



Falkland Islands Government – Job Description

Job Title:	Laboratory Assistant		
Department:	Health and Social Services	Section:	Laboratory
Reports to:	Laboratory Manager		
Grade:	Falkland Islands Government Grade - G2	Job Code:	212LA2

Job Purpose

To assist other members of the laboratory team across both Pathology and Food, Water & Environmental laboratories to provide an efficient and effective service to all users. To ensure rapid and timely turnaround of samples by receiving, labelling and entering onto the Laboratory Information System.

To assist scientist staff by performing the initial screening and further investigation of diagnostic tests and food and water investigations; producing complex quality results in order to aid patient treatment and care and ensure safe food and water products for consumers.

To acquire and maintain multidisciplinary lab assistant skills to enable the service delivery under scientist supervision in performing tests in blood sciences, clinical microbiology and food and water microbiology.

Main Accountabilities:

- To communicate effectively between laboratory personnel, clinical personnel, administrative personnel, patients and service users as necessary. This may include transmission of sensitive information in oral, written or electronic format.
- Processing and prioritising samples in a busy environment while maintaining good working relationships with colleagues and service users.
- Responsible for providing input to, and maintenance of, the Quality Management System employed across the laboratory sections, meeting standards as defined in ISO17025 and ISO15189.
- Responsible for adhering to stock control procedures to ensure appropriate use and ordering of reagents and consumables as directed, and responsible for the production of media used in-house.
- Responsible for the quality control of media prepared in-house, with troubleshooting direction being given by scientist staff.
- To participate in all laboratory quality initiatives including internal audits.
- Assist in the development and maintenance of laboratory records.
- Receive and process specimens; data entry and sample preparation.
- Prepare specimens for dispatch to UK reference laboratories in accordance with UN3373 packaging.
- Process samples in the Food & Water laboratory for both simple and complex microbiological investigations.
- Prepare and process clinical samples using complex expensive specialist analysers.
- Perform routine analyser maintenance.
- Responsible for waste management and sterilisation processes.



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Main Accountabilities Continued:

- Assist in the organisation and management of the Emergency Donor Panel during screening and activation events.
- All work carried out should be in line with Standard Operating Procedures and using good laboratory practice.
- The post holder will organise and prioritise their work tasks and activities, work is not closely supervised but advice and support are always available.

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.

Additional Information:

The post holder will be required to undertake continued professional development both in house and overseas if required, and would be expected to commit to the role, at least for two years. Training will be provided for the successful applicant.

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:	Laboratory Assistant		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
GCSE, Grade C in English, Maths and Science or equivalent.	✓		A
≥2 year of Laboratory experience.	✓		A
Hold evidence of IT skills e.g. IT GCSE or ECDL.	✓		A
Further education in science related subject.		✓	A
A Current 'Safe Transfusion Laboratory Practice' certificate.		✓	A
Knowledge, Skills and Experience:			
Excellent communication skills to provide and accurate oral and written communication.	✓		A/I
Understanding of Health & Safety procedures in a laboratory environment.	✓		I/R
Experience working within the strictures of a quality management system such as ISO 17025 or ISO15189.	✓		A/I
Experience of database use and data entry.	✓		A/I
Must be able to demonstrate good organisational and planning skills.	✓		A/I/R
Understanding of the need for total confidentiality.	✓		I
Willing and able to undertake further training either locally or potentially overseas.	✓		A/I
Personal Attributes:			
Be of a calm and manageable temperament.	✓		I/R
Must be able to work as part of a team and be able to follow instruction.	✓		I/R
May be required to be flexible about working hours in an emergency.	✓		A/I/R

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation