

Post Details		Last Updated: 27/02/2017	
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences (FHMS) School of Veterinary Medicine		
Job Title	Senior Laboratory Technician (Pathology)		
Job Family	Technical & Experimental	Job Level	3
Responsible to	Post-Mortem Manager		
Responsible for (Staff)	Post-Mortem Technician		
<u>Job Purpose Statement</u>			
<p>The Post holder is responsible for assisting with the safe operation and day-to-day running of the <i>post-mortem</i> facilities and its associated equipment within a specialist area of the School of Veterinary Medicine. The post holder will be required to work in a veterinary pathology facility at containment level (ACDP [Advisory Committee of Dangerous Pathogens] 2, 3 and SAPO [Specified Animal Pathogen Order] 3), and will liaise with farmers, vets and legislative bodies. The post holder will work with the Post-Mortem Manager to plan/timetable practical classes and contribute to Health and Safety documentation to support the running of these areas.</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<ol style="list-style-type: none"> 1. Good level of understanding and working to ACDP2, 3 and SAP03 guidelines/regulations or willing to learn and ensure compliance with all aspects of H&S including maintenance of records such as electrical safety testing, COSHH and waste disposal to enable cover for the Post-Mortem Manager 2. Conduct <i>post-mortem</i> activities within the facilities, preparation for undergraduate and postgraduate practical classes and to provide technical support throughout the classes. To ensure the laboratory classes in these teaching areas are appropriately serviced and that the equipment is operating correctly. 3. In the absence of the Post-Mortem Manager liaise with academic staff in the sourcing of material and the design of experimental work. 4. Provide technical advice, training and assistance to staff and students with the application of techniques and use of equipment for preparation and application of specialised laboratory techniques. 5. Monitor and maintain a safe working environment in accordance with Health & Safety procedures such as electrical safety testing, CoSHH and disposal of waste. 6. Participate in demonstrations/workshops for visitors as part of Open Days, Applicant Days, Widening Participation and other events. 7. Maintain Q-Pulse for the Facility to include Teaching areas and post-mortem facilities, ordering consumables, delivering safety inductions, writing Standard Operating Procedures, etc 8. Participate in an on-call rota for the Veterinary Pathology Centre, this is to include potential late finishes depending on commercial workload N.B. The above list is not exhaustive. 			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times. **Help maintain a safe working environment by:**
- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure.

It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder is expected to assist in the planning of their workload on a daily basis as the Veterinary Pathology Facility operates as a clinical facility with a varied workload. The candidate will also be required to contribute to research and teaching activities.
- The post holder will undertake routine equipment checks and maintenance and ensure that routine disinfectant procedures are performed within the Facility & records kept up to date.

Problem Solving and Decision Making

- Decisions taken will generally be based on established procedures and precedents, with the post holder referring more complex issues/problems to their line manager. Errors in judgments or failure to report an issue could result in a breach of containment (ACDP3/SAPO 3) damaging equipment or risking staff/student's personal safety.

Continuous Improvement

- The post holder is expected to recognise where improvements to best practice could be made, implementing them under the supervision of the post holder's line manager, but always within quality and HSE regulations. The nature of the work requires the post holder to be adaptable to change and variation in procedures

Accountability

- The post holder will be required to carry out schedule 1 killing methods for both teaching and research. However, given the nature of the work undertaken to meet legislative requirements they will work closely with veterinary and scientific staff full training will be supplied in house.
- The post holder is responsible for monitoring and maintaining a safe working environment within the facility, ensuring that the environment meets Health & Safety requirements and procedures such as electrical safety testing, CoSHH and disposal of waste material including CL3 waste are carried out in compliance with their associated regulations.
- The post holder is expected to also apply their technical knowledge and working knowledge of the required Facility practices in order to provide advice, training and assistance to staff and students regarding the application of techniques during *post-mortem* examinations. The work will usually follow an established pattern and the post holder is expected to refer to well defined procedures for guidance when required

Dimensions of the role

- The post holder will work with live animals, assist with *post-mortem* examinations, carry out cleaning and decontamination of facilities and equipment including the use of Autoclaves, micro biological safety cabinets and specialist equipment such as meat standard electrical power tools.
- Working within a team of technical staff, the post-holder will also provide frontline technical support for undergraduate classes of up to 75 students in the Faculty within our dedicated anatomy teaching classroom, and also to support the 5th year rotations within the commercial containment level 2 suite
- The post holder will assist undergraduate and postgraduate students, and staff in the maintenance of Facility equipment and consumables to these laboratories.
- The post holder liaises with customers (Veterinary surgeons, scientist & farmers) on a regular basis.

