Proteus Laboratorie
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NMTG

in pursuit of perfection

JOB PROFILE

Title : Laboratory Director

Purpose : Oversee all activities of Proteus Laboratories

Key Roles

- Laboratory Technologist
- Chief administrator of the Practice

Position Requirements

- Bachelor's degree or Diploma in Medical Technology
- Registration with HPCSA as a Medical Technologist
- Minimum ten years of extensive work experience in a Clinical Pathology Laboratory

Responsible for the overall direction of the facility, this includes operation and administration of the laboratory. Attend meetings, workshops etc. to increase the work and profitability of the laboratory. Consult with supporting doctors on matters that pertain to results of tests, methodologies and sample requirements. The Laboratory Director is to monitor and receive reports regarding all important matters occurring in the laboratory.

Responsibilities

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. Delegated duties to Laboratory Manager in her/ his absence
13. To supervise staff training and competency
14. Ensuring there is continual improvement from laboratory staff

15. Be involved in disciplinary procedures when necessary
16. Perform troubleshooting activities as and when required

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

Employee Tabaleng Gladwin

Signature _____

Date 1/02/2020