NHS
University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB

Building healthier lives

Welcome from our CEO

Professor David Rosser

Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day
Connected: the connections we build with everyone around us
Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

Professor David Rosser,
Chief Executive Officer

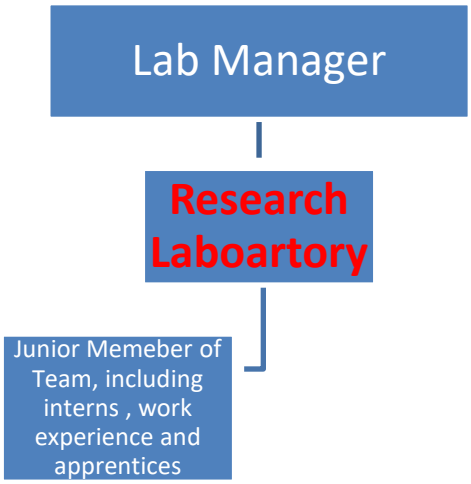
JOB DESCRIPTION

Job Title	Research Technician
Pay Band	Band 4
Department	NIHR/WT Birmingham Clinical Research Facility
Division	Corporate
Reports to	Laboratory Manager/ Clinical Manager
Professionally Responsible to	Programme Director

JOB SUMMARY

As a CRF Research Laboratory Technician the post holder will have knowledge of a range of pre-analytical processing procedures and is responsible for processing and storing clinical trial samples to the highest standard. This includes: receiving, sorting, labelling and processing samples; resolving issues such as mislabelled or missing specimens, performing pre-analytical processes, reception duties, maintaining study data documentation, dealing with enquiries, general housekeeping and preparing weekly laboratory work schedules.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

1. **Reception Duties**

a. To receive, sign and document for incoming goods such as dry ice or study kits/consumables.

b. To receive and check patient samples and request details, label, centrifuge, aliquot and store as necessary a variety of patient samples.

c. To safely handle, use and dispose of biological samples such as blood and urine

d. To store, process and ship patient samples according to laboratory procedures and national guidelines for postal delivery of pathological samples.

e. Assist in study related research visits, processing and storage enquires under the supervision of the lead research nurse and/or senior team members

f. Assist in creating the weekly laboratory work schedule by accurately recording patient visits and

ordering transport couriers and dry ice when required

2. Technical Duties

a. On a daily basis perform manual and semi-automated clinical processes following standard operating procedures and clinical study protocols that require speed, accuracy and good hand eye-co-ordination. Eg handling pipettes, aliquoting and centrifuging.

b. On a daily basis replenish laboratory stocks of consumables or commercial test kits.

c. On a daily basis to accurately and consistently record details of equipment performance and inform Laboratory Manager of non-conformities.

d. On a daily basis perform manual and semi-automated clinical processes following standard operating procedures and clinical study protocols that require speed, accuracy and good hand eye-co-ordination. Eg handling pipettes, aliquoting and centrifuging.

e. On a daily basis replenish laboratory stocks of consumables or commercial test kits.

f. Perform general housekeeping duties as outlined by maintenance schedule. Eg; defrost and clean specimen fridges and freezers, empty and clean waterbaths and tidy benches and work areas.

g. Awareness of health and safety procedures and COSHH data when handling hazardous material and dangerous chemicals and instructing other laboratory users of these procedures

h. Organising courier services for the shipment of processed patient samples in a timely manner occasionally dealing with dry ice and knowing the shipping regulations for biological samples.

k. Undertake specialist training and education in category II status for laboratory work (e.g. GM material) such as safe waste disposal and decontamination, enhanced personal protection, increased awareness of contamination issues.

l. Moderate exposure to hazardous substances such as: Genetically Modified material, Various acids /alkaline substances, Virkon, Dry ice.

KEY RESPONSIBILITIES

1. Reception Responsibilities

a. To report and document any instance or event which may cause a service delivery failure eg; mislabelled, unlabelled or missing specimens and the rejection of unsuitable samples.

b. Assist with telephone or nurses enquiries in a timely manner.

2. Technical Responsibilities

a. On a daily basis to accurately and consistently record details of equipment performance and inform Laboratory Manager of non-conformities.

b. Adhering to the H&S safety policies for the Trust and University laboratories and reporting and acting on any incidents immediately

c. Dealing with research patients and adhering to Research Governance issues such as patient confidentiality, informed consent, data protection and Good Clinical Practice guidelines.

d. Responsible for autoclaving equipment to maintain sterile condition of equipment and prevent cross infection as per protocol.

e. Working with GM (genetically modified) material. Understanding and implementing the hazardous material policy, risk assessment and disposal requirements of GM waste.

f. To be familiar with national, Trust and departmental Health and Safety policies, procedures, rules and regulations and the biological hazards from dangerous pathogens.

BUDGETARY AND RESOURCE MANAGEMENT

CRF Informatics

a. To use the CRF Manager and internal laboratory systems according to authorised protocols to efficiently create work lists, record data, store samples and answer enquiries.

b. To comply with local and national policies for the safe, secure and confidential processing and storage of patient and other laboratory information.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

a. Participate in maintaining continuing competency, which will be formally reviewed at Personal Review and Development meetings.

b. Attend Trust Statutory and Mandatory training programmes as directed by the Laboratory Manager.

c. Support and train newly appointed research assistants and other members of staff when required.

d.

RESEARCH AND DEVELOPMENT

Working closely with all disciplines to provide an integrated service and implement new Clinical Research Facility protocols as they are approved.

Liaise with a variety of Trust and University staff to promote the excellence of the CRF and provide research laboratory service

Participate in weekly laboratory meetings given by laboratory manager

Identify and comment on improvements on current policies and procedures, COSHH and workplace risk assessments

EFFORT

a. Assist in study related research visits, processing and storage enquires under the supervision of the lead research nurse and/or senior team members.

b. Occasionally deal with concerned or distressed patients undergoing clinical investigations for life limiting or life-long conditions**.**

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day
Connected: The connections we build with everyone around us
Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated: ……

PERSON SPECIFICATION

JOB TITLE: Research Technician	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
• First degree in scientific/healthcare related discipline or equivalent experience	•
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
• Recent experience in a routine diagnostic Clinical or research laboratory	• Knowledge of clinical trials ethics and R&D application processes • Knowledge of Good Clinical Practice and Research Governance
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
•Ability to communicate clearly, both verbally and in writing •Ability to work flexibly when workload dictates •Well organised and able to prioritise tasks •Ability to work alone or as a team member •Ability to work on own initiative/unsupervised •Good technical laboratory skills •Awareness of laboratory H&S •Good interpersonal skills •Willingness to undertake further study or attend external meetings for update purposes •Use of Word, Excel, Use of power point, Databases	•Ability to deal with patients /relatives on phone, maintaining confidentiality •Understands the importance and role of audit •Appreciation of Quality systems •Good computer skills with an understanding of data entry • Willingness and ability to participate in continuing education in relation to the role
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
• Punctual	•Ability to work flexible hours/evenings to cover needs

• Reliable • Honest • Innovative • Respectful • Punctual	of the department