Supplementary Information		
<ul style="list-style-type: none"> The post holder is required to be a part of a rota for weekend overtime (when require) across the School of Veterinary medicine and take part in an on call rota to provide weekend and evening cover for the <i>post-mortem</i> facility. The post holder may be required to occasionally work off campus for short periods of time. 		
Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
HNC, A level, NVQ 3 or equivalent standard in the relevant specialist area, plus a number of years' relevant work experience. Or: Broad practical work experience in a relevant technical or scientific role		E
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/Desirable	Level 1-3
Expertise in gross veterinary pathology/anatomy (<i>post-mortem</i> examinations & animal handling)	D	1
An understanding of relevant Health & Safety requirements and procedures	D	n/a
Experience of working in a veterinary pathology laboratory	D	n/a
Experience of the safe handling and disposal of animal tissue samples	D	n/a
Experience of working with farm animal species	D	n/a
Special Requirements:		Essential/Desirable
Willingness to take part in an evening/weekend rota		E
Ability to undertake a range of manual handling tasks, on a daily basis, and be capable of lifting loads of up to 20kg (a large range of lifting equipment is available)		E
Willingness to work outside of normal working hours when required		E
Understanding and working knowledge of ACDP2,3 SAPO3 & ASPA regulations		D
Working towards becoming fully competent in a variety of schedule 1 euthanasia methods, all training provided in house		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3

Communication	2
Adaptability / Flexibility	1
Customer/Client service and support	2
Planning and Organising	1
Continuous Improvement	1
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	2
Creative and Analytical Thinking	n/a
Influencing, Persuasion and Negotiation Skills	n/a
Strategic Thinking & Leadership	n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

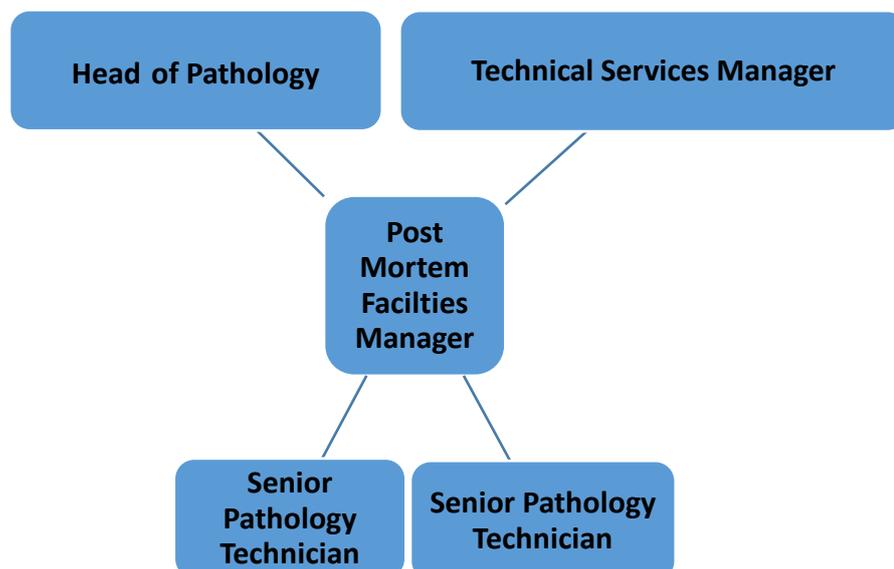
Background Information

The University has invested £45 million in the development of a School of Veterinary Medicine to train the veterinary surgeons of the future. One area of focus for the school is veterinary pathology. To support this area, the University invested a further £11 million to develop the Veterinary Pathology Centre, which is a purpose-built containment veterinary pathology facility. This serves as a facility for exemplary veterinary teaching, research and diagnostic services.

The post holder will work in the Veterinary Pathology Centre but will also liaise with veterinary and scientific staff across the School of Veterinary Medicine.

The facility provides a pathology service to the veterinary community (companion, farm and exotic animals). Materials are also prepared in the Centre for undergraduate and postgraduate teaching, research and commercial interests.

Department Structure Chart



Relationships Internal

- Technical Services Manager (Vet) - Overarching line manager
- Head of Pathology – Operations of day to day workload
- Post mortem manager - line manager for day to day operations
- Technical colleagues (VSP / VSM / VSC buildings)
- Students
- Health & Safety team

External

- Customers to the facility
- External services suppliers