



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MEDICAL LABORATORY TECHNICIAN I	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT PARA CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP The Medical Laboratory Technician I will report to the Medical Laboratory Technician II or any other duly authorized personnel.		5. NATURE & SCOPE The Medical Laboratory Technician I is responsible for performing routine analytical tests. He/She is expected to perform these routine tests and report their findings independently.
6. SPECIFIC ACCOUNTABILITIES The Medical Laboratory Technician I: <ul style="list-style-type: none"> ❑ Prepares diseased human tissue for histological examination by a pathologist. ❑ Conducts chemical analysis of body fluids including blood, urine and spinal fluid to determine presence of normal and abnormal components. ❑ Performs more complex pathological and clinical examinations and analyses of human body fluids and excretions. ❑ Conducts hematological analysis of blood to determine blood components or blood group, blood type for compatibility for blood transfusion purposes. ❑ Conducts microbiological analysis of bodily fluids such as blood, urine, spinal fluid, aspirates, tissue to determine the presence of bacteria and conduct antimicrobial susceptibility. ❑ Operates, calibrates and maintains equipment used in a quantitative and qualitative analysis. ❑ Analyzes laboratory findings to check the accuracy of the results. ❑ Responds appropriately to results with the status of STAT sample for a patient waiting or times specimen. ❑ Notifies the relevant authority of critical lab value with complete documentation on the report. ❑ Ensures all records are accurately kept such as maintenance logs, equipment down time logs, call out logs and inventory logs. ❑ Identifies patient specimen and labels with accurate information. ❑ Provides technical information about test results to physicians or any other duly authorized persons. ❑ Ensures adequate level of supplied for testing and replenish consumables/reagents where appropriate. ❑ Performs any function as required through departmental expansion/development initiatives. ❑ Supervises the Medical Laboratory Technician interns and assists with the orientation of new employees. ❑ Adheres to the Laboratory Quality Management Systems and Laboratory Safety, Regulations and Infection Control guidelines. ❑ Facilitates troubleshooting of machinery with the Laboratory when necessary. ❑ Assists with the development of departmental policies and procedures when required. ❑ Performs any other related duties as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Considerable knowledge of a wide variety of routine laboratory tests and analyses. ❑ Considerable knowledge of laboratory procedures and use of laboratory equipment. ❑ Ability to establish and maintain effective working relationships with other employees and the public. ❑ Knowledge of international standards of Laboratory practices such as ISO 15989. ❑ Must be able to work independently and be detailed oriented. ❑ Must possess good critical thinking skills. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidenced by an Associate Degree or Bachelor's Degree in Medical Laboratory Technology from a recognized institution **OR**
- Medical Laboratory Technician Associate in Applied Science Degree from a recognized institution.
- Experience in the technical field of Medical Laboratory/Medical Laboratory Internship.
- Registered with the Council for Professions Related to Medicine in Trinidad and Tobago.
- Any combination of relevant training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Medical Laboratory Technician Interns

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Laboratory Technician III
- Medical Laboratory Technician II
- Specialist Medical Officer-Microbiology
- Manager-Para Clinical Services
- Medical Laboratory Personnel
- Doctors
- Nurses
- Heads of Departments
- Biomedical Department Personnel
- Personnel from Primary Care Centres

External:

- Ministry of Health
- Other Regional Health Authorities
- Patients/General Public
- Suppliers of Equipment and their field representatives