



Falkland Islands Government – Job Description

Job Title:	Advanced Practitioner		
Department:	Health & Social Services	Section:	Laboratory
Reports to:	Laboratory Manager		
Grade:	Falkland Islands Government Grade – F	Job Code:	

Job Purpose

To assist laboratory scientific staff in ensuring that all samples are handled, processed, tested and reported within target Turn Around Times (TAT) and under the direction of the Quality manager, provide assistance with traceability, administration, and general laboratory housekeeping that fulfils the requirements for laboratory accreditation For ISO 17025.

Main Accountabilities:

- ❖ Operate blood science (biochemistry, haematology and immunology) analysers, to perform and prepare for validation, blood science tests using multiple analysers and equipment utilising fine-motor skills and accurate pipetting technique.
- ❖ Inoculate microbiology culture media and spread plates for single colonies using aseptic techniques and incubate media in appropriate conditions, utilising fine-motor skills and accurate pipetting technique as laid out in laboratory Standard Operating Procedures (SoP's).
- ❖ Perform calibration and internal quality control (QC) procedures; including calibration and QC of analysers/equipment/media/reagents; monitoring/recording of fridge, freezer and incubator temperatures and regular maintenance and cleaning schedules as outlined in laboratory procedures.
- ❖ Preparation and sterilisation of microbiology culture media and reagents as per manufacturer's instructions using aseptic technique.
- ❖ Receive and provide information pertaining to laboratory testing; orally, written and electronically, to colleagues, patients and service users both locally and overseas; includes sensitive and/or complex information and results.
- ❖ Prepare and organise the weekly transportation of laboratory samples that are referred to the UK for testing; this includes maintaining accurate tracking records of all samples, liaising with relevant MoD staff and the follow up of any discrepancies as reported by the referral laboratories and working with UK laboratories to identify specific specimen/transport requirements for non-routine specialist testing.
- ❖ Safely process laboratory waste, using autoclaves where necessary.
- ❖ To monitor stock levels, make stock adjustments, take responsibility for the provision of areas of the lab and prepare purchase orders on the Planet stock control software for approval by senior staff.



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Main Accountabilities: <i>(continued)</i>	
❖ Be responsible for the maintenance and upkeep of the Emergency Donor Panel (EDP) administrative duties. This includes processing new donors, organising EDP screening sessions twice a year, reviewing all EDP documents, liaising with the Blood Supply Team and being responsible for activating the EDP list when the situation arises and ensuring the EDP kit is continually stocked with non-expired items. ❖ Write and review SOP's for the FWE and Clinical Pathology laboratory and perform and record laboratory audits under direction of laboratory Quality Manager. ❖ Responsible for all administrative duties within the laboratory, maintaining high levels of confidentiality, quality, precision and accuracy throughout. ❖ Assist in the performance of routine technical workload and analyser maintenance. ❖ Act as the laboratory/user interface for all first line enquiries. ❖ Receive samples and enter requests to the Laboratory Information Management System (LIMS) in adherence with the laboratory QMS specimen acceptance/rejection policy. ❖ Carry out pre-analytical specimen processing as necessary, maintaining ISO traceability, retention and tracking of samples. ❖ Provide advice to service users regarding test, specimen and request information. ❖ Preparation of blood science reagents and consumables. ❖ Be aware of the health and safety of yourself and others and follow COSHH procedures effectively. <i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i>	



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Additional Information:

The job holder must be committed to maintaining and continually improving the quality of laboratory testing and procedures. This may involve taking on more responsibilities and tasks such as auditing and further training and the training of others.

The job holder is required to assist senior staff and work flexible hours in emergency situations as necessary.

Criminal Record Checks - This post is regarded as a sensitive post

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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Person Specification:	Advanced Practitioner		
Criteria	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Experience:			
Level 3 NVQ (or equivalent) in a relevant subject matter.	✓		A
GCSE, Grade C in English, Maths and Science or equivalent.	✓		A
Internal Auditor Qualification 9001:2015.	✓		
5 years' experience of effectively using clinical laboratory database software and LIMS.	✓		A
5 years' experience of multidisciplinary specimen handling and processing.	✓		A
At least one year's previous experience in providing clerical/administrative support.	✓		A
A good knowledge and understanding of the routine and non-routine laboratory tests and procedures dealing with specimens from the disciplines of Microbiology, Biochemistry, Haematology, Immunology, Histology and Cytology.	✓		A/I/R
Demonstrable knowledge and experience of aseptic technique.	✓		A/I/R
Good knowledge of health and safety procedures.	✓		I/R
Understanding of the need for total confidentiality.	✓		I/R
Good understanding of quality management and how to apply it within a laboratory setting.	✓		I/R
Decontamination training.		✓	A/I/R
Additional Internal Auditor training.		✓	A/I/R
Customer service experience.		✓	A/I/R
A basic knowledge and understanding of Public Health matters.		✓	I/R
Experience of working in a large clinical laboratory.		✓	A/I/R
A formal qualification such as an Institute of Biomedical Sciences (IBMS) Certificate of achievement Part I or Part II, OR Pacific Paramedical Training Centre Diploma.		✓	A



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Person Specification:	Advanced Practitioner		
Criteria	Essential	Desirable	Assessment Method
Skills:			
Good level of IT skills including use of software packages such as Word/Excel/Access etc.	✓		A/I
Excellent hand eye co-ordination with fine motor skills (Pipetting, weighing, microscopy & measurement).	✓		I/R
Highly organised with excellent administrative and time management skills.	✓		I/R
Ability to effectively prioritise workload to achieve deadlines.	✓		I/R
Ability to communicate and interact effectively with staff and the general public at all levels.	✓		I/R
Ability to work under pressure and to strict deadlines whilst maintaining accuracy and ensuring good attention to detail.	✓		I/R
Ability to plan own workload, able to plan a broad range of activities and be flexible in making adjustments as workload/staffing levels change.	✓		I/R
Ability to work without supervision for long periods of time and be self-motivated.	✓		I/R
Effective problem solving skills.	✓		I/R
Personal Attributes:			
Mature, supportive and helpful attitude.	✓		I
Sufficiently physically fit to meet the lifting and carry demands of the role.	✓		I
Able to plan ahead effectively.	✓		I/R
Ability to cope positively with change.	✓		I/R
The ability to work flexible hours at busy periods.	✓		I/R
Ability to diagnose faults in scientific equipment.		✓	I/R

Method of assessment:

A - Application Form

I - Selection Interview

R - Reference