

# Laboratory Assistant

## GOSH profile

Great Ormond Street Hospital for Children NHS Foundation Trust (GOSH) is an international centre of excellence in child healthcare. GOSH is an acute specialist paediatric hospital with a mission to provide world-class care to children and young people with rare, complex and difficult-to-treat conditions.

Together with our research partner, the UCL Great Ormond Street Institute of Child Health, we form the UK's only academic Biomedical Research Centre specialising in paediatrics.

Since its formation in 1852, the hospital has been dedicated to children's healthcare and to finding new and better ways to treat childhood illnesses.

Great Ormond Street Hospital receives nearly 300,000 patient visits (inpatient admissions or outpatient appointments) every year (figures from 2016/17). Most of the children we care for are referred from other hospitals throughout the UK and overseas. There are 60 nationally recognised clinical specialities at GOSH; the UK's widest range of specialist health services for children on one site. More than half of our patients come from outside London and GOSH is the largest paediatric centre in the UK for services including paediatric intensive care and cardiac surgery.

Through carrying out research with the Institute of Child Health, University of London and international partners, GOSH has developed a number of new clinical treatments and techniques that are used around the world.

The UK's only academic Biomedical Research Centre (BRC) specialising in paediatrics is a collaboration between GOSH and UCL Great Ormond Street Institute of Child Health. We are a member of University College London (UCL) Partners, joining UCL with a number of other hospitals – an alliance for world-class research benefitting patients. In partnership with six other NHS trusts, we are the lead provider for North Thames Genomics Medicine Centre, part of the national 100,000 Genomes Project.

GOSH employs

**4,122**

hospital staff, including doctors, dietitians, nurses, physiotherapists, psychologists and speech and language therapists.



The UK's widest range of health services for children on one site.



The hospital has more than  
**283,000**  
patient visits every year.



**GOSH has 19**  
nationally commissioned services for rare diseases, the largest number in any NHS trust.

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <b>Job title</b>                | Laboratory Assistant                |
| <b>Directorate</b>              | North Thames Genomic Laboratory Hub |
| <b>Band</b>                     | 2                                   |
| <b>Responsible to</b>           | Designated Senior Technologist      |
| <b>Accountable to</b>           | Head of Service                     |
| <b>Type of contract</b>         | Permanent                           |
| <b>Hours per week</b>           | 37.5                                |
| <b>Location</b>                 | Rare & Inherited Disease Laboratory |
| <b>Budgetary responsibility</b> | N/A                                 |
| <b>Manages</b>                  | N/A                                 |

## Trust Values and Expected Behaviours

The Trust has developed the Always Values with our staff, patients and families that characterise all that we do and our behaviours with our patients and families and each other.

Our Always Values are that we are:

- Always Welcoming
- Always Helpful
- Always Expert
- Always One Team

Each value is underpinned by behavioural standards and employees will be expected to display these behaviours at all times.

You can find a full copy of Our Always Values on our intranet.



## Scope of the role

To provide both the technical and administrative support required to maintain an efficient and high quality genetics diagnostic laboratory service.

Working with the laboratory's scientific and technical staff, the laboratory assistant will provide support for sample processing, housekeeping duties and administrative tasks within the Genetics Laboratory.

## Directorate/Divisional Information

The NE Thames Regional Genetics Laboratory provides a comprehensive range of molecular and cytogenetic diagnostic testing, serving a population of approximately 5 million people in London and the South East. The molecular genetics and cytogenetics laboratories function as a single operational unit and are co-located in purpose built accommodation alongside the clinical genetics team.

Molecular genetics provides a diagnostic service for over 80 single gene disorders including common conditions such as fragile X syndrome, cystic fibrosis, inherited hearing loss, familial hypercholesterolaemia and Angelman / Prader-Willi syndromes. In addition, the service provides a National and International service for rare diseases including craniofacial, metabolic, surfactant and immune deficiency disorders.

Cytogenetics provides a comprehensive constitutional diagnostic cytogenetics service and includes arrayCGH as a first line test for patients with developmental delay or multiple congenital abnormalities with qPCR / FISH follow-up. Karyotyping is routinely performed for prenatal and some postnatal samples. Samples from pregnancy losses are studied using MLPA and QF-PCR.

The laboratory is committed to translational research and new service developments and has invested in new platform technologies such as digital PCR, microarrays and next generation DNA sequencing. The service works closely with clinical colleagues at GOSH and academic collaborators at the UCL Institute of Child Health.

