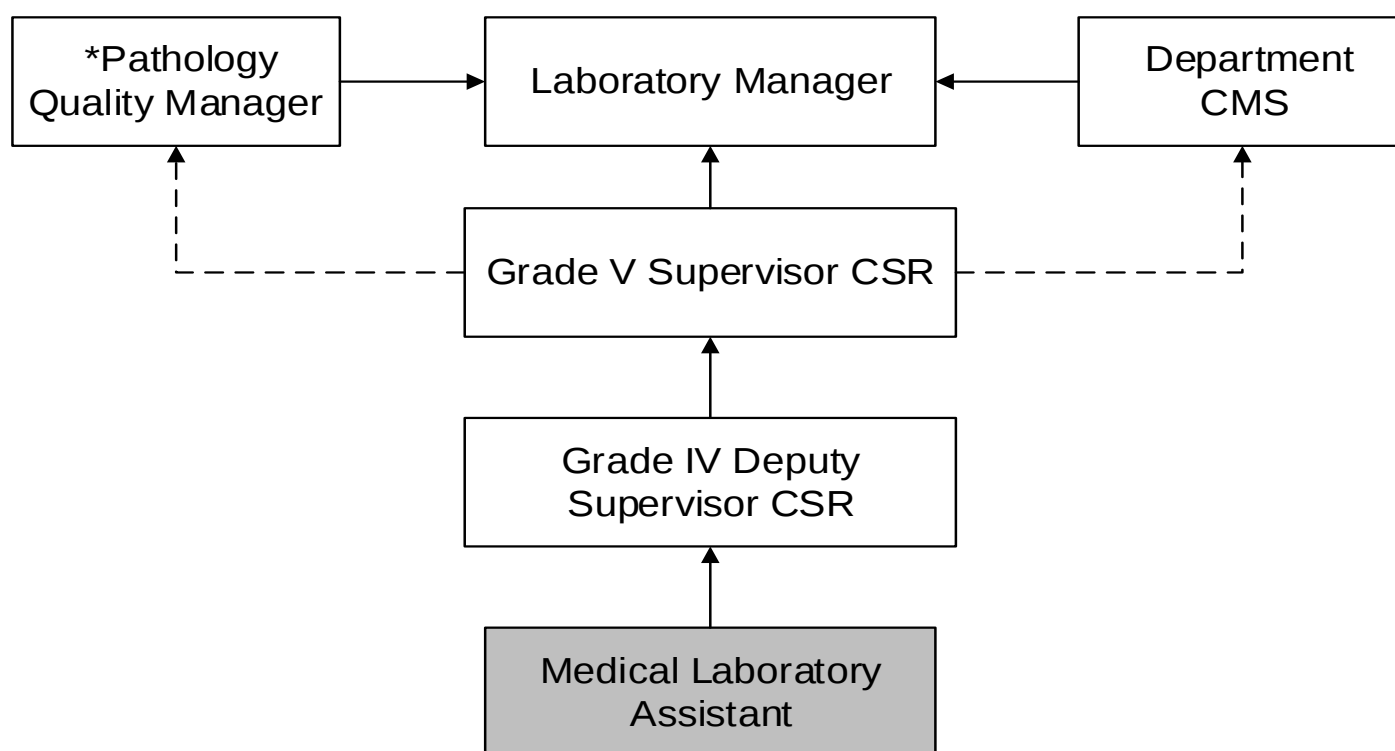


JOB DESCRIPTION

1 Job Title	2 Location	3 Record Filename
Medical Laboratory Assistant	Central Specimen Reception	MF-CSR-JD-01

4 Organizational Chart



————— Denotes reporting relationship
----- Denotes liaising relationship

* The role of Pathology Quality Manager liaises with all Pathology staff on quality issues.

5 Purpose of the job & hours of service

To work under supervision in Central Specimen Reception to help with the preparation of samples for analyses, dispatch of samples to referral laboratories and undertake any other responsibility which may be allocated by designated supervisor.

Hours of service will be 39 hours per week, Monday to Sunday including requirement to participate in a 24/7 roster.

