Laboratory Technician

Candidate Information

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Drug Development Unit

The Drug Development, within the Institute of Cancer Research and the Royal Marsden, is one of the leading Phase-1 Clinical Trials Unit in the world. The Unit, led by Professor Johann de Bono, comprises of Clinicians, Research Nurses, Scientists and administrative support staff.

The main aim of the Unit is to fast track the development of anti-cancer drugs, designed and synthesised in ICR or developed by CRUK or developed by industry collaborators, to maximise their potential towards the care of cancer patients. The Unit operates as a conduit, between laboratory research and clinical research that is fundamental to the modern drug development process.

Our mission is to make the discoveries that defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.

Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.

Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.

Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.

Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.

Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.

Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.

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Job description

Department / division:	Drug Development Unit / Clinical Studies
Pay grade / staff group:	Scientific Professional 7, Scientific Officer
Hours / duration:	Full time (35 hours per week) Monday to Friday 8am to 6pm (Hours range) Fixed term contract for 1 year
Reports to:	Laboratory Manager Oak Ward Lab Higher Scientific Officer
Accountable to:	Head of Operations, Consultants Senior GCP Compliance Manager Oak Ward Matron
Main purpose of the job:	**Laboratory Technician:** To be based in the laboratory on the Royal Marsden Oak Ward. To be responsible for the organisation and general maintenance of the laboratory, ensuring that clinical trial sample processing, storage and shipment are performed in compliance with the protocol and GCP. To work with the Higher Scientific Officer and ensure that procedures are developed, documented and implemented to maintain the integrity of all clinical trial samples and to provide a complete audit trail from processing, through storage and shipment to the study sponsor. To process a large number of blood samples, prepare samples for shipment as required by sponsor companies. To act as the main point of contact for delivery of supplies, sample queries and shipment. To manage trial amendments related to laboratory processes.

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To carry out work to an extremely high standard to comply with GCP, regulatory and sponsor requirements

Duties and responsibilities:

Management of Oak Ward Laboratory

- To work with the Laboratory Manager to develop a standardised procedure and documentation for sample processing for each trial specific protocol including amendments of trial protocol and lab manual.
- Work with the Laboratory Manager, Study Managers and Lead Trial Nurses to design a generic 'log in' system for all trial related samples.
- Develop and maintain sample records and freezer logs such that a database of all tissues stored within the unit is maintained.
- Maintain accurate records of freezer, fridge and cupboard temperatures in accordance with GCP
- To ensure that laboratory stocks are stored appropriately on receipt, ensure stock rotation to avoid expiration and order new stock from numerous suppliers to ensure a continuous service is provided.
- To work in a flexible manner, be organised, to ensure the laboratory will be covered between 8am and 6pm.

Sample Processing, Storage and Shipment

- Maintain sample logs, shipping records, stock lists with extreme accuracy.
- Assist in the maintenance and development of trial specific guidelines (using advanced Microsoft Word & Excel documents) for blood sampling and processing.
- Prepare trial specific collection kits in a timely manner in preparation for patient attendance for sampling days, as per trial specific guidelines.
- Check all samples before processing to ensure adequate identification.
- Process and store blood samples in compliance with the clinical study protocol.
- Liaise with the sponsor company and follow laboratory manual guidelines to arrange sample shipments as required.
- Prepare and send samples to external/internal reference laboratories via specified couriers as per trial specific guidelines, completing requisition forms accurately and shipping in a timely manner.
- Ensure that all samples are packaged and transported according to sponsor requirements, following the IATA guidelines and completing the relevant legal documentation and labelling the packaging for high risk samples.

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Laboratory Equipment Monitoring

- To undertake routine daily, weekly, monthly and as necessary maintenance, cleaning and troubleshooting on equipment within the laboratory to ensure correct functioning.
- Liaise with appropriate departments or suppliers to ensure servicing, calibration and repair of all equipment.
- Responsible for weekly cleaning of equipment and defrosting of freezers as required.
- Responsible for producing temperature monitoring reports and sample custody reports in a timely manner.
- Perform laboratory tasks to ensure the cleanliness and organization of the unit.

Communication & Liaison

- To remain up to date on trial protocols, lab manuals, the applicable regulatory requirements, and any changes and developments within the unit.
- Act as the first point of contact for the unit with regards to laboratory/sample matters, dealing with a wide range of enquiries.
- Communicate with DDU staff as required regarding sample collection procedures, storage, timings and shipment etc.
- Answer telephone calls and email in a timely manner
- Refer to senior staff where appropriate. Attend unit meetings as required to give feedback on processes and laboratory management.
- Liaise with sponsor companies to assist with the laboratory aspects of setting up new trials (preparation of sample processing guidelines, sourcing of any required consumables, etc.).
- Attend Site Initiation Visits with DDU study team and trial sponsor companies.
- Facilitate laboratory tours for Clinical Research Associates and Pharma company representatives.

Quality Management and Audits

- To proactively contribute to and implement quality assurance systems.
- Understand and maintain all types of documentation with extreme accuracy within the laboratory
- Assist with the data collection for audits as required
- Facilitate regular audits of sample log in and storage compliance of freezer contents.
- Ensure that Good Clinical Practice is adhered to on a daily basis.

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Training

- Maintain current certification in GCP & IATA.
- Participate in the induction of new nursing staff.
- Supervise and train other members of staff in the processing of trial samples.

Health & safety

- Work within all H&S policies and trust policies in a safe manner.
- Understand the risks and potential risks when handling possibly highly infectious samples and takes extreme caution when using radioactive tracer or genetically modified tissues.
- Understand the duty of care towards colleagues, visitors and patients in maintaining a safe environment and safe working practices. Reports any defects noticed to senior staff.
- Understands the implications of COSHH and risk assessment documentation and works within defined control measures at all times.
- Maintains awareness of all emergency and major incident procedures, and acts accordingly in the event of an incident.
- Understands and adheres to trust policies for clinical waste disposal.
- Understands the reporting system for clinical incident reporting and uses it appropriately.

General

- Follow Standard operating Procedures (SOPs) at all time
- To work in a flexible manner, be organised, meet laboratory objectives and work to meet study deadlines.
- To adhere to the regulatory rules and safety regulations of the Institute of Cancer Research and relevant RMH Trust Guidelines & Policies
- Use resources efficiently and cost effectively.

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Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time, unless to do so is in the best interest of the individual. In this instance a Senior Team Member would appropriately advise the post holder.

Computer data should only be accessed if this has been authorised and is necessary as part of your work.

The post holder must abide by the requirements of the Data Protection Act at all times.

Post holder may undertake any other work in line with the pay grade and as required for the team

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

University Degree in a scientific discipline or Higher TEC/HND/C&G or similar qualification	Essential
Knowledge of Good Clinical Practice and appropriate EU/UK regulations	Desirable

Experience

Experience of working in a similar lab-based environment	Essential
Experience of processing samples from clinical trial patients and associated documentation	Desirable
Experience of routine maintenance of laboratory equipment	Desirable
Experience of working to GCP	Desirable

Skills

A methodical approach, the ability to pay attention to detail	Essential
The ability to work independently within a team environment	Essential
Proven ability to organise own work in busy work environment and time critical situations	Essential
Good written and verbal communication skills	Essential
Computer literacy in Microsoft Office or equivalent	Essential

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

If you require further information, please email ddu@icr.ac.uk .

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