

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Deputy Chief of Laboratory Services	3. Salary Level: 5	4. Division: Hospital Services
5. Reports To: Chief of Laboratory Services	6. Direct Reports: Chief of Laboratory Services	
7. Primary Objective of the Position: To assist the Chief of Laboratory Services in ensuring compliance with the Laboratory Quality Management System are in place as well as the administration and operation of the Laboratory Services that support the Clinical and Public Health Services through supervision of all technical personnel activities in achieving a quality laboratory Services to all laboratory customers.		

8. Position Overview	
9. Financial: \$5000	10. Legal: Medical Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Permanent Secretary • Deputy Secretary, Senior Assistant Secretary, Assistant Secretary(s) • Senior Accountant • Doctor • Medical Assistant • Laboratory staff (colleagues) • Public Health Nurses • Clinical Nurse Officers • District Principal Nursing Officers • Director of Hospital Services • Director of Public Health Services • Director of Nursing 	12. External Stakeholders: <ul style="list-style-type: none"> • Governmental/Non-Governmental Agencies • Community

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)	Date of Issue: 31 December, 2015
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- Health statistics
- Pharmacy
- Rehabilitation Centre
- Chief Environmental Health

Without referral to Chief of Laboratory Services:

1. Staff internal affairs including other laboratory customers issues that can be dealt with at a departmental level and need urgent actions; the post-holder must be able to give advice or carry out corrective measures when the Chief is not available.

To be referred to Chief of Laboratory Services:

- Reports concerning issues related to the Laboratory Quality Management System and laboratory operations
- Response actions on disease surveillances and outbreaks.
- Ethical issues and other issues that pose legal matters
- Media matters and issues
- Reports of Stakeholder meetings concerning the Ministry of Health and Clinical Services

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**

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Assigned Quality Officer who is responsible for the Laboratory Quality Management System operations and implementations	<ul style="list-style-type: none"> ➤ Assists Chief of Laboratory Services in ensuring compliance with Laboratory policies and guidelines as well as ISO standards in the use of laboratory facilities and equipment ➤ Monitor adherence to standard operating procedures to ensure the results meet the highest quality and accuracy ➤ Organize and supervise Quality Assurance and Control programs; internal and external. ➤ Laboratory Quality Auditing 	<ul style="list-style-type: none"> ➤ Number of quality documents in the laboratory as a requirement under the Laboratory Quality Management Systems ➤ Number of complaints relating to the inaccuracy/ unreliable results ➤ External performance reports for quality laboratory performances ➤ Report of Laboratory Audits
2. Assist Chief of Laboratory Services	<ul style="list-style-type: none"> ➤ Organizes work schedules, staffing and necessary logistics to meet customer requirement and delivery schedules. ➤ Ensures that Laboratory diagnostic test results are properly documented and maintained at all times. ➤ Provide staff consultations , disciplinary actions and recommendation for senior management appropriate actions ➤ Stock control and maintenance of laboratory supplies and equipment through stock management and Indent order preparation for approval ➤ Coordinates with HR Department to provide the laboratory staff with adequate training to perform efficiently and safely all required job functions and that competency records are maintained. ➤ Preparation of annual budget for Laboratory Department 	<ul style="list-style-type: none"> ➤ Decreased number of complaints from customers ➤ Quarterly laboratory reports to Health Information Services ➤ Number of Disciplinary report ➤ Number of stock outs and laboratory intent order records ➤ Human Resource Development Plan for Laboratory and Staff Performance Appraisal reports ➤ Completion of Laboratory Annual Budget when required

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10. Key Challenges	11. Selection Criteria
<ol style="list-style-type: none"> 1. To be able to discuss patient's results with doctors concern and be able to give advice or carry out corrective measures when laboratory test results are inconsistent with or do not support clinical findings 2. Willing to work outside normal hours, especially when consultancy services are required or in case of urgent matters. 3. Must be able to handle/resolve complaints from the laboratory customers in a professional manner when needs arise. 4. Should be strict and firm to all laboratory staff in the operation of the Laboratory Services in accordance to the National Condition of Service. 5. Handling of highly infectious and hazardous biological substances which includes, hazardous specimen, strong acid/bases, inflammable and carcinogenic chemicals 6. Working with sophisticated and high speed instruments that can have high hazard and risks. 7. Bench Technical practice when needed or as required during and outside normal hours. 8. Doing microscopy for more than three hours a day that require good posture. 	<p>Qualification, Experience and Attributes:</p> <ul style="list-style-type: none"> • A Bachelor of Medical Laboratory Science from any recognized institutions plus at least 5 years working experience in any clinical laboratory • Should have at least 2-3 years supervisory/management experience in the middle and upper administrative level in any clinical laboratory. • Should have a clear 'Police' Record. • Should have an ability to analyze problems in a systematic approach and willing to work enthusiastically for consultancy purposes after hours. • Should have good leadership quality and integrity to administer all final decisions efficiently and effectively when addressing laboratory clinical and public issues <p>11.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none"> • Customer and Personal Service • Clinical Medical Laboratory Technology and Science • Public Health Services • Laboratory Quality Management System • English • Clerical

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	<ul style="list-style-type: none">• Computers and Electronics <p>Skills:</p> <ul style="list-style-type: none">• Speaking /Communication• Active Listening• Reading Comprehension• Social Perceptiveness• Analysis and Monitoring• Problem solving• Writing• Leadership <p>Attributes</p> <ul style="list-style-type: none">• Efficient• Effective• Innovative• Creative• Approachable• Cooperative• Fair• hardworking and dedicated• sharing• interested in meeting people
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