

JOB DESCRIPTION

JOB TITLE:	Laboratory Technologist	JOB HOLDER:
DEPARTMENT:	Laboratory	REPORTS TO: Laboratory Manager
Brief Job Summary:	To serve patients by identifying the best method of retrieving specimens, preparing specimen for lab testing, performing testing procedures while following SOPs to ensure efficient delivery of accurate reports.	
Key Duties & Job Responsibilities	<ul style="list-style-type: none"> • Carry out day-to-day operational running of the department including running of controls, proper documentation, sample collection, reporting and ensuring transportation of samples in accordance with the organizational procedures. • Take responsibility for specific work shifts in the department as agreed with department team leader. • Conduct routine activities including stock taking, ordering, and receiving ensuring that this is documented according to agreed standards • Identify reorder levels for all supplies of reagents, blood and ensure that adequate stocks are always maintained • Maintain all machines in good working order by ensuring that all maintenance protocols are adhered to and that the machines are always used and cleaned properly. • Act as the participant in department meetings. • Support the department team leader in the provision of weekly continuing education • Ensure that and monitor the completion of assigned work on shifts • Ensure that you adhere to agreed Health & Safety, Infection Control, Waste Management and ISO/QA standards. • Economize resources provided and utilized in the unit to maximize profits in the department. • Be responsible and attend monthly team meetings ensuring 100% attendance and communicate in advance in case you are unable to attend. • Contribute to the identification of your training needs and implement agreed training interventions, ensuring 100% attendance to all arranged departmental trainings. • Adhere to the overall C-CARE goals and apply them in the team activities • Communicate your recommendations for department/team improvements, complaints from customers to team leader as may be required • Attend performance reviews as will be scheduled and follow through your action points which will be communicated. • Perform any other duties that may be assigned from time to time. 	
Person Specifications:	Qualifications: <ul style="list-style-type: none"> • Must have a Bachelor's degree in Laboratory Technology from a reputable university. Years of Experience: <ul style="list-style-type: none"> • Minimum of 2 years of experience a busy healthcare setting. 	



Approval	HR Business Partner: ----- Date -----	Head of Department: ----- Date -----
Employee Acceptance	<i>I hereby acknowledge receipt of my JD. I wish to confirm that I have read & understood the Job contents & expectation and therefore am willing to offer my services under the terms and conditions given hereto.</i> <i>Employee Signature: Date: -----</i>	