

### Job Details

<b>Job Title:</b>	Tissue Bank Technician (BCI)	
<b>School/Dept/Institute &amp; Centre:</b>	School of Medicine and Dentistry/Barts Cancer Institute/Director's Office	
<b>Reports to:</b>	Deputy Tissue Bank Operations Manager (BCI)	
<b>Grade:</b>	3	<b>Full Time</b>
<b>Appointment period:</b>	1 year	
<b>Current Location:</b>	Charterhouse Square	

### Job Context

The Barts Cancer Institute (BCI) is a Cancer Research UK Centre of Excellence whose work aims to transform the lives of those with and at risk of cancer through innovative research in the laboratory, in patients and in populations. BCI is internationally renowned in many areas of cancer research and it combines ground-breaking basic research with the expertise of clinicians and clinician scientists from the Centre for Experimental Cancer Medicine and the Barts NHS Trust to achieve improvements in cancer patient care. BCI is also a partner in the CRUK City of London Major Centre (together with UCL, Kings and the Francis Crick Institute) which is a Centre of Excellence in Biotherapeutics. BCI is committed in supporting and developing future cancer researchers through its extensive postgraduate training. It is one of six institutes within The School of Medicine and Dentistry (SMD).

### Job Purpose

To provide technical support to BCI portfolio of tissue banks, to enable comprehensive, efficient and effective service to internal and external researchers. In particular, sample processing, quality control, management of BCI Tissue Bank samples, general house-keeping and stock taking.

To work as part of the BCI Tissue Bank team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

### Main Duties & Responsibilities

- Travel to various sites to collect human tissue samples and transport tissues in accordance with HTA licence, Trust and QMUL guidelines.
- Receipt, processing and storage of BCI Tissue Bank samples.
- Conduct quality control assessments on BCI Tissue Bank samples.
- Verification of sample and consent documentation relating to tissue acquisition.
- Molecular biology techniques e.g. nucleic acid extractions
- Identification, retrieval and distribution of samples for BCI Tissue Banks based on researchers' requests.
- Responsible for submitting sectioning and staining requests via core pathology services and delivery of material to pathologists for assessment.
- Maintain databases and LIMS in accordance with the provisions of the HTA by keeping accurate written and computerised records and ensuring that these records are securely stored.
- Ensure standard documentation, records and reports are updated in accordance with SOPs.

### Main Duties & Responsibilities

- Maintaining confidentiality in line with the provisions of the General Data Protection Regulation (GDPR)
- Conducting audits on BCI Tissue Banks activities in accordance to audit schedule.
- Maintaining and ordering of reagents and consumables required for tissue bank processing, storage and request activities.
- Responsible for maintenance of equipment in BCI Tissue Bank laboratory.
- Responsible for Health and Safety in BCI Tissue Bank areas.
- Carry out a range of administrative and/or support tasks, to contribute to the smooth operation of cell request programme and the tissue bank.
- Attend and contribute to regular team and operational meetings with other Tissue Bank staff.
- Work flexibly according to the needs of the Tissue Bank.
- In conjunction with BCI Deputy Tissue Bank Operations Manager, troubleshoot and investigate any sample management issues.
- In the event of a statutory inspection, or audit, to assist the BCI Tissue Bank Management in preparing appropriate documentation and making necessary arrangements for the inspection in conjunction with the relevant departments.
- Respond to enquiries from BCI staff and researchers in relation to BCI Tissue Bank sample processing, storage and retrieval.
- Participate in the College Appraisal Scheme (QMPAS) and demonstrate a commitment to continuing professional development.
- Prioritise own assigned workload to ensure deadlines are met using skill and judgement with reference to regulations and standards under direction of BCI Tissue Bank management team.
- Ensure that they are fully aware of and comply with the HTA licence, College/Trust policies and procedures in relation to confidentiality, health and safety at work, and all local safety rules regarding fire, chemical, radioisotope and gene manipulation hazards

Other:

- Ensure that all activities are undertaken according to HTA, Trust and College protocols.
- The postholder must at all times carry out their responsibilities with due regard to the College's Equal Opportunities policy.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable
<b>Qualifications</b>	Minimum of 2 A Levels in relevant subjects (e.g. Biology, Chemistry)	E
	First degree in biological sciences	D
<b>Knowledge, Skills and Experience</b>	Experience in handling and processing human tissue in an oncology research environment	E
	Experience of sample archiving and management using LIMS	E
	Experience of managing databases to identify sample cohorts	E
	Experience in nucleic acid extraction	D
	Ability to maintain accurate and complete records	E
	Strong organisational skills and attention to detail	E
	Ability to follow written and oral instructions	E
	Ability to organise own workload and respond to changing priorities	E
	Working knowledge of Health and Safety, COSHH and GCP regulations and an understanding of the implications of compliance with the Human Tissue Act (HTA)	E
	Computer literacy	E
	Ability to work both independently and as a supportive member of a team	E
	Excellent written and verbal communication	E
	Knowledge of laboratory health and safety procedures	E
	Ability to improve processes	D
	Experience of conducting audits	D
<b>Attitude and Disposition</b>	Friendly, positive and professional disposition to establish and maintain effective working relationship with others	E
	Self-motivated and hard working	E
	Flexible, initiative and adaptability	E
<b>Other Circumstances</b>	Willingness to work on different sites	E

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**

# Job Profile Person Specification

---



Barts-Cancer-Institu  
te-Organogram-Apr