

# PLACEMENT ROLE DESCRIPTION

A placement role description shows the student what their job role is while they are working with you.

It outlines what they will do and what their responsibilities are. It tells supervisors and other people in the business what the student's job involves. It also helps the provider choose the right student for the placement.

It's advisable to write a placement role description for each student, which links to the development objectives and learning goals agreed with the student and their college or school. A few tips are given below followed by guidance on what the role description should cover.

## TIPS

- Use straightforward language and avoid jargon
- Tell the student clearly what they will be doing
- Include the organisation's name, address, website and contact details



## WHAT SHOULD IT COVER?

### THE ORGANISATION

Short description of the organisation and what it does (core activities). Brief statement of your values and mission – could come from your website or recruitment materials. Anything else about the working environment which might help bring it to life for the student.

### ROLE AND KEY RESPONSIBILITIES

- Title of the role
- Short description of what it involves
- List of key responsibilities
- Job title of their supervisor – the person they will be working with most closely during the placement
- Extra information for the student, e.g. what a typical working day is like

### STUDENT SPECIFICATION

Prepare a short description of the key things you're looking for in the student. This could include technical skills, personal attributes and desirable behaviours suiting the role and organisational culture.

# HEALTH AND SCIENCE

## **T LEVEL: HEALTH AND SCIENCE**

### **ROLE: MEDICAL LABORATORY ASSISTANT**

#### **ROLE AND KEY RESPONSIBILITIES**

- The role we offer is a Medical Laboratory assistant, working within Blood Sciences (based in the Central Specimen Reception) and in Cellular Pathology.
- On a day-to-day basis, you will receive a variety of samples from the community and around the hospital. These samples will be checked, sorted and booked into the laboratory computer system and sent to the various departments within the DLM for testing.
- You will get the opportunity to visit other areas of the DLM, in order to get some experience and gain an understanding of the sample pathway in the DLM as well as the various different processes involved in testing samples.
- We anticipate that, if interested, you may wish to apply for a permanent MLA position in the laboratory once your placement is complete, with the aim to proceed onto the Apprenticeship we offer. The Apprenticeships will enable you to work towards the possibility of becoming a qualified Biomedical Scientist in the future.

#### **ABOUT THE ORGANISATION**

Company BB is a well-known brand with a strong presence nationally and globally.

#### **STUDENT SPECIFICATION:**

- have a basic understanding of health and safety procedures
- have a knowledge of and interest in healthcare science
- have good verbal and written verbal communication skills
- have the ability to work as part of a team
- have the ability to follow written protocols
- have the ability to demonstrate accuracy and attention to detail
- can demonstrate basic IT skills: this should include, for example use of spreadsheets, databases and word processing
- be aware of the need for data quality and data protection
- understand the importance of the confidential and sensitive nature of patient information
- may require certain vaccinations and an Occupational Health clearance, prior to your start date