

Job Description

Job Title	Laboratory Aide
Department	Laboratory
Reports to	All Medical Scientific Staff Laboratory Manager
Date	September 2014

Overall Purpose of Job

We will provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

To assist in routine processing and co-ordinating the Laboratory service in accordance with the mission, values, vision and strategic plan of the Hospital.

This role will require the ability to work across the main laboratory disciplines, under the direction of Medical Scientists and the Laboratory Manager.

Key Responsibilities and Deliverables

- To assist in maintaining and enforcing procedures relating to all areas of the laboratory and its related testing equipment.
- To assist in applying and implementing operational procedures up to “best practice” standard in order to optimise use of resources.
- To assist in taking of blood samples for Phlebotomy as required.
- To assist in maintaining a quality management programme that is patient centred and which measures and audits performance and client satisfaction.

Service Delivery

- Prioritises and organises work during busy periods and co-ordinates multiple concurrent testing.
- Assists Laboratory Scientific staff in the specimen reception function and the pre-analytical stage of specimen analysis.
- Assists in the preparation of reagents, media and disinfectants as appropriate.
- Collects, delivers and records specimens and reports throughout the Hospital, as required.
- Assists with the printing and sorting of laboratory labels and reports.

- Cleans and tidies the laboratory.
- Co-operates with the relevant staff in new ideas and technologies according to the Hospital policies.
- Assists the Phlebotomy staff in taking blood samples as required.

Responsibilities and Deliverables

- Participates as required in the registration and custody of Laboratory stocks in accordance with policy.
- Participates in professional development, through self learning and formal courses or informal on the job training.

Staff Management

- Participates as required in the training of the laboratory team.
- Is a professional, punctual and dedicated member of the laboratory team promoting open communication.
- Communicates clearly and courteously to members of the laboratory team and all clients of the Hospital.

Health and Safety

- Participates in ensuring that effective safety procedures are in place to comply with the Safety, Health and Welfare at Work Act as within hospital policy.
- Assists and co-operates with Laboratory Management Team in developing procedures to be followed in preventing and managing accidents occurring in the Laboratory area.

Quality

- Participates in the implementation of quality management programmes, to include JCI and INAB accreditation.
- Actively participates in internal and external quality control and assurance programmes

Information Technology

- Participates as required in developing the laboratory information system for the department.
- Facilitates the collection, interpretation and presentation of data and information on Department activity, staffing and expenditure according to the Hospital's strategic plan.

Review

- Achievement of laboratory and personal objectives is facilitated by review.
- Participates in review process as outlined by the Laboratory Management team.

Any other duties deemed appropriate to the post. Please note that the duties of this post may change over time.

Person Specification

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ Possess a good general education preferably to leaving Certificate Standard. 	<ul style="list-style-type: none"> ▪ 3rd level qualification in science related subjects desirable.
Skills & Abilities	<ul style="list-style-type: none"> ▪ Excellent team player. ▪ Excellent organisational. ▪ Communication and interpersonal skills. ▪ Ability and experience in liaising with staff at all levels within the Hospital. ▪ Ability to react appropriately in certain situations. ▪ Ability to use his/her initiative. ▪ Ability to multi-task. 	
Experience		<ul style="list-style-type: none"> ▪ Previous experience working in a pathology laboratory would be an advantage.
Knowledge & Understanding		<ul style="list-style-type: none"> ▪ Good IT skills.
Competencies	<p>All posts in Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</p>	

This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee: _____
Signature Date

Name (Block Capitals)