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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | **Faculty of Medicine Tissue Bank Technician** | | |
| Academic Unit/Service: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Kathleen Potter, Ph.D. Tissue Bank manager | | |
| Posts responsible for: | N/A | | |
| Post base: | Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To coordinate the collection, preparation and storage of human tissue within the University of Southampton Faculty of Medicine Tissue Bank for various ethically approved research projects, clinical trials and national/international commercial studies, and to arrange the anonymous release of human biological material to various ethically approved research projects, clinical trials and national/international commercial studies. All procedures conducted in the Tissue Bank are compliant with the Human Tissue Authority (HTA) licence requirements regarding ethics, governance and consent, Good Clinical Practice (GCP) and Good Clinical Laboratory Practice (GCLP). |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To plan and coordinate the organisation of human tissue collection for local, national and international research projects, local clinical trials and commercial clients. This includes consent retrieval (where suitable), sample preparation (according to agreed specifications), storage under appropriate conditions and distribution of biological materials for the Faculty of Medicine Tissue Bank compliant with Human Tissue Act regulations. The job involves interpreting and meeting the requirements of the customer, and deploying defined resources to ensure operational and cost-efficiency. | 60% |
|  | To design and organize efficient databases for sample tracking and to carry out database searches to efficiently monitor sample storage locations for the timely release of samples. | 10% |
|  | To ensure accurate completion of all documentation, reports and records. To perform audit checks on sample locations. | 5% |
|  | To ensure equipment in the work environment is maintained in accordance with technical and health and safety procedures, diagnosing faults and repairing apparatus as necessary. | 5% |
|  | To ensure compliance with health and safety processes within work environment. To keep current with Human Tissue Authority (HTA) guidelines, Good Clinical Practice (GCP) and Good Clinical Laboratory Practice Laboratory (GCLP) guidelines. | 5% |
|  | To advise on the pricing and purchasing of equipment and consumables and ensure adequate stocks of supplies, ensuring finances and work resources are monitored efficiently and appropriately. | 5% |
|  | To contribute to the writing and updating/reviewing of Tissue Bank standard operating procedures (SOP) and Forms for use withing the Tissue Bank Quality management system. To train students, junior colleagues and new researchers in techniques and the safe and effective use of equipment, communicating and liaising with all internal and external users of technical service. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| • To liaise closely with the Tissue Bank manager with regards to SOP requirements, equipment service and repair and HTA licence compliance.  • Contribute to the development of methods based on experience.  • Liaise with suppliers to give advice on pricing and purchasing of equipment.  • To maintain good working relations with all University Hospital Southampton (UHS) staff including Research Nurses, surgical theatre staff, the histopathology department, ward staff and clinicians.  • To keep communication open and clear for all internal academic staff including graduate students, research fellows, principal investigators, researchers and School of Cancer Sciences management.  • Ensure consumables are fully stocked and in-date.  • Communicate with other Tissue Bank technicians to schedule activities.  • Attend relevant meetings to support standard work activities or teach current practices. |

| Special Requirements |
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| Willing and able to work with human biological material at the laboratory bench.  Deep understanding of general computer programmes (e.g. Excel and Word).  Willing to work flexible hours in order to receive human samples from surgical theatre and sample deliveries.  Willing and able to work with liquid nitrogen in both the vapour and liquid phases.  Willing to attend any necessary training courses/seminars related to the post.  Willing to have a Hepatitis B vaccination. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HNC, A-Level, NVQ3 with proven work experience acquired in relevant technical support roles and job-related training.  Experience of applying understanding of specialist technical equipment, processes and procedures.  Able to demonstrate a good understanding of technical processes relating to work area.  Deep understanding of how to use computer databases to make effective use of office computer systems including word-processing and spreadsheets. | Relevant degree (or equivalent qualification or experience).  Knowledge of and training in GCLP/ GCP or similar.  Knowledge of HTA Licensing regulations.  Interest in cell biology or immunology.Experience of working with human blood and biological samples.  Good computer knowledge. | Application/CV and Interview. |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s, standard and non-standard work activities.  Ability to successfully plan and deliver technical support of projects over a period of several months. | Ability to positively influence processes to ensure compliance. | Interview and probation |
| Problem solving and initiative | Experience of contributing innovative ideas in order to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exist. | Propose initiatives and ideas with the ability to positively accept/acknowledge or implement new proposals. | Interview and probation |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasks  Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together.  Able to ensure staff are clear about changing work priorities and service expectations. | Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | Interview and probation |
| Communicating and influencing | Able to elicit information to identify specific customer needs.  Able to offer proactive advice and guidance on technical processes and procedures.  Able to communicate and liaise with users of the technical services, both internal and external to the department. | Ability to effectively liaise with senior management and staff, both internal and external to the University of Southampton. | Interview and probation |
| Other skills and behaviours | Meticulous attention to detail in all work undertaken.  Able to identify and solve problems. |  | Interview and probation |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | Interview and probation. |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | N/A | N/A | N/A |
| Extremes of temperature (eg: fridge/ furnace) | N/A | N/A | N/A |
| ## Potential for exposure to body fluids | N/A | N/A | X |
| ## Noise (greater than 80 dba - 8 hrs twa) | N/A | N/A | N/A |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | N/A | X | N/A |
| Frequent hand washing | N/A | X | N/A |
| Ionising radiation | N/A | N/A | N/A |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | N/A | N/A | N/A |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | N/A | N/A | N/A |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A | N/A | N/A |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | N/A | N/A | N/A |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | N/A | N/A | N/A |
| Repetitive crouching/kneeling/stooping | N/A | N/A | N/A |
| Repetitive pulling/pushing | N/A | N/A | N/A |
| Repetitive lifting | N/A | N/A | N/A |
| Standing for prolonged periods | X | N/A | N/A |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | N/A | N/A | N/A |
| Fine motor grips (eg: pipetting) | N/A | X | N/A |
| Gross motor grips | N/A | N/A | N/A |
| Repetitive reaching below shoulder height | N/A | N/A | N/A |
| Repetitive reaching at shoulder height | N/A | N/A | N/A |
| Repetitive reaching above shoulder height | N/A | N/A | N/A |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | N/A | N/A | N/A |
| Lone working | N/A | N/A | N/A |
| ## Shift work/night work/on call duties | N/A | X | N/A |