

JOB PROFILE

Title : Medical Technologist/ Technical & QC Manager

Purpose : Perform laboratory test/ Implement QMS

Key Roles

- Technical Manager
- Lab Technologist
- Quality Officer

Position Requirements

- Registration with HPCSA as a Medical Technologist
- Three years' work experience in a Clinical Pathology Laboratory

Responsibilities

Technical:

1. Ensure efficient running of the laboratory at all times, e.g. reviewing of technical operations on the benches and at all peripheral labs.
2. Consult with doctors on matters that pertain to results of tests, methods and specimen requirements.
3. Conduct regular meetings with laboratory staff to ensure that all departments are fully functional.
4. Ensure on a monthly basis that lab supplies are available to forestall stock-outs.
5. Respond to technical queries from clients and staff members.
6. Authorise and review test reports before dispatch of final report to Doctor's
7. Monitor performance of technical staff and be involved in disciplinary procedures whenever necessary
8. As part of the management team, conduct staff evaluation annually.
9. Monitor IQA & EQA in all laboratory disciplines.
10. Try to achieve maximum cost savings in the laboratory.
11. Give training and lectures to all technical staff on laboratory techniques & procedures.
12. Assume duties delegated from time to time by the CEO

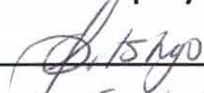
Personnel:

1. To supervise staff training and competency
2. Drawing of roster for all departments – technical, admin, courier & phlebotomy staff
3. Ensuring there is continual improvement from our staff.

Quality Assurance:

1. Train new staff on laboratory activities as required.
2. Ensure completion of corrective action of internal and external audits
3. Effectively communicate all quality challenges to laboratory staff and management
4. Ensure conformance to the External Quality Assurance programmes
5. Identify and communicate trends in quality of tests and controls
6. Identify and develop new SOP's, as well to review old SOP's to ensure laboratory system is updated at all times.
7. Ensure laboratory documentation filing is up to date and audit ready
8. Prepare laboratory reports as requested e.g. Monthly reports
9. Perform quality procedures as per lab SOP's and ISO 15189: 2012 requirements
10. Co-ordinate all daily laboratory activities to ensure work is completed within required turn-around-time (TAT)
11. Follow up with suppliers on their products e.g. Expiry, stability of reagents
12. Ensure laboratory equipment is maintained at all times. (PM service and as per maintenance schedule)
13. Perform backup duties (analyser backup) when required
14. Perform troubleshooting activities as and when required to all staff involved

The job description is subject to amendments in response to the changing needs of the department and company requirements.

Employee 

Signature G. Pitshego

Date 2018/10