## Key working relationships

Internal:

Lab Assistants, Genetic Technologists & Senior Technologists, Clinical Scientists, Administrative Staff

External:

Porters, Sample Delivery Couriers

## Main duties and responsibilities

1. To provide general laboratory assistance to Laboratory personnel in delivering a quality service in a safe, clean and uncluttered working environment in accordance with good laboratory practice.
2. To perform routine laboratory house-keeping tasks. These tasks will be expected to be carried out without close supervision after appropriate training.
3. The postholder will be responsible to a designated Section Head but will report for day to day direction to designated Duty Scientists.

## **LABORATORY RELATED TASKS**

1. Packaging of materials (e.g. request cards) or samples as directed for delivery to another site or hospital.
2. Participate in the collection and dispatch of deliveries of samples and routine consumables from designated delivery points for such items. This task will involve manual handling.
3. Perform stock-taking tasks and related tasks involving general laboratory consumables as required.
4. Participate in the storage and filing of laboratory samples, microscope slides and other media for long term storage.
5. Cleaning and tidying of laboratory benches and other workstations as an integral part of maintaining a safe working environment.
6. Bagging and identification tagging of waste materials and products from the laboratory including dispatch and delivery to remote collection points for safe disposal.
7. Bagging and dispatch of laboratory coats and other protective clothing and delivery to a collection point or the hospital laundry as required. Collection of coats after cleaning.

## **PROFESSIONAL RESPONSIBILITIES**

1. To alert the Section Head or other senior member of staff to any ideas or suggestions for improving the quality of service which the laboratory provides
2. Attend training courses as required
3. Participate in an annual Personal Development Review (PDR)

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

(The job holder will be required to perform one or more of the following tasks as required by the Head of Section)

1. Preparation of laboratory solutions by accurate measurement of volumes & weights of appropriate chemicals and the accurate documentation of the task.
2. Preparation of tissue culture media and other reagents required for the culture and processing of cells for cytogenetic testing and the accurate documentation of the task.
3. Assist with routine practical procedures for the maintenance of a safe and effective working environment including monitoring, cleaning and sterilisation of laboratory equipment and laboratory areas.
4. Assisting with the monitoring, organisation & ordering of laboratory stores.
5. The collection, organisation and filing of patient records and other related paperwork.

*This job description is intended as an outline of the areas of activity and can be amended in the light of the changing needs of the service and will be reviewed as necessary in conjunction with the post-holder.*

## **Other information**

Great Ormond Street Hospital for Children NHS Foundation Trust is a dynamic organisation, therefore changes in the core duties and responsibilities of this role may be required from time to time. These guidelines do not constitute a term or condition of employment.

## **Safeguarding**

All Trust staff have a responsibility for safeguarding children, young people and vulnerable adults which includes;

- an understanding of relevant Trust Policies
- ensuring that any safeguarding and child protection or vulnerable adults' concerns are both recognised and acted on appropriately
- Attendance at mandatory safeguarding children & adults training and updates at the competency level appropriate to their role and in accordance with the Trust's safeguarding training guidance.

## **Confidentiality**

On appointment you may be given access to confidential information which must only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

## **Risk Management**

You will be required to ensure that you implement systems and procedures at a local level to fulfil the requirements of the organisation's Risk Management Strategy including local management and resolution of complaints and concerns, management of SUIs/incidents and near misses. Your specific responsibility for risk management will be clarified to you by your manager at your local induction.

## **Emergency Planning**

In accordance with the organisations responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or flu pandemic.

## **Human Rights**

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

## **Sustainable Development**

You will be required to demonstrate a personal commitment to the Trust's Sustainable Development Plan and to take personal responsibility for carrying-out your work duties in a way which is compliant with this Plan.

# PERSON SPECIFICATION

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview

Essential: **E** Desirable: **D**

## Our Always Values

|   |                                                                                       |
|---|---------------------------------------------------------------------------------------|
| E | Always welcoming – positive, polite, prompt, responsive                               |
| E | Always helpful – respectful, supportive, approachable; caring                         |
| E | Always expert – Up-to-date knowledge , strive to provide a quality service, proactive |
| E | Always one team – informative, mindful, appreciative, open, honest                    |

## Skills and Abilities

|   |                                                                                                       |
|---|-------------------------------------------------------------------------------------------------------|
| E | Practical, numerate and literate, good manual dexterity, able to follow verbal & written instructions |
| E | Attention to detail                                                                                   |
| E | Willing to undertake both administrative and technical duties as required.                            |
| D | Able to follow instructions and work independently or in a team                                       |

## Education, Training and Qualifications

|   |                                                                                                                                                     |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| E | Educated to GCSE level in English, Mathematics & a Science subject<br><br>or alternative qualifications AND experience assessed as being equivalent |
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## Knowledge & Experience

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|---|------------------------------------------------------------|
| E | Practical experience in a laboratory or equivalent setting |
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|   |                                                            |