

# GOVERNMENT OF KIRIBATI

## POSITION DESCRIPTION

1. <b>Ministry:</b> Ministry of Health and Medical Services	3. <b>Salary Level:</b> 12 - 11	4. <b>Division:</b> Hospital Services
2. <b>Position Title:</b> Laboratory Technician		
5. <b>Reports To:</b> Laboratory Technologist, Senior Laboratory Technologist Medical Technologists and Deputy Chief of Laboratory Services	6. <b>Direct Reports:</b> Chief of Laboratory Services	
<b>7. Primary Objective of the Position:</b> To carry out the actual 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.		

8. Position Overview	
9. Financial:	10. Legal: Medical Act
11. Internal Stakeholders: <ul style="list-style-type: none"><li>• Doctor</li><li>• Medical Assistant</li><li>• Laboratory staff (colleagues)</li><li>• Public Health Nurses</li><li>• District Principal Nursing Officers</li><li>• Deputy Director of Nursing Services</li><li>• Director of Nursing Services</li><li>• Nurse aides (appointed and managed by island council)</li><li>• Health statistics</li><li>• Pharmacy</li></ul>	12. External Stakeholders: <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 services and office responsibilities eg waste disposal strategies with ECD (MELAD) and other stakeholder committees, Blood Transfusion Services issues</li><li>• Response actions on disease surveillances and outbreaks.</li><li>• Ethical issues and other issues that pose legal matters</li><li>• Media matters and issues</li></ul>
To be referred to Chief (Manager):	

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<ul style="list-style-type: none"> <li>• report any issues concerning his/her staff welfare</li> <li>• staff performance</li> <li>• Initiatives that may have cost implications (e.g removal and moving of major essential laboratory assets working or not)</li> <li>• Staff leave</li> <li>• Ethical Issues and other issues that pose legal matters</li> </ul>	<p><b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> <li>▪ <b>KDP/KPA: KPA 3. HEALTH</b></li> <li>▪ <b>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 &amp; 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</b></li> <li>▪ <b>Divisional/Departmental/Unit Plan: Laboratory Department</b></li> </ul>	<p><b>Key Result Area/Major Responsibilities</b></p>	<p><b>Major Activities/Duties</b></p>	<p><b>Performance Measures/Outcomes</b></p>
<p>Customer ( doctors, patients, other Health workers and community) satisfaction through timely release of Quality Laboratory results</p>	<p>Technical performance of higher sophisticated routine tests contained in the assigned discipline/ section.</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>No complaints from island customers Customer satisfaction achieved through provision of consistently high quality laboratory results</p>	<p>Continuous and sustainable use of apparatus/equipment, media reagents/ disinfectants without delaying customer service</p>
	<p>Calibration of apparatus/equipments and preparation of media reagents and disinfectants to be used in the section under his/her charge.</p>	<p>Incorporate quality control measures in all test procedures to validate results prior dispatch to clinicians</p>		<p>Quality controls documentation</p>

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	To supervise compliance to safety codes of practice for staff strict compliance , as well as supervising immediate counter measures in the event.	Less to no incidents reported on accidents in the laboratory
	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 Assistants, Public Health Nurses and Student Nurses who may be attached to his/her sections during times of workshops or trainings.	Well updated with current trainings and to update staff performance appraisal to ensure submitted in a timely manner.
	Prepare and submit quarterly statistical reports to the Chief of Laboratory Services and to Health Information Service.	Updated Quarterly Statistical reports for the section/ discipline.
	Perform regular stock stakes on consumables and other requirements, report stock needs on timely basis to avoid out of stock	Sustainable service through sustainable and available stock.
	To do extra work 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> <li>Proper maintenance of equipments</li> <li>Ensuring Customer Satisfaction at all times</li> <li>Shouldering extra duties of Laboratory Technologist and Senior Laboratory Technologist when required.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Possession of Medical Laboratory Science Degree (BMLS) or Equivalent from any recognized institution  Or  Diploma in Medical Laboratory Technology with at least 3 years experience in clinical Laboratory  <b>Experience:</b> Must have been working as an Assistant Laboratory Technician or equivalent in any Clinical laboratory for at least 5 years  <b>Job Training:</b> Should have completed an attachment program/ course on</p>

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Approved by: Rosemary Tekoaau (Chief Laboratory Services)

Date of Issue: 31 December, 2015

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<p>any Medical Laboratory Technology Course in any discipline.</p> <p><b>Prerequisite:</b> Form 7 School Certificate (Science) with pass grades</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</li> <li>• English</li> <li>• Clerical</li> <li>• Computers and Electronics</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Speaking /Communication</li> <li>• Active Listening and Writing</li> <li>• Reading Comprehension</li> <li>• Social Perceptiveness</li> <li>• Analysis and Monitoring</li> <li>• Problem solving</li> <li>• Technical science</li> </ul> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Efficient</li> <li>• Enthusiastic</li> <li>• Effective</li> <li>• Innovative</li> </ul>	

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	<ul style="list-style-type: none"> <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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