



# MEDICAL LABORATORY ASSISTANT (MLA)

## INFORMATION FOR CANDIDATES

## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

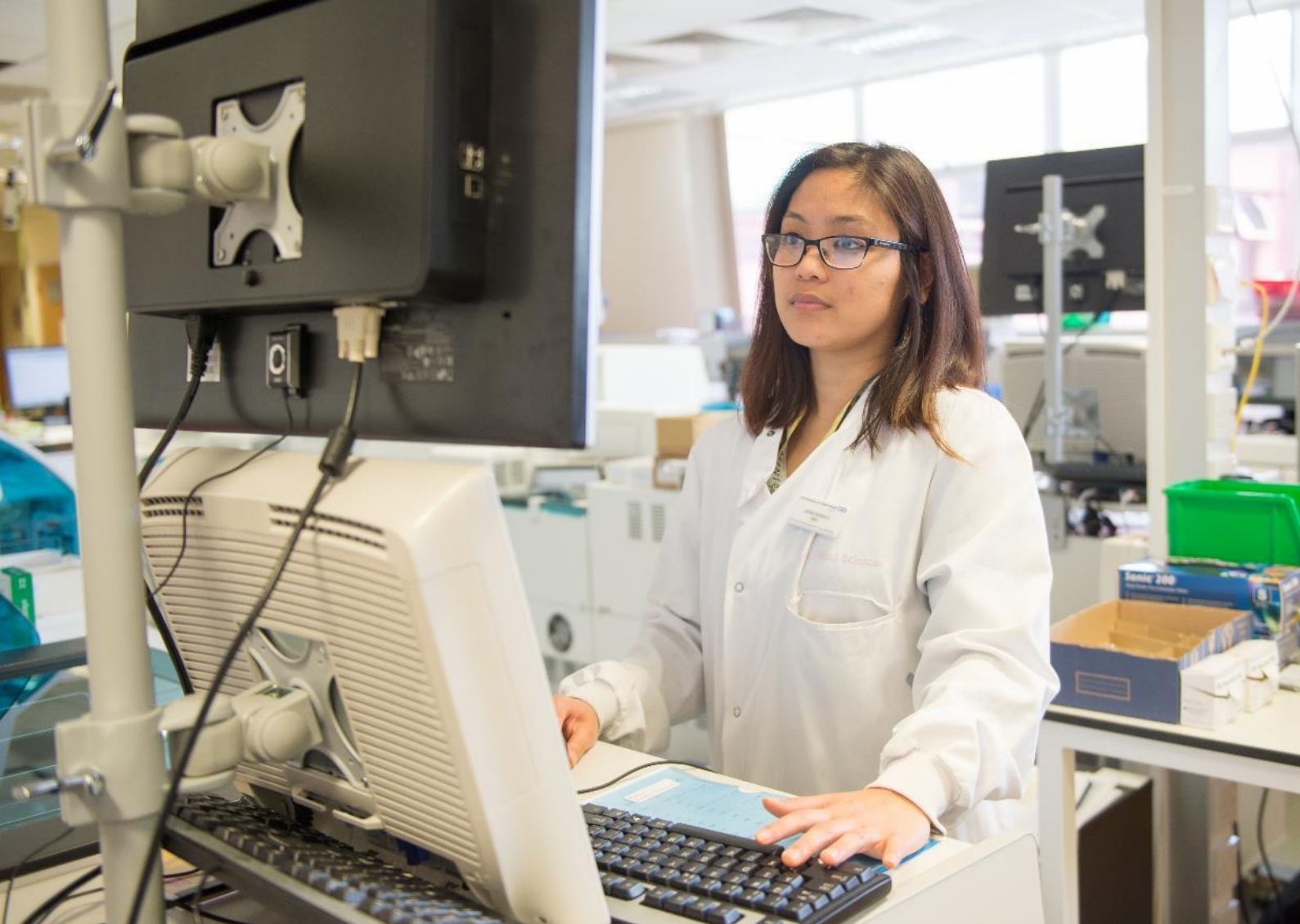
### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job





## JOB DESCRIPTION

<b>Job Title</b>	<b>Medical Laboratory Assistant (MLA)</b>
<b>Band</b>	<b>Band 2</b>
<b>Directorate</b>	<b>Clinical Support Services</b>
<b>Accountable to</b>	<b>Head BMS through Senior BMS(s)/Deputy Head BMS</b>
<b>DBS Required?</b>	<b>None required</b>

## JOB PURPOSE

To assist in supporting a diagnostic service, by performing a range of routine tasks that may either be defined verbally by staff supervising you, or by following written instructions, usually in the form of Standard Operating Procedures.

