



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
MEDICAL LABORATORY TECHNICIAN I	SANGRE GRANDE HOSPITAL	PARA CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Medical Laboratory Technician I will report to the Medical Laboratory Technician II or any other duly authorized personnel.	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:		
❑ 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		
❑ 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 <i>Internal:</i> ❑ 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 <i>External:</i> ❑ Ministry of Health ❑ Other Regional Health Authorities ❑ Patients/General Public ❑ Suppliers of Equipment and their field representatives