

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

*NB: Please do not change the Word format or Page Set Up of this document.*

### **1. JOB DETAILS**

**Job Title:** Biomedical Support Worker  
**Reports to:** Supervisor  
**Band:** 2  
**Department:** Central Specimen Reception  
**Location<sup>1</sup>** Multi Site  
**AfC Job No:** 473f

### **2. JOB PURPOSE/SUMMARY**

To collect, deliver, receive and assist in the processing of clinical diagnostic specimens for biological testing

To undertake routine clinical technical investigations, this may involve operating complex equipment following standard operating procedures. Some of this work may be under supervision.

To enter and retrieve patient demographic details using the laboratory information system

As the job holder you will be required to work as a member of the departmental team, communicating effectively with colleagues and other healthcare staff.

As part of the team, you will be expected to perform a range of routine tasks in support of biomedical, scientific and medical staff. You will be required to have problem solving skills that will allow you to make judgements and decisions about job related situations.

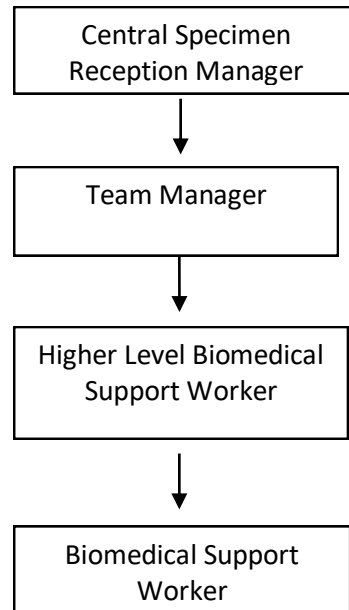
You will be required to communicate information, some of which may be related to patient management and care, to colleagues, healthcare staff and other organizations.

---

<sup>1</sup> The Trust reserves the right to require employees to work either temporarily or permanently at or from any other of the Trust's establishments at any time

You will be expected to participate in the quality and improvement agenda of the department / CSU.

### 3. ORGANISATIONAL CHART



### 4. PRINCIPAL DUTIES & AREAS OF RESPONSIBILITY

- To perform appropriate technical laboratory procedures and tasks that is consistent with the job holder's levels of knowledge, skills and experience. These tasks may vary from day to day but examples would include:
  - Collecting, receiving, sorting , distribution, disposal and administration of diagnostic samples & documentation
  - Basic recognition of samples/tissues (eg. Blood / urine etc)
  - Preparation of samples prior to processing
  - Preparation of chemical reagents and simple set up of testing platforms
  - Processing & testing of certain clinical samples as per standard operating procedures
  - Rejecting samples based on defined criteria
  - Safe disposal of clinical / laboratory waste
  - A high degree of dexterity and precision when manipulating small tools such as pipettes, handling very small volumes of

clinical material or when preparing microscope slides for examination by others is required. In order to achieve the required turnaround times the work must be performed with both speed and accuracy.

- To prepare materials for distribution to clinical areas
- To enter and retrieve patient information using the laboratory computer system.
- To work independently when and as directed by supervisors within area and sphere of capability, escalating issues appropriately.
- To respond to telephone enquiries from users of the service in a manner that is in accordance with departmental procedures
- To assist in the day to day monitoring, cleaning and maintenance of the laboratory and equipment.
- To contribute to general departmental management by assisting in the ordering, receipt and control of consumables and stock levels
- To demonstrate relevant job related tasks to new or more junior staff
- To participate in the quality agenda and compliance monitoring of the laboratory.
- To actively participate in quality and service improvement and be aware of basic principles of the Leeds Improvement Method.
- Maintain own competence in established procedures and participate in relevant training where required with support from line manager/ supervisor
- Adopting and demonstrating a flexible approach to work.
- Other duties as commensurate with the grade and role as agreed with line manager.

## **5. THE LEEDS WAY VALUES**

Our values are part of what make us different from other trusts, so we see this as a strength, as well as a responsibility. They have been developed by our staff and set out what they see as important to how we work. Our five values are:

- Patient-centred
- Collaborative
- Fair
- Accountable
- Empowered

All our actions and endeavours will be guided and evaluated through these values

Additionally, the following are core values which relate specifically to this post:

As a healthcare worker dealing with sensitive (patient related) information the importance and value of personal honesty and integrity as a commitment to patient service and confidentiality will be recognised. In contributing to the quality of a technical clinical service you will understand the requirement to continuously develop appropriate skills and accumulate relevant knowledge whether by formal or in-house training.

