

Golden Jubilee Foundation

Beardmore Street, Clydebank G81 4HX
Telephone: 0141 951 5000
www.goldenjubileefoundation.org

Agamemnon Street
Clydebank G81 4DY
Scotland
Telephone 0141 951 5000
Fax 0141 951 5500



**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Medical Laboratory Assistant (Clinical Laboratories)
HOURS: 37.5
CLOSING DATE: 3 July 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately, due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date, please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant



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Golden Jubilee Foundation
Information Pack
For the post of
Medical Laboratory Assistant
37.5
Reference Number: SHOW/3266
Closing Date: 3 July 2019



Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality

- Understanding our responsibilities
- Effectively working together

Golden Jubilee Foundation Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from to 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£19,945 to £21,947 per annum

3. Grade

This post is offered at Band 3

4. Annual Leave

Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 210 hours per annum. The holiday year runs between 1 April and 31 March.

Holidays must be taken on days you have not been requested to work and must be agreed in advance with the Department Manager from the area you worked. Holiday entitlement will not be replaced with a payment in lieu except where the Workers Agreement has been terminated.

5. Hours of Duty

37.5

6. Tenure of Employment

This post is offered on a permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

GOLDEN JUBILEE NATIONAL HOSPITAL

JOB DESCRIPTION

1. JOB IDENTIFICATION

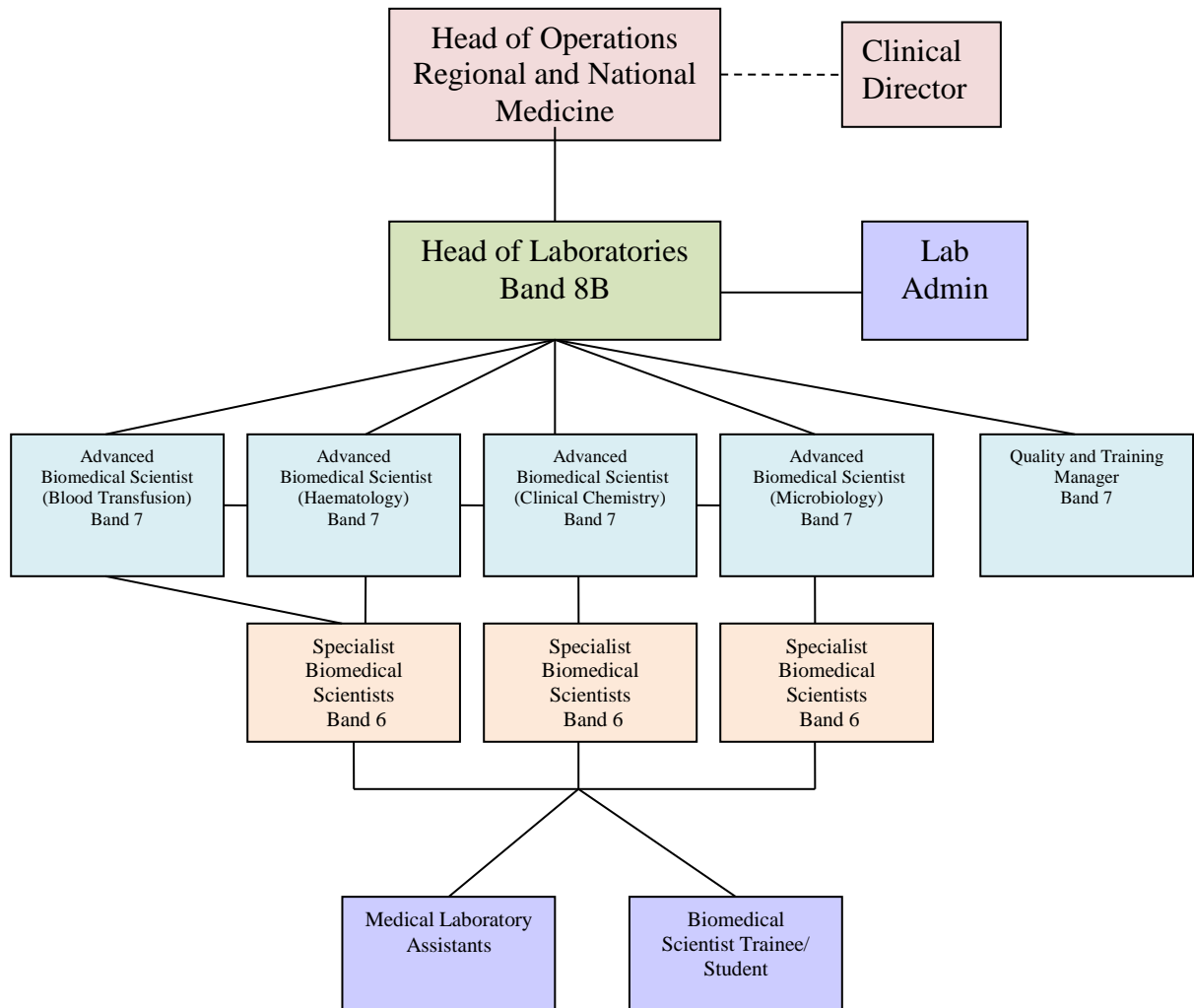
Job Title: Medical Laboratory Assistant

Department(s): Clinical Laboratories

2. JOB PURPOSE

Under the supervision of the Head Biomedical Scientist to work in accordance with the department's policies and procedures. To work independently in an organised manner to ensure efficient operation and accurate record keeping. To assist the biomedical scientists in the performance of their duties. The position requires a basic understanding of biomedical science, office systems and computing.

3. ORGANISATIONAL POSITION



4. DIMENSIONS

May be required to maintain stock control for reception area. Organise sample reception workflow and perform administrative duties for department as required.

5. Main Duties

- Manage time and resources effectively in carrying out the duties of this post.
- Respond to questions and enquiries by telephone and in person. If unable to assist, direct enquiries to the appropriate staff member.
- Register patient details and sample requests on Laboratory Information system.
- Process samples through reception ensuring samples are acceptable and that sample identification and documentation is correct
- Process samples being referred to facilities out with the Hospital and accurately document these transfers.
- Store samples.
- Ensure the prompt input of results upon receipt of reports.
- Participate in maintaining accurate records within reception.
 - Collect empty blood bags/tags from clinical areas as required.
- Maintain stock of laboratory consumables and stationery.
- Unpacking and storage of kits and consumables.
- Carry out relevant clerical duties.
- Wash glassware and pipettes.
- Dispose of clinical waste containers.
- Operation of autoclave.
- Assist with cleaning of laboratory surfaces.
- Maintain records in compliance with the hospital and laboratory policies and the Data Protection Act.
- Participates in the hospital's training and safety programmes and complies with health & safety procedures as laid down in the hospital and laboratory health and safety policies.
- Participate in the hospital staff performance management scheme.

6. SYSTEMS AND EQUIPMENT

- Is able to use hospital and laboratory IT systems to access patient information and process certain types of reports.
- Is able to use relevant business computer systems.
- May be required to use laboratory autoclaves use laboratory dishwashers and glassware cleaning equipment.
- Is responsible for daily and weekly maintenance on centrifuges.

7. DECISIONS AND JUDGEMENTS

- Follows hospital and laboratory policies.
- Solves daily problem such as incorrectly labelled specimens.

8. COMMUNICATIONS AND RELATIONSHIPS

- Communicates with other hospital and laboratory staff including clerical and medical staff.
- Will be required to contact referral laboratories.
- Documents and refers to supervisor any service complaints from patients, nursing and medical staff.

9. PHYSICAL DEMANDS OF THE JOB

- There is a requirement to carry out manual or highly automated procedures which may require concentration or have a repetitive element.
- Care is required in ensuring patient and request details are accurate.
- Good keyboard skills are required for data entry.
- The ability to prioritise work is essential. There is a daily requirement for manual handling including moving bench top equipment, stores, blood products and waste disposal products.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The post combines basic laboratory duties with clerical and domestic duties.
- There is a requirement to handle unpleasant, pathogenic, highly infectious body fluids, tissue samples and harmful radioactive or carcinogenic substances following laboratory policies and procedures. These procedures are designed to contain where possible these risks but there may be residual risks or possible leakage or spillage.

11. EDUCATION AND TRAINING

- Good educational background.
- Basic office and IT skills.
- Communication and interpersonal skills.

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Head of Department Signature:

Date:

Date:

Recruitment Person Specification

	Essential	Desirable
Qualifications/Training	1. Good general education	6. Standard/Higher grades in science subject
Experience	2. Experience of working in a hospital environment with a basic understanding of the role of a medical laboratory	7. Experience of working in a laboratory environment
Skills/Knowledge	3. Excellent communication skills 4. Team player	8. Basic IT skills
Additional job requirements Eg. unsocial hours	5. Able to work weekends and public holidays as required	9. Willingness to cover extra weekend shifts in times of staff shortages