



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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

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| <p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Extensive knowledge of laboratory procedures and the use of laboratory equipment and reagents.</li> <li>❑ Some knowledge of modern teaching methods as applied to Medical Laboratory Technology.</li> <li>❑ Ability to carry out tests through to conclusion, to analyze the results and prepare reports of same.</li> <li>❑ Ability to supervise subordinates and to give guidance on the procedures and conduct of analyses.</li> <li>❑ Ability to establish and maintain effective working relationships with staff and clients.</li> <li>❑ Knowledge of international standards of Laboratory practices such as ISO 15989.</li> <li>❑ Must be able to work independently and be detailed oriented.</li> <li>❑ Must possess good critical thinking skills.</li> </ul> |
| <p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ Training as evidenced by a Bachelor’s Degree in Medical Laboratory Technology from a recognized institution.</li> <li>❑ A minimum of five (5) years of experience in the technical field of Medical Laboratory Technology.</li> <li>❑ Registered with the Council for Professions Related to Medicine in Trinidad &amp; Tobago.</li> <li>❑ Any equivalent combination of training and experience.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |
| <p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Medical Laboratory Technician I</li> <li>❑ Laboratory Assistant</li> <li>❑ Medical Laboratory Intern.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"> <li>❑ Medical Laboratory Technician III</li> <li>❑ Specialist Medical Officer (Microbiology)</li> <li>❑ Manager-Para Clinical Services</li> <li>❑ Medical Laboratory Personnel</li> <li>❑ Doctors</li> <li>❑ Nurses</li> <li>❑ Heads of Departments</li> <li>❑ Biomedical Department Personnel</li> <li>❑ Stores Department Personnel</li> <li>❑ Personnel from Primary Care</li> </ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"> <li>❑ Ministry of Health</li> <li>❑ Other Regional Health Authorities</li> <li>❑ Patients/General Public</li> <li>❑ Equipment suppliers and the field service representatives.</li> </ul>                                                                                         |