



TERMS OF REFERENCE

MEDICAL LABORATORY TECHNICIAN I

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

SCOPE OF THE JOB

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.

SPECIFIC ACCOUNTABILITIES

- ❑ 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.
- ❑ 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.

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.

TERMS OF ENGAGEMENT

- ❑ The Contractor would be required to perform services within a shift system and would be rostered accordingly to facilitate a twenty-four (24) hour Laboratory service rendered at the institution.
- ❑ The Contractor would be rostered to maintain a forty (40) hour work week and would be remunerated at an hourly rate for hours worked beyond the stipulated requirement.