

# 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>	3
<b>Responsible to</b>	Senior Technologist
<b>Accountable to</b>	Head of Service
<b>Type of contract</b>	Fixed Term
<b>Hours per week</b>	1.0WTE
<b>Location</b>	Rare & Inherited Disease Laboratory
<b>Budgetary responsibility</b>	None
<b>Manages</b>	Not Applicable

## 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 technologist will provide pan-laboratory technical and administrative support.

## **Key working relationships**

Internal:

Genetic Technologists & Senior Technologists, Clinical Scientists, Administrative Staff

External:

Porters, Sample Delivery Couriers, Suppliers

## **Main duties and responsibilities**

### **General**

1. To follow established procedures and policies
2. Comply with health and safety policies
3. Assist in quality assurance procedures
4. Assist in training of new staff or visitors
5. Be flexible to changing demands in workload
6. Attend training courses as required
7. Participate in an annual Personal Development Review (PDR)

### **Administrative duties**

1. Registration of samples onto laboratory information systems (EPIC Beaker / Omnilab / Shire)
2. Data entry of patient sample details
3. Filing and scanning of patient and laboratory documentation

### **Technical duties**

1. Reception of Prenatal and Postnatal samples into the laboratory
2. Sample quantitation, filing and dispatch.
3. Extraction of DNA and sample processing as directed by designated Senior Technologist.
4. Participate in general rota of technical staff for basic lab duties such as stock control, equipment maintenance and general housekeeping duties.
5. Preparation of reagents
6. Participate in training sessions as required.

## **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

## Education, Training and Qualifications

E	Relevant BTEC / A Levels (or equivalent)

## Skills and Abilities

E	Experience of basic laboratory skills
E	Able to follow instructions and work independently or in a team.
E	Attention to detail
E	Experience with laboratory information management systems
D	Experience of clinical sample handling, registration & processing
D	Computer literate

## Knowledge & Experience

E	Laboratory experience
E	Willing to undertake both administrative and technical duties as required
E	Takes responsibility for own actions and promotes good team working
E	Shares information and good practice appropriately
E	Treats others with courtesy and respect at all times
D	Basic knowledge of biology / genetics