

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Associate Practitioner (Healthcare Science Practitioner)
Pay Band:	Agenda for Change Band 4
Department:	Medical Biochemistry and Immunology
Directorate:	Medical Biochemistry and Immunology
Clinical Board:	CD&T
Base:	UHW

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Laboratory Service Manager
Reports to:	Senior Biomedical Scientist
Professionally Responsible to:	Laboratory Service Manager

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.



JOB SUMMARY/JOB PURPOSE

- To contribute to providing a professional clinical laboratory service by working in the Department of Medical Biochemistry and Immunology and undertaking duties to support Scientific Staff in the preparation and analysis of samples of biological samples. This will be achieved by carrying out clinical, technical or scientific tasks under supervision/ direction using a wide range of practical and theoretical knowledge following written Laboratory Procedures and taking responsibility for completion of tasks and areas that have been assigned to the post holder.
 - To assist in training and development of Associate Practitioners (Associate Healthcare Scientists), Medical Laboratory assistants (Assistant Healthcare Scientists) and other appropriate trainees when required
 - To provide a quality analytical service for Medical Biochemistry and Immunology, while working as part of a team undertaking analysis of biological samples.
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DUTIES AND RESPONSIBILITIES

- Rotates through the various sections of the Departments as required.
- To perform basic clinical, technical or scientific laboratory tasks taking responsibility for the completion of tasks and applying the post holder's specialist practical and theoretical knowledge, ensuring that results are obtained in an efficient and timely manner.
- To work in an efficient, effective and timely manner and to be adaptable to change in working practices.
- Follows standard operating procedures to prepare reagents required in area of work.
- Obtains advice and guidance from qualified staff and reports to the Senior section lead.
- Follows departmental protocols and procedures to undertake manual and automated assay techniques.
- Works to a high standard following defined departmental protocols to assist in the production of accurate and quality analytical results necessary for the monitoring and treatment of patients.
- Accurately records analytical results in the laboratory information system, and refers them to registered practitioners for authorisation and release
- Accurately records quality control sample results in the laboratory information system, and refers them to registered practitioners for approval
- Generates work-lists and enters test results when required into the laboratory information system.
- Follows standard operating procedures to use and maintain equipment within area of experience. To refer problems to qualified staff within the area.

- To undertake daily maintenance of analytical equipment, and to run Quality Control procedures within the remit of Standard Operating Protocols.
- Maintains a clean and tidy work space and works safely at all times, abiding by current H&S requirements, protecting him/herself and others from the enhanced risks associated with the handling of human body fluids, waste material and dangerous chemicals.
- Decontamination of laboratory working areas and equipment following sample or reagent spillages in accordance with Health and Safety procedures.
- Uses and maintains laboratory equipment safely and competently (on a daily basis) under the direction of qualified scientific staff in the section of work.
- Performs manual analytical techniques according to Standard Operating Protocols and to prepares reagents as necessary. To have a basic scientific understanding of the methodology being used.
- Initiates reflex testing according to Standard Operating Protocols
- To receive and sort Pathology specimens to ensure that they are dealt with promptly within the laboratory areas to include bar coding of samples and checking identification to comply with Directorate Sample Labelling Policy and scanning of request forms. To ensure that all samples are handled and sorted in accordance to relevant regulations, in order to maintain staff safety and accuracy of results and to protect patient confidentiality.
- To maintain adequate Laboratory supply stock levels to ensure the smooth processing of test results and to monitor consumables on behalf of the section lead.
- Liaises closely with registered staff for advice and guidance
- Provides basic training to rotating students and other laboratory staff within own area of experience
- Provides basic supervision to rotating students and other laboratory assistants as appropriate within own area of experience
- To enter patient and test information onto the Pathology computer system to ensure relative information is accurate and available in a timely manner.
- To ensure that all communication with patients, medical staff, GP's and other members of the UHB are dealt with compassion and a high level of confidentiality in order to ensure that UHB protocols are adhered to.
- To deal with telephone and staff enquiries including the retrieval and transmission of results from the Pathology database in a timely, accurate and efficient manner.
- Communicates results requiring validation to biomedical scientists to facilitate timely reporting.
- Issues results that have been released according to auto validation criteria.
- Communicates previously authorised results as required to other multidisciplinary staff.
- To maintain equipment and clean after use to ensure that Local and National Standards are maintained.
- Will undergo an annual Personal Development Review and prepare a Personal Development Plan incorporating CPD
- Attends meetings, seminars, tutorials and courses as part of ongoing training and education as necessary as part of CPD/KSF.

- Maintains patient confidentiality at all times in accordance with Health Professions Council guidelines
- All laboratory procedures and practices are to be carried out in accordance with the appropriate Standard Operational Procedure and Health and Safety Guideline.
- Adheres to the policies of the UHB, and professional guidelines of the Institute of Biomedical Sciences, and the Health Professions Councils
- To prepare and organize the dispatch of samples to the appropriate destination to ensure the efficient and safe transit of the samples in compliance with current postal/and other relevant regulations
- Any other duties commensurate with the level of the post by mutual agreement.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained

during the course of their duties. This will, in many cases, include access to personal information relating to service users.

- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged

to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219

- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 16/04/2009

Prepared By: Nigel Roberts

Date Reviewed: 04/04/2019

Reviewed By: Nigel Roberts

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Associate Practitioner (Healthcare Science Practitioner)	Department:	Medical Biochemistry and Immunology
Band:	AFC Band 4	Clinical Board:	CD&T
Base:	UHW		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT

QUALIFICATIONS	<ul style="list-style-type: none"> Higher National Certificate in Med Lab Sciences or an applied Biological Science 	<ul style="list-style-type: none"> Biomedical Science Degree 	Application Form Certificate Check
EXPERIENCE	<ul style="list-style-type: none"> Significant laboratory experience 	<ul style="list-style-type: none"> Experience of Medical Biochemistry procedures 	Application Form Interview References
SKILLS	<ul style="list-style-type: none"> Good laboratory techniques Manual dexterity Excellent communication skills Good keyboard skills and computer literacy. Excellent spoken and written English Ability to maintain concentration 	<ul style="list-style-type: none"> Working knowledge of Microsoft Office programs (i.e. Word, Excel, Powerpoint) 	Application Form Interview References
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of laboratory computer systems 	<ul style="list-style-type: none"> Knowledge of inherited metabolic disorders 	Application Form Interview References

		related to screening <ul style="list-style-type: none"> • Knowledge of Laboratory procedures 	
PERSONAL QUALITIES <i>(Demonstrable)</i>	<ul style="list-style-type: none"> • Organised • Calm under pressure • Able to work as part of a team • Excellent communication skills – both oral and written. • Willing to learn • Flexible • Attention to Detail 	<ul style="list-style-type: none"> • General laboratory skills including pipetting and analyzer operation • Ability to multi task • Ability to achieve set targets within a specified timeframe 	Application Form Interview References
OTHER <i>(Please Specify)</i>			Interview Document Check*

Date Prepared:	16/04/2009	Prepared By:	Nigel Roberts
Date Reviewed:	04/04/2019	Reviewed By:	Nigel Roberts