Job Description

TITLE: LABORATORY TECHNICIAN
GRADE: 6

FUNCTION/AREA: BOURN HALL CLINICAL SCIENCE

REPORTING TO: HEAD OF SCIENCE FUNCTION

PURPOSE OF THE ROLE
To perform clinical diagnostic and monitoring assays for Bourn Hall Clinics, ensuring all appropriate Quality Standards are met.

MAIN INTERFACES

INTERNALLY: Quality Assurance, Bourn Hall Clinics staff, Business Support Services Staff.
EXTERNALLY: Suppliers and auditors as required.

KEY TASKS & RESPONSIBILITIES

- Analysis of diagnostic and monitoring tests/assays within all laboratory disciplines as appropriate.
- Planning and coordinating the duties of the laboratory to ensure optimum bioanalytical support for Bourn Hall Clinic.
- Document all training in the appropriate personal Training File. Health and Safety rules must be understood and followed.
- Perform assays and report results, ensuring that the conduct of all aspects of bioanalytical work is wholly compliant with International and local Quality Standards and that the results are reported promptly, according to user requirements.
- Review and/or write Standard Operating Procedures as appropriate.
- Work according to Bourn Hall Limited Quality Management System including the analysis of IQC and NEQAS specimens as required.
- Participate in the maintenance, repair and troubleshooting of laboratory equipment to ensure all laboratory instrumentation and equipment meets documented standards.
- Ensure that stocks of kits, reagents and laboratory supplies are maintained and ordered in a timely fashion.
- When required participate in validation of new equipment/methods.
- When required, participate in functional organisational meetings.
- To perform any other duties as required including provision of Health Care Assistant (HCA) and Pharmacy cover.
### MANAGEMENT/LEADERSHIP

N/A

### ACCOUNTABILITY AREA

- Provide information on sample analysis when requested.
- Fully co-operate with auditors to provide all necessary information as requested.

### AUTONOMY & AUTHORITY

To work within regulatory and professional guidelines as appropriate.

### FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

Requires a relevant scientific background and biomedical laboratory experience.

### PROBLEM SOLVING

The ability to analyse and resolve problems during routine analysis.

### NATURE & AREA OF IMPACT

To contribute to the success of the Clinical Laboratory by providing effective support within agreed deadlines whilst maintaining a high level of quality.

### INTERPERSONAL SKILLS

- Must have clear and concise oral and written communication skills.
- Must ensure the timely flow of clear, relevant information to colleagues, using the most appropriate and clear method of communication.

### SPECIAL PROJECTS

Must have the flexibility to undertake special scientific projects as necessary.
CANDIDATE’S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Educated to at least degree level, in a relevant scientific discipline or at least three years experience performing assays in a biomedical laboratory environment.

LANGUAGES

Fluent written and spoken English

SKILLS & COMPETENCIES

- An ability to communicate clearly and concisely with colleagues and external contacts.
- Good understanding about fertility treatments, laboratory results and sensitivity to the patients undergoing treatment. Aware of the need for absolute patient confidentiality.
- Good degree of computer literacy.
- Ability to work effectively without direct supervision.
- Accurate and methodical, with good attention to detail.
- Team player with a flexible approach and ability to work under pressure.
- Willing to undertake training to be able to provide cover for HCA, Pharmacy, Embryology or other Bourn Hall Clinic staff as appropriate to skills, qualifications/experience and training.

APPROVALS

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