quality for distribution.

Identification of anomalies when undertake internal and external quality control for all tests carried out escalating to the Operational Manager e.g. when analysis of the participant samples are not consistent and there is an issue of substandard EQA assessment.

10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB

Meeting tight deadlines and timescales whilst working in a demand led environment.

Interacting with service users, both by telephone and in person.

Working flexibly within the service to ensure service needs are met during peak periods of demand/staff shortage.

11. COMMUNICATIONS AND RELATIONSHIPS

The post holder will communicate on a regular basis with the scientific team, internal and external agencies involved with the provision of diagnostic results and provision of information and advice related to laboratory user enquiries, using effective verbal, non verbal and written communication.

Will communicate with the Operational Manager with regards to planning, implementation and review of workload.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

1. Highly developed physical skills and attention to detail: manipulation of fine tools, materials.
2. Excellent hand / eye co-ordination when performing tests
3. Frequent light physical effort for several short periods; occasional moderate effort.
4. Keyboard skills require ensuring a high degree of accuracy.
5. 50% of work is computer based therefore sitting in a restricted position for this proportion of duties.
6. Repetitive movements processing samples.
7. High degree of precision, accuracy and efficiency.

Mental

1. Prolonged periods of significant mental concentration required when processing samples.

Emotional

Exposure to clinical information can at times be distressing.

Environmental

1. Daily exposure to known and unknown ‘risk of infection’ samples.
2. Occasional exposure to chemical hazards.
3. Prolonged use of VDU.
4. Use of telephone on a regular basis.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB	
Educated to SCQF Level 8 e.g. HND in Biological Science or NVQ4 or equivalent level of knowledge. Previous experience of supporting administration functions within a laboratory environment. Good organisational skills with attention to detail. Good communication skills. Knowledge of Microsoft office packages e.g. Word and Excel. In-house training will be given to provide competencies to undertake the role.	
14. JOB DESCRIPTION AGREEMENT	
A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder Signature: Head of Department Signature:	 Date: Date: