

## Job Description

Job Title: Medical Laboratory Administrative Assistant

Location: Point of Care Testing, Whitfield Street

Reporting to: Cyril Taylor, Laboratory Service Compliance Director, Rochelle Fakhri  
Contract Service Manager

Liaises with: PoCT Managers, QMG, Commercial Services Development, Supplies  
Department

### Overall Job Purpose:

To carry out general administration support activities, working with PoCT Managers to ensure efficient provision of PoCT services.

### Main Duties:

To include, but not be restricted to, the following duties:

1. To assist in Project Support for PoCT, including the compiling of new/ revised documentation and PoCT folders.
2. Responsible for distribution of IQC and EQA samples, collation of returned data from the appropriate software for reporting on by PoCT Managers.
3. Stock control and despatch of consumables for PoCT to client sites, including maintaining an electronic stock inventory and month end reconciliation. Alerting PoCT managers when stock consumables need to be purchased.
4. Assisting in analyser configuration and troubleshooting.
5. Carry out procedures for IQC and EQA sample testing on in-house devices , temperature monitoring of fridges and freezers.
6. General office duties associated with PoCT activities.
7. Manage client telephone and email enquiries and update PoCT managers with necessary information and troubleshoot where appropriate.
8. Work with the PoCT managers to ensure the PoCT service offers the highest standards as required by our accreditation bodies
9. Work independently when required

## **General Duties**

To become familiar with the day – to day organisation of the department as it affects your work. You should be aware of the functions of the members of staff in the department as they affect your work. To attend laboratory meetings as required.

To undertake such work as you are assigned in a careful and efficient way and in compliance with current CPA standards, regulatory requirements and the TDL Quality Management System.

To communicate in a friendly, helpful and non-prejudicial manner in your dealings with staff, clients and / or customers as you will be regarded as a representative of your department as well as the Company, and you should behave accordingly. Matters regarding patients, and our clients are confidential and must not be discussed except in the course of your duties. You will be expected to sign an undertaking to observe all patient and Company confidentiality.

To be aware of and abide by the rules and codes of the department. This is particularly important in the case of Health and Safety and Fire procedures. To behave in a professional manner and cooperate with all other members of staff at all times.

You will be trained for the work you are expected to do. Do not attempt any work unless you are confident that you can carry it out properly.

To maintain high standards of work within your department.

Other duties as assigned by your manager.

To participate in an Annual Joint Review.

## Person Specification

Attributes	Requirements
<b>Qualifications</b>	Good general standard of education
<b>Experience</b>	Experience of working within the healthcare field.
<b>Practical and intellectual skills</b>	Excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Numeratorate. Attention to detail Familiar with IT / PC Operation.
<b>Disposition / Adjustment / Attitude</b>	Flexible, highly motivated, effective team player; methodical, ability to understand and meet targets and deadlines, able to learn and assimilate new information.
<b>Additional Circumstances</b>	Commitment to working the hours required to fulfil the job, including flexibility of working.

**This job description is subject to amendment in response to the changing needs of the department and company requirements.**

**This job description will be reviewed as part of the Annual Joint Review.**

I have read and understood and agree with this job description and confirm that I have been provided with a copy for my own records.

Employee: .....

Signed: .....

Date: .....

Dept Manager: .....

Signed: .....

Date: .....