## **6. WEST YORKSHIRE ASSOCIATION OF ACUTE TRUSTS (WYAAT)**

Leeds Teaching Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Leeds Teaching Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **7. INFECTION CONTROL**

The jobholder must comply at all times with the Leeds Teaching Hospitals NHS Trust Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment

**8. HEALTH AND SAFETY / RISK MANAGEMENT**

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the Leeds Teaching Hospitals NHS Trust Policies, including Health and Safety policies, in particular by following agreed security and safer working procedures, and reporting incidents using the Trust Incident Reporting system

**9. EQUALITY AND DIVERSITY**

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

**10. TRAINING AND PERSONAL DEVELOPMENT – CONTINUOUS PROFESSIONAL DEVELOPMENT**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role and will actively participate in annual appraisal.

**11. COMMUNICATION & WORKING RELATIONSHIPS**

As the job holder you will communicate and work directly or indirectly with a diverse range of other staff. Those shown below are examples:

*Internal*

- Colleagues, supervisors and managers within the speciality
- Pathology staff working in other specialities
- Members of clinical teams including nurses, doctors and other practitioners
- Administrative and secretarial staff
- Estates and facilities staff

*External*

- Staff in primary care facilities
- Staff in other hospitals
- Staff in non NHS organizations (for example suppliers of consumables)
- Patients

## **12. SPECIAL WORKING CONDITIONS**

As the job holder you will be required to work in a clinical laboratory environment. As such you will work under controlled conditions where chemical and biohazardous materials are handled. For your own protection you will be required to wear appropriate personal protective equipment and for this you will receive training. Frequent periods of light and occasional periods of moderate physical activity related to stores management may be expected. The service is delivered from a number of different sites and you may be required, subject to consultation, to travel between sites.

### **i) PHYSICAL EFFORT:**

Many tasks are repetitive and may involve the job holder standing at equipment or sitting at the laboratory bench for extended periods.

Regular requirement to sit at PC and regular requirement for post holder to be mobile for collection & delivery of samples.

This job requires the holder to participate in stock control, including the movement of goods from the point of delivery to the point of storage. This will require frequent movement of light and moderate loads up to 15kg .

Subject to suitable and sufficient manual handling training the job holder may occasionally be asked to assist in the movement of laboratory equipment (e.g. centrifuges, incubators) or consumables that weigh in excess of 15kg. (e.g. gas cylinders, containers of large volumes of fluid)

There is normally no requirement to lift people.

### **ii) MENTAL EFFORT:**

The day to day repertoire of this job is diverse and the job holder can expect to be asked by supervisory staff to change tasks at short notice. In order to minimize errors concentration is required on a daily basis when processing specimens. Occasionally this may require prolonged concentration and is subject to workload.

The job holder is expected to operate complex laboratory equipment. This task requires concentration so that personal safety is maintained, and equipment is not damaged.

There is no requirement for the job holder to drive a vehicle

**iii) EMOTIONAL EFFORT:**

In normal circumstances there is little patient contact by the job holder and exposure to emotional circumstances is limited. However, subject to the requirements of the speciality some patient contact may occur such as in the collection of capillary blood samples from children.

**iv) WORKING CONDITIONS:**

The job holder will be required to work with chemical and biological material on every shift. The working environment in a clinical laboratory is strictly controlled and under normal circumstances these hazards are contained. There will be occasional exposure to uncontrolled chemical and biological hazard after spillage or leakage.

Exposure to physical aggressive behaviour is rare. Occasional exposure to verbal aggression occurs during telephone communication with service users

**13. JOB DESCRIPTION AGREEMENT**

**Jobholder's Signature:** ..... **Date:**.....

**Head of Department's Signature:** ..... **Date:**.....

**Head of Department's Name and Job Title:**

.....

**Staff side representative's signature (where appropriate):** .....

**Date:** .....

**14. JOB MATCHING PROCESS**

Line Manager (to be contacted by the matching panel if required):

Name: (*print*)..... Job Title: .....

Tel No/Ext: ..... Mobile/Bleep No: .....

AfC number (473f)

Post-holder representing this staff group (if more than one post-holder in the job):

Name: (*print*)..... Ext/Contact no: .....

NB: These individuals may be called upon by the matching panel to provide additional information regarding the post.