

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry:</b> Ministry of Health and Medical Services			
<b>2. Position Title:</b> Laboratory Technologist	<b>3. Salary Level:</b> 10 - 9	<b>4. Division:</b> Hospital Services	
<b>5. Reports To:</b> Senior Laboratory Technologist , Medical Technologist(s) and Deputy Chief of Laboratory Services	<b>6. Direct Reports:</b> <i>Chief of Laboratory Services</i>		
<b>7. Primary Objective of the Position:</b> To carry out the technical work, validating laboratory results and relieving some of the responsibilities of the Laboratory Technologist and Senior Laboratory Technologist with particular emphasis on (but not limited) to duties that ensure fulfillment of the Laboratory Quality Management system requirements in order to achieve high customer satisfaction in the Public Health and Clinical health settings.			

<b>8. Position Overview</b>	
<b>9. Financial:</b>	<b>10. Legal:</b> Medical Act
<b>11. Internal Stakeholders:</b> <ul style="list-style-type: none"> <li>• Doctor</li> <li>• Medical Assistant</li> <li>• Laboratory staff (colleagues)</li> <li>• Public Health Nurses</li> <li>• Clinical Nurse Officers</li> <li>• District Principal Nursing Officers</li> <li>• Director of Hospital Services</li> <li>• Director of Public Health Services</li> <li>• Nurse aides</li> <li>• Health statistics</li> <li>• Pharmacy</li> </ul>	<b>12. External Stakeholders:</b> <ul style="list-style-type: none"> <li>• Governmental/Non-Governmental Agencies</li> <li>• Community</li> </ul> <p>To be referred to Chief (Manager):</p> <ul style="list-style-type: none"> <li>• Reports concerning issues related to the clinical laboratory and office responsibilities eg waste disposal strategies with ECD (MELAD) and other stakeholder committees</li> <li>• Response actions on disease surveillances and outbreaks.</li> <li>• Ethical issues and other issues that pose legal matters</li> <li>• Medial matters</li> </ul>

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Approved by: Rosemary Tekoauna (Chief Laboratory Services)

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To be referred to Chief (Manager):

- report any issues concerning his/her unit staff incidents
- report on suspected disease outbreak and notifiable diseases on routine examination of samples
- report on positive Microbiological and serological findings of any diseases of national priority
- unusual increase usage of consumables that may affect the supply in any planning period
- loss, damage or malfunctioning of any equipment under his/her care
- Initiatives that may have cost implications (e.g removal and moving of major essential laboratory assets working or not)
- Annual leave and others
- Ethical Issues and other issues that pose legal matters

**13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)**

- **KDP/KPA: KPA 3. HEALTH**
- **MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery**
- **Divisional/Departmental/Unit Plan: Laboratory Department**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Customer (doctors, patients, other Health workers and community) satisfaction through timely release of Quality Laboratory results.	Technical performance of complex scientific tests on blood, body fluids and specimens contained in the assigned discipline/section. Duties not limited to:	Less or no complaints from island customers Customer satisfaction achieved through provision of consistently high quality laboratory results on time.

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<p>2. Accurate and timely (release of) laboratory information, a critical component of Public Health disease surveillance, that will allow response for efficient and proper treatment, control and prevention practices.</p>	<ul style="list-style-type: none"> <li>• Establishing and monitoring quality control programs that ensure data accuracy</li> <li>• Microscopically examining slides of bodily fluids</li> <li>• Cross-matching blood for transfusions and investigating adverse post transfusion reactions</li> <li>• Chemically analyzing blood or urine for chemical and toxic components</li> <li>• Analyzing laboratory reports/ data for accuracy</li> <li>• Operating and calibrating equipment</li> <li>• Validating and reporting test results to physicians, researchers or patients</li> <li>• Collecting and studying blood samples to determine morphology</li> <li>• Assist in collection of FNA and Bone Marrow specimens</li> </ul>	<p>“Outbreaks” are efficiently detected, reported and managed/ controlled.</p>
	<p>Designing and implementing standardized reporting system for Laboratory Surveillance on Communicable and Non Communicable disease.</p>	<p>Nil substandard work (non-compliance) to laboratory standards, guidelines and procedures</p>
	<p>Counter-checking Assistant Laboratory Technician’s work and results assigned under his/her area of responsibility. Also applies for Laboratory Aides</p>	<p>Nil incidents reported on accidents in the laboratory</p>
	<p>To supervise compliance to safety codes of practice for staff strict compliance , as well as supervising immediate counter measures in the event.</p>	<p>Efficiently trained staff and increase number of potential candidates for</p>
	<p>To provide on the job training for junior staff members under his/her charge to enhance their knowledge and skills. The list could be extended to Trainee Medical</p>	

