



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MEDICAL LABORATORY TECHNICIAN II	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT MEDICAL LABORATORY
4. ORGANISATIONAL RELATIONSHIP The Medical Laboratory Technician II will report to the Medical Laboratory Technician III.		5. NATURE & SCOPE The Medical Laboratory Technician II is responsible for performing laboratory tests in a specified field of Medical Laboratory Technology along with assisting in the supervision and training of Laboratory Staff. Work is performed with considerable independence and is reviewed by a superior officer through reports, discussions and general observations.
6. SPECIFIC ACCOUNTABILITIES The Medical Laboratory Technician II:		
<ul style="list-style-type: none"> <input type="checkbox"/> Establishes and monitors quality assurance programmes and activities to ensure the accuracy of laboratory results. <input type="checkbox"/> Develops, monitors and adheres to Standard Operating Procedures and other equipment and other requirements under international standards such as ISO 15189. <input type="checkbox"/> Compiles relevant monthly, quarterly and annual reports for functional areas. <input type="checkbox"/> Assists in compiling data for all necessary statutory reports in a timely manner when required. <input type="checkbox"/> Performs high complexity testing. <input type="checkbox"/> Compiles and presents all records and procedures to varying accredited inspectors as required. <input type="checkbox"/> Consults with other departments as appropriate to collaborate in patient care performance improvements activities. <input type="checkbox"/> Updates the Medical Laboratory Technician III on any equipment failure and ensures that preventative maintenance schedules are maintained. <input type="checkbox"/> Supports the daily operation of the department and assists in the orientation and supervision of staff and interns. <input type="checkbox"/> Maintains adequate cost-effective inventory and documentation of ordering practices. <input type="checkbox"/> Monitors quality control and routine maintenance of all diagnostic of medical laboratory equipment. <input type="checkbox"/> Supports the training of all Technicians and monitors and conducts technical evaluation reports on their performance in collaboration with the Medical Laboratory Technician III. <input type="checkbox"/> Supervises and conducts chemical analysis of body fluids including blood, urine and spinal fluid to determine presence of normal and abnormal components. <input type="checkbox"/> Supervises and performs where necessary complex pathological and clinical examinations and analyses of human body fluids and excretions. <input type="checkbox"/> Assists with and conducts hematological analysis of blood to determine blood components or blood group, blood type for compatibility for blood transfusion purposes. <input type="checkbox"/> Oversees and conducts microbiological analysis of bodily fluids such as blood, urine, spinal fluid, aspirates, tissue to determine the presence of bacteria and conduct antimicrobial susceptibility. <input type="checkbox"/> Operates, calibrates and maintains equipment used in quantitative and qualitative analysis. <input type="checkbox"/> Analyzes laboratory findings to check the accuracy of the results. <input type="checkbox"/> Responds appropriately to results with the status of STAT sample for a patient waiting or timed specimen. <input type="checkbox"/> Notifies relevant authority of critical lab value with complete documentation on the report. <input type="checkbox"/> Ensures all records are accurately kept such as maintenance logs, equipment down time logs, call out logs and inventory logs. <input type="checkbox"/> Identifies patient specimen and labels with accurate information. <input type="checkbox"/> Provides technical information about test results to physicians or any duly authorized persons. <input type="checkbox"/> Performs any function as required through departmental expansion/development initiatives. <input type="checkbox"/> Adheres to the Laboratory Quality Management Systems and Laboratory Safety, Regulations and Infection Control guidelines. <input type="checkbox"/> Facilitates troubleshooting of machines as required. <input type="checkbox"/> Assists with the development of departmental policies and procedures. <input type="checkbox"/> Performs any other related duties as required by the appropriate Authority. 		

7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of laboratory procedures and the use of laboratory equipment and reagents.
- Some knowledge of modern teaching methods as applied to Medical Laboratory Technology.
- Ability to carry out tests through to conclusion, to analyze the results and prepare reports of same.
- Ability to supervise subordinates and to give guidance on the procedures and conduct of analyses.
- Ability to establish and maintain effective working relationships with staff and clients.
- 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 a Bachelor's Degree in Medical Laboratory Technology from a recognized institution.
- A minimum of five (5) years of experience in the technical field of Medical.
- Registered with the Council for Professions Related to Medicine in Trinidad & Tobago.
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Medical Laboratory Technician I
- Laboratory Assistant
- Medical Laboratory Intern.

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

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

External:

- Ministry of Health
- Other Regional Health Authorities
- Patients/General Public
- Equipment suppliers and the field service representatives.