6 Main duties and responsibilities

The chosen candidate will:

- Perform routine work to the highest professional standards, as determined by the Laboratory Management team.
- Be responsible for the quality of their work and carry out their duties in accordance with Hospital policy.
- Comply with the requirements of relevant EU Directives and ISO 15189.
- Adhere to Pathology Health and Safety procedures and protocols
- Observe the strictest confidence when dealing with all aspects of patient or hospital information
- Participate in implementing the Pathology Department service including flexibility within agreed rosters to meet the service needs
- Ensure that policy relating to Pathology Laboratory record keeping is followed.
- Participate in the provision of appropriate statistical and management information.
- Make the most effective and efficient use of developments in information technology for both patient care and administrative support in a manner, which integrates well with systems throughout the organization.
- Receive and record details concerning mishaps, complaints and defects in supplies and equipment, report the findings as required, and as determined by the Laboratory Manager.
- Perform all duties according to written laboratory procedures and after appropriate training by a designated trainer.
- Participate in training staff as required
- Participate in the implementation of the Quality Management programme

6.1 Specimen registration and preparation

- Sort and identify specimens received
- Apply agreed specimen acceptance and rejection criteria
- Register patient details and tests required on laboratory information system and/or hospital information system
- Prepare samples where appropriate for analysis
- Register QC samples where appropriate

6.2 Technical duties

- Operation and maintenance of centrifuge
- Maintenance and use of the PVS analyzer
- Maintain competency in the use of MMUH systems; LIS, HIS, PatientCentre or systems developed in the future.

6.3 Dispatch duties

- Organisation of records of all referred work and liaison with office staff for accounting purposes.
- Packaging and dispatch of specimens to external (including overseas) laboratories in a manner that complies with Health and Safety regulations.

6.4 General duties

- Clean and decontaminate specimen reception bench tops
- Maintain stocks for specimen reception
- Deal with telephone queries
- Complete checklists as required
- Undertake any other responsibility which may be allocated by designated supervisor.

7. General responsibilities

The person appointed will:

- Maintain throughout the Hospital awareness of the primacy of the patient in relation to all Hospital activities.
- Promote open communications throughout the hospital.
- Demonstrate behaviour consistent with the values of the hospital.
- Report to the designated Line Manager or a designated substitute on any given day

7.1 Health and Safety

The chosen candidate will

- Participate in ensuring that effective safety procedures are in place to comply not only with the Safety, Health and Welfare at Work Act but also within the spirit of the Hospitals mission, vision and values, and that they are known and followed.
- Assist and co-operate with the Laboratory Management team in developing procedures to be followed in preventing and managing accidents occurring in the laboratory area.

8. Annual Joint Review

Participate in annual joint review with Laboratory Management to consider:

- Stated objectives and plans of the laboratory
- Job description of the staff member
- Personal objectives of the staff member
- Training and development needs of the staff member

These duties and responsibilities are a reflection of the present service requirements and may be subject to review and amendment to meet the changing needs of the hospital or service.

9. Personal Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Not essential	Degree or equivalent qualification in a Science based discipline

		Lean Six Sigma qualification and experience	
Experience	Laboratory experience	Experience in a Medical Laboratory or similar role Experience in a high throughput medical laboratory Experience in a healthcare setting	
Organisational Knowledge	Not essential	Knowledge of Quality Management Systems / key performance indicators Familiarity with Irish health structures, services and processes	
Professional Knowledge	Awareness of the primacy of the patient and the sensitivity of patient data.	Knowledge of Pathology	
Core Competencies	Able to work effectively in a team based environment Working well under pressure of time and resources Fair, honest and consistent in approach Self-management, demonstrating resilience	Strong attention to detail	
Special Aptitudes	Computer skills and language skills	Health Services experience	
Circumstances	Flexibility to work unsocial hours across the 24/7 spectrum		
Job holder's signature		Date:	
Manager's signature		Date:	

NOTE: the extent and speed of change in the delivery of health care is such that adaptability is essential in this position. The job description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.