

JOB PROFILE

Title : Medical Technician

Purpose : Perform laboratory test/ Implement QMS

Key Roles

- Medical Technician
- Practicing of GPL, GPLC in the Laboratory.

Position Requirements

- Registration with HPCSA as a Medical Technician
- Three years' work experience in a 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. As part of the management team, conduct staff evaluation annually.
8. Monitor IQA & EQA in all laboratory disciplines.
9. Give training and lectures to all technical staff on laboratory techniques & procedures.
10. Assume duties delegated from time to time by the Laboratory Manager.

Personnel:

1. To supervise training and competency to admin staff and junior staff.
2. Ensuring there is continual improvement from our staff.

Quality Assurance:

1. Train new staff on laboratory activities as required.

2. Ensure completion of correction for EQA and IQC .
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. Ensure laboratory documentation filing is up to date and audit ready
7. Prepare laboratory reports as requested e.g. Monthly reports
8. Perform quality procedures as per lab SOP's and ISO 15189: 2012 requirements
9. Co-ordinate all daily laboratory activities to ensure work is completed within required turn-around-time (TAT)
10. Follow up with suppliers on their products e.g. Expiry, stability of reagents
11. Ensure laboratory equipment is maintained at all times. (PM service and as per maintenance schedule)
12. Perform backup duties (analyser backup) when required
13. 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 _____

Date _____