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	Assistants, Public Health Nurses and Student Nurses who may be attached to his/her sections during times of workshops or trainings.	Hospital services posts and laboratory department posts.
	Supervise preparation and submission of quarterly statistical reports to the Chief of Laboratory Services and to Health Information Service.	Completion of annual laboratory statistical reports
	Perform regular stock management/checks and control in each discipline/section of which he/she is assigned to.	Nil uncontrollable "stock out" for "outbreaks" and "routine laboratory surveillance" reagents and supplies.
	To provide mid-level consultation to Shift Staff on suspected outbreak testing that may be required outside normal working hours	Updated Quarterly Statistical reports for the section/discipline.
	Preparation, developing and revising Standard Operating Procedures, Guidelines and Document forms for assigned discipline/section.	Consistent work for each individual and production of quality documented results/outcomes
	To participate and supervise relevant External Quality Assessment programs	Certification of Participation in External Quality Assessment programs
	To refer specimens on a timely manner according to IATA regulations	Number of referred specimens made.
	Perform other duties as and when required	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> <li>Must be willing to work outside normal hours when required</li> <li><b>Stock management and timely stock report</b> to Chief of Laboratory services for continuous order of consumables on time to ensure uninterrupted service as a cause of unavailability of stock/consumables.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Possession of Bachelor Medical Laboratory Science Degree (BMLS) or Equivalent from any recognized institution Or Diploma in Medical Laboratory Technology plus at least 5 years experience in clinical Laboratory</p>

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<ul style="list-style-type: none"> <li>• Proper strict maintenance and quality control checks of equipments</li> <li>• To be able to give advice or carry out corrective measures of substandard laboratory reports/ work that does not support clinical findings in a patient.</li> <li>• Ensuring Customer Satisfaction at all times</li> <li>• Must be able to handle/ resolve complaints from laboratory services users ( customers) under his care, in a professional manner</li> <li>• Shouldering extra duties of and Senior Laboratory Technologist and Medical Technologist when required.</li> <li>• Participate in community , government and non-government stakeholder meetings</li> </ul>	<p>Experience: Must have been working as an Laboratory Technician or equivalent in any Clinical laboratory for at least 10 years</p> <p><b>Job Training:</b> Public Health Trainings - Disease Surveillance and Outbreak Investigations, Any Major disciplines (pathways) trainings in medical laboratory technology – Haematology, Blood Transfusion, Microbiology, Clinical Chemistry and Cytology.</p> <p><b>Prerequisite:</b> At least 10 years work experience in Clinical laboratory setting, plus Certificate in Medical Technology, Bachelor in Medical Laboratory Science, Bachelor in Applied Science programme related to Clinical Medical laboratory Science.</p> <p>Should have clean police record.</p> <p>Must be keen, enthusiastic and have the ability to analyze and solve problems. He or She must be prepared to work at odd hours when the need arises</p> <p><b>11.2 Key Attributes (Personal Qualities):</b></p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Customer and Personal Service</li> <li>• Clinical Medical Laboratory Technology and Science</li> <li>• Public Health Services</li> <li>• English</li> <li>• Clerical</li> <li>• Computers and Electronics</li> </ul>
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	<p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Speaking / Communication</li><li>• Active Listening</li><li>• Reading Comprehension</li><li>• Social Perceptiveness</li><li>• Analysis and Monitoring</li><li>• Problem solving</li><li>• Writing</li><li>• Leadership</li></ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"><li>• Efficient</li><li>• Effective</li><li>• Innovative</li><li>• Creative</li><li>• Approachable</li><li>• Cooperative</li><li>• Fair</li><li>• hardworking and dedicated</li><li>• sharing</li><li>• interested in meeting people</li></ul>
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