Job Description

TITLE	EMBRYOLOGY LABORATORY TECHNICIAN	**GRADE:**	**6**
FUNCTION/AREA	EMBRYOLOGY		
REPORTING TO	REGIONAL LEAD EMBRYOLOGIST		

PURPOSE OF THE ROLE

To assist and support the Clinical Embryologists in the provision of consistent and high standard clinical Assisted Reproductive Techniques (ART) services.

MAIN INTERFACES

INTERNALLY: Medical, Nursing and Administration functions, Shared Services and all employees of Bourn Hall Clinics.

EXTERNALLY: Embryologists from other units, Donor Sperm Banks, Couriers, Suppliers.

KEY TASKS & RESPONSIBILITIES

- To complete the Bourn Hall Clinic personal training scheme.
- Document all training in the appropriate training file.
- Health and Safety rules must be understood and followed.
- Work according to Bourn Hall Limited Quality Management System.
- Participate in the maintenance, repair and troubleshooting of laboratory equipment to ensure all laboratory instrumentation and equipment meets documented standards.
- Ensure that stocks of laboratory media and consumables are maintained and ordered in a timely fashion.
- Ensure the laboratory is appropriately maintained.
- Organisation of laboratory paperwork.
- Participation in audits.
- Organisation of sample procurement.
- Preparation of culture system, adopting aseptic technique.
- Perform semen analysis.
- Perform semen preparation for use in treatment.
- Perform egg collections.
- If required, participate in validation of new equipment.
- Participate in function meetings.
- Assist the Clinical Embryologists in their daily duties including but not limited to witnessing.
- Exceptional attention to detail is required.

MANAGEMENT/LEADERSHIP

N/A

ACCOUNTABILITY AREA

As part of a team responsible for providing consistent high standard ART services to the ACU.

AUTONOMY & AUTHORITY

To work within regulatory and professional guidelines as appropriate.

FUNCTIONAL KNOWLEDGE/BUSINESS EXPERTISE

Requires a relevant scientific background and laboratory experience is desirable.

PROBLEM SOLVING

To be attentive in all areas and to report any problems to a more senior member of the embryology team.

NATURE & AREA OF IMPACT

Quality of service can impact directly on treatment outcome.

INTERPERSONAL SKILLS

To interact with colleagues of all disciplines and seniority within the Bourn Hall group. Work with embryology colleagues to ensure the smooth running of the service and the maintenance of good departmental and inter-clinic relationships.

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.

Able to work flexibly, which will include participation in the weekend, bank holiday and on-call rota.

SPECIAL PROJECTS

Participation and completion of further education courses as required by BHC/HFEA and or for CPD programme.

CANDIDATE'S PROFILE

EDUCATION/PROFESSIONAL EXPERIENCE

- Minimum A Level standard to include 2 sciences as a minimum.
- Previous laboratory experience advantageous.

LANGUAGES

English

SKILLS & COMPETENCIES

- Dextrous, empathetic and analytical with excellent attention to detail, computer literate, good communication skills, a team player.
- Computer skills including use of databases highly desirable.

APPROVALS			
JOB HOLDER:		DATE:	
LINE MANAGER:		DATE:	