## SCOPE AND RANGE

- You are required to work under direct or indirect supervision at all times.
- You are expected to liaise with other members of staff in Pathology, and similarly with other users of the service both within and outside the confines of the Trust.
- You may be required to work at any of the department's laboratory sites.
- You will be expected to become competent in new areas of work that have comparable levels of responsibility to those of your existing duties (e.g. with respect to new service developments such as the integration of histology and non gynaecological cytology)
- There may be a requirement in the future to participate in extended hours/7 day working according to service need

## MAIN DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

- An MLA is expected to perform a range of tasks of a similar nature and level of responsibility that contribute towards an integrated, diagnostic service. In particular you will:
- Follow tasks that are defined in writing, but may be communicated to you verbally by a member of staff supervising you.
- Receive, sort, label and distribute specimens.
- Entry of patient demographic details and specimen requests onto the laboratory computer system.
- Maintain, where appropriate, accurate records of the work assigned to you.
- Prepare specimens for testing.
- Load specimens and reagents onto automated processors and staining machines.
- Assist in maintaining stock levels of reagents and consumables in the area in which you are working.
- Assist in the receipt of deliveries and their subsequent distribution throughout the laboratory.
- Retrieval of slides or blocks from file to send away
- Retrieval of slides for review prior to MDT meetings
- Pack specimens for despatch to other laboratories (internal and external).
- Participate in the discard of surgical specimens and prepare waste for collection.
- Deal with telephone enquiries to the laboratory, within the constraints of your grade and level of training.
- Perform a range of clerical and /or laboratory duties.
- File request forms and reports.
- Undertake training that is relevant to the post.
- Assist in the training of other unqualified members of staff, through practical demonstration, as required.

- Assist in the achievement and maintenance of standards required by United Kingdom Accreditation Service (UKAS), Clinical Pathology Accreditation (CPA) UK Ltd, Medicines and Healthcare Products Regulatory Agency (MHRA) Human Tissue Authority (HTA) and other accreditation schemes.
- Understand and follow at all times health and safety instructions made clear to you in the course of your duties.
- Attend Team Briefings, Staff Appraisals, Statutory Training and any other mandatory commitments defined by the Trust.
- Make an effective contribution to maintaining cleanliness and good housekeeping in the area in which you are working, including the disinfection of laboratory equipment and surfaces.

## OUT OF HOURS SHIFT COMMITMENT

Following appropriate training and competency assessment; you will be expected to participate in the out of hours working rotas of the department, as part of an average 37.5 hour working week - including evenings, nights, weekends, and Bank/Public holidays, as directed by the Head Biomedical Scientist or deputy.

When participating in the out of hours service you will normally participate in a single site rota but may be required to cover absences in other sites rotas.

Whilst working out of hours you will work under indirect supervision, with access to BMS staff, for advice when required. Work patterns may require you to work for long periods without being able to take a break.

## SYSTEMS AND EQUIPMENT

You may be required to use equipment in the course of your duties. You will be trained in its use, and be expected to understand and use it safely and competently (e.g. computer system, analyser, tissue processor, centrifuge, mechanical trolley). The use of equipment will generally extend to its daily maintenance, e.g. stocked with reagents and maintained in a clean and uncontaminated state.

## WORKING CONDITIONS

- There is frequent exposure with potentially infectious material.
- There is frequent exposure to uncomfortable working temperatures in the summer months.
- There is frequent exposure to formaldehyde, solvents and other hazardous chemicals for which control measures exist.
- The post holder will frequently assist in the disposal of human tissue bagging this and preparing for disposal offsite



## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.





## QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Good general education up to GCSE including Maths, English and Science (Grades 9-4) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 in Clinical Laboratory Support or equivalent</li> <li>• Proficiency with MS Office</li> </ul>

## EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Data entry experience</li> <li>• Basic theoretical knowledge to support sample processing/analytical processes</li> <li>• Understanding of the need for confidentiality and data protection</li> <li>• Understanding of health and safety</li> </ul>	

## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Accurate data entry and keyboard skills</li> <li>• Ability to pay close attention to detail</li> <li>• Effective communication skills</li> <li>• Good interpersonal skills</li> <li>• Good organisational skills</li> <li>• Ability to exercise initiative</li> <li>• Ability to work as part of a team with indirect supervision</li> <li>• Ability to prioritise work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to remain calm in difficult situations</li> <li>• Able to identify service developments and implement solutions</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to remain focused and carry out repetitive steps</li> <li>• Ability to work under pressure</li> <li>• Ability to use a computer, sometimes for long periods of time (2-3 hours)</li> </ul>	
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## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Professional attitude and approach to work</li> <li>• Willingness to learn</li> </ul>	

## GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

## HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

# CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH



continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

## EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

**Address:**

The Royal Shrewsbury Hospital  
Mytton Oak Road  
Shrewsbury  
SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

**Address:**

The Princess Royal Hospital  
Apley Castle  
Telford  
TF1 6TF

Getting to The Princess Royal Hospital