ONCOLOGICA LTD

Job Description

Post:	**Genetic Technologist**
Responsible to:	Lead Clinical Scientist and Scientific Director
Accountable to:	Scientific Director and Medical Director

JOB SPECIFICATION

The principal role for this appointment is to assist with the day-to-day running and delivery of the Diagnostic Genomic Services for Oncologica Ltd. This role will include, but is not limited to, sample reception, extraction of DNA and RNA from FFPE samples and performance of semi-conductor next generation sequencing assays for actionable mutations. The post holder will also assist with ordering, stock maintenance and general laboratory duties.

In addition, the post-holder will contribute to the Oncologica Quality Management System and will assist the Quality Manager with document control procedures.

JOB DESCRIPTION & DUTIES

To assist in the efficient day-to-day running and delivery of the Tissue-Based Services and the Diagnostic Genomic Services including;

1. To carry out Next-Generation sequencing assays
2. Assist with sample reception as and when required
3. To perform DNA and RNA extractions from FFPE samples
4. To assist with the stock maintenance including the ordering of reagents, consumables and equipment as required
5. To assist with the maintenance and monitoring of the equipment inventory and ensure equipment is maintained in good working order in compliance with ISO15189 standards
6. To deliver the highest standard of quality throughout the Oncologica laboratory service
7. To actively participate in clinical validation and verification activities
8. To contribute to the continually improving and expanding diagnostics services provided by the Oncologica Genomics unit
9. To keep abreast of new developments, e.g. attendance and participation at meetings
10. To assist with the production of workload statistics within the laboratory
11. To participate in UK NEQAS schemes for Molecular Genetics as required
12. To participate in general laboratory duties such as but not limited to cleaning of laboratory areas and coats
13. To comply with Health & Safety regulations within the laboratory

14. To contribute to and help to maintain the Oncologica Quality Management System
15. To be aware of and act upon;
    - Disciplinary procedures
    - Disciplinary rules
    - Grievance procedures
    - Section 7 & 8 of the Health & Safety at Work Act
    - Organisational Fire Guidelines
    - Equal Opportunities Policy

The hours of work are 37.5; the distribution of these hours is at the discretion of the Scientific Director.

This job description is not meant to be restrictive or exhaustive and duties may change in response to changing circumstances. These will be discussed with the post holder.

Person Specification

Essential	Desirable
Significant experience of working in a clinical diagnostic laboratory	Demonstrate some knowledge of developments in molecular pathology and cancer genetics
Experience of UKAS/ISO/GCLP standards and of a Quality Management System	
Ability to write protocols and other QMS documents	
Knowledge and awareness of Health & Safety issues	
Show evidence of commitment to continuing personal and professional development	
Proficient with various IT systems	
Ability to work to deadlines	
Maintain confidentiality and act in a professional manner	
Ability to communicate efficiently with people both within and external to the laboratory in both verbal and written English	
Demonstrate good interpersonal and relationship skills	
Proficient use of laboratory equipment	