



JOB VACANCY

JOB TITLE: Imaging Centre Healthcare Assistant

ORGANISATION: UK Biobank

SALARY: £10.50 per hour

HOURS: 7 day fortnight shift pattern (38.5 hours per week (Excluding breaks))

REPORTS TO: Imaging Centre Manager

MANAGES: None

LOCATION: Newcastle / Reading

NUMBER OF POSITIONS: UK Biobank will recruit 6 Healthcare Assistants per site (this will include a mixture of individuals with experience in laboratory work and phlebotomy)

JOB DESCRIPTION

THE PROJECT

The imaging enhancement is intended to provide comprehensive brain, body, cardiac, carotid and bone imaging on a subset of 100,000 volunteers. The Imaging Centres are open for 12 hours a day, 7 days a week with the aim of processing 18 participants per day. As part of the visit we will perform a further re-assessment of the participant's baseline, very similar to that which we performed during baseline and repeat assessments but without the eye measures or fitness tests. We will also collect blood and urine samples.

MAIN RESPONSIBILITIES

The Healthcare Assistants responsibilities are split into two main areas; participant venepuncture/measures (including interview) and laboratory processing. The Healthcare Assistants will be trained in both areas but may focus on the area they have most experience in. All imaging centre staff are expected to work together as a team to ensure UK Biobank participants have a positive experience during their imaging assessment.

MAIN TASKS – PRINCIPAL DUTIES AND RESPONSIBILITIES

Healthcare Assistants will rotate duties across the two areas (participant venepuncture/measures (including interview) and laboratory processing);

Participant venepuncture/measures (including interview)

- Complete beginning-of-day and end-of-day duties to ensure the blood donation and physical measurements station is correctly set-up to receive the 1st participant and closed down after the last participant has been assessed.
- Participant venepuncture (for subsequent processing and analysis)
- Obtain samples in a way that does not lead to contamination, they must maintain specimen integrity by using aseptic technique, and by following UK Biobank standard operating procedures.
- Directing and assisting participants through their imaging centre visit.
- Verify the participant's identity, whilst maintaining a calm demeanour and conversing with the participant to allay fear of the procedure and to put the participant at ease.
- Assessment of physical measures.
- Responding to participants' requests for information about their imaging assessment.
- Maintaining general cleanliness/tidiness of the imaging centre, in particular the blood donation and physical measurement stations.

Laboratory processing

- Fraction samples collected previous day into storage tubes.
- Sample pre-processing after blood draw (centrifugation and storage).
- Maintain sample tracking throughout laboratory processing.
- Maintaining cleanliness of laboratory, including maintenance on -80°C freezers.
- Monitor laboratory temperatures.
- Basic equipment maintenance.
- Work closely with laboratory team at co-ordinating centre to maintain quality of samples and escalate issues.
- Shipment of samples to core storage facility approximately monthly.

General tasks

- Conducting participant assessments and all work in accordance with standard operating procedures.
- Completing tasks as delegated by the Clinic Manager, Lead Radiographer or Laboratory Manager.

PERSON SPECIFICATION

- The Healthcare Assistant team will include individuals experienced in phlebotomy and/or laboratory work. To be considered, the candidate should have experience related to one of these areas; experience in both areas will be viewed favourably. Candidates with laboratory experience should have a background in Biological Sciences (qualifications preferred) and experience of using a pipette. Candidates with phlebotomy experience should be phlebotomy trained and preferably have experience of working in a clinical or medical environment desirable.
- Must be an excellent communicator, both spoken and written, and be well presented.
- Must be personable, polite and patient and present a professional image at all times.
- Must have excellent interpersonal communication and be able to clearly explain procedures and instructions to participants.

- Must have a calm demeanour and excellent bedside manner, must be a “people person”.
- Must exhibit attention to detail, with a specific focus on quality.
- Must be able to undertake repetitive tasks to a high quality.
- Must be able to demonstrate excellent manual dexterity.
- Must be able to escalate issues to the relevant person effectively.
- Must be disciplined in relation to following protocols and procedures.
- Must be computer literate.
- Must be able to follow standard operating processes/procedures.
- An understanding of confidentiality is required as well as the ability to use own judgment.

To apply for this position, please send a covering letter and a cv to jobs@ukbiobank.ac.uk by 9am on Monday 16th January 2017.