



Team Leader/ Quality Lead

JOB PROFILE

As a Quality Lead/Team Leader, you will be accountable for all operations on the testing site, including go/no-go decisions, and for ensuring testing is conducted in a compliant manner. As you're responsible for the overall on-site operations at the test site, including day-to-day workforce management duties will include:

- Running day-to-day operations including on-site workforce management, managing site health & safety and receiving and managing stock
- Setting up other team members on the NHS Test and Trace digital service
- Point of escalation for any issues on site, and escalates to local public health officials as appropriate
- Ensuring test kits are stored in a clinically safe manner and supervising the end-to-end testing process, ensuring compliance with the SOP and appropriate regulations
- Responsible for safety and security of the site
- If subjects raise any data privacy concerns, directs subjects to the Data Privacy Notice which explains how we will use their data (<https://www.gov.uk/government/publications/coronavirus-covid-19-testing-privacy-information>)
- Implement appropriate quality assurance as defined by the programme
- Implement the incident and risk reporting system that is used within the mass testing programme
- Reviewing test staff planning including rota, cross coverage and leave plans
- Undertake testing staff competency and performance reviews
- **Retain a weekly summary of your records and any lessons learned to report to DfE/DHSC**

This post is subject to an enhanced disclosure via the Disclosure and Barring Service.

Training Required for this role

	Testing Process Overview	LFD Process (Module 1)	LFD results recording (Module 2)	PPE & Infection control (Module 3)	Guiding subject through swabbing (Module 4)	Train the trainer (Module 5)	Meet and Greet (Module 6)	Onsite run-through
Estimated Duration	10-15 min	15 min	15 min	15 min	15 min	15 min	15m	30 min
Team Leader (Quality Lead)	✓	✓	✓	✓	✓	✓	✓	✓

[CLICK HERE TO START YOUR TRAINING](#)

You will need to register your details. When promoted you will be asked to enter your token code in order to register. The code is: 3wkcVi4UTX_

A 100% PASS RATE IS REQUIRED FOR THE TRAINING.

PPE Required for this Role

- **Fluid-resistant (Type 11R) surgical mask**

PPE should be changed whenever staff members leave and re-enter the test site area (per session) or if protective properties are compromised or contaminated