



Job Title: Medical Laboratory Assistant (MLA)
Location: TDL Pathology, Ealing Hospital NHS trust
Reporting: SRA Supervisor
Accountable to: Pathology Manager

Overall Job Purpose: To assist in the daily running of the laboratory section to which you have been assigned under appropriate technical supervision. To maintain the highest professional and technical standards in the department

Main Duties:

To include, but not be restricted to, the following:

To become familiar with the day to day methods in use in the laboratory to which you are assigned. To put these methods into practice. To refer to your supervisor any problem, which arises during the discharge of your primary duties, outlined below.

- ❖ To carry out a range of routine technical and clerical duties within sample Reception.
- ❖ To carry out a range of other support duties for the laboratory
- ❖ To receive, identify and prepare for analysis all incoming samples / request forms entering the data accurately on the laboratory IT system.
- ❖ Answering telephone
- ❖ General filing and printing of request forms
- ❖ To maintain your own knowledge and skills to perform the job as detailed within this job description.
- ❖ Any other duties assign by the laboratory manager
- ❖ To enter patient details and coded information into the laboratory computer system in an accurate and expeditious manner
- ❖ To be familiar with the laboratory computer system
- ❖ To be familiar with client codes, test library codes and test library profiles

General Duties

To become familiar with the day to day organisation of the department as it affects your work. You should be aware of the functions of other members of staff in the department as they affect your work.

To be fully familiar with the laboratory IT system and its appropriate utilisation in the discharge of your duties.

To undertake such work as you are assigned in a careful and efficient way and in compliance with CPA guidelines. You will be trained for the work that you are expected to perform. Do not attempt any work unless you are confident you can carry it out properly.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and/or customers as you will be regarded as a representative of your staff and department as well as the Company, and you should behave accordingly. Matters regarding patients and your staff are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and company confidentiality.

To be aware of and abide by the rules and codes of conduct of the department. This is particularly important in the case of Health & Safety and Fire procedures. To behave in a professional manner and co-operate with all other members of staff at all times.

Staff will participate in the Annual Joint Review procedure, and this job description will be reviewed as part of the Annual Joint Review procedure.

To work flexible hours according to the Department requirements, as decided by Management.

To attend laboratory meetings, training sessions and departmental audits as required.

To maintain the highest standards of quality within the department at all times.

Other duties as specified by the SRA Supervisor

Person Specification

Attributes	Requirements	Method of Assessment
Qualifications	GCSE (or equivalent) in Maths and a Science subject	Application form, interview and sight of qualification certificates.
Experience	Experience in an appropriate healthcare environment would be desirable. Scientific interest or some experience. Some theoretical and practical knowledge in all disciplines of pathology relevant to its multi-disciplinary nature	Application form, interview and references.
Practical and intellectual skills	Good organisational skills. Basic Keyboard skills	Application form and interview.
Disposition / Adjustment / Attitude	Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines, able to learn and assimilate new information.	Interview and references.
Additional Circumstances	Commitment to working the hours required to fulfil the job, including flexibility of working. Ability to work in a team Ability to handle confidential materials. Ability to work on own initiative	

This job description is subject to amendment in response to the changing needs of the department and company requirements.

This job description will be reviewed as part of the Annual Joint Review.

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee:Signed:

Date:

Manager:..... Signed:.....

Date: