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| Job Title: | Laboratory Technician |
| Position Code: | WBM-LAB-00500, 00501 |
| Reports To: | Laboratory Technologist, Chief Laboratory Technologist, Laboratory Manager |
| Department/Division: | Medical Department/Laboratory Division |

Primary Purpose of the Job:

To perform a variety of tests within the Medical Laboratory covering all the laboratory sections using manual or computerised techniques in order to provide Medical Officers with relevant laboratory results, which will be used in diagnosis, treatment and follow up of different ages. To obtain blood samples from patients of different ages.

Principal Accountabilities & Responsibilities:

1. To obtain blood samples and other biological samples from patients of all ages from very young to elderly, using standard venipuncture techniques and ensuring that all appropriate safety standards and procedure are followed.
2. To perform a variety of laboratory tests, either manually or using a sophisticated computerised system, review test results against normal values and determine any further tests or analysis required in the event of abnormality and advise by the Medical Officer of results via computerised Medical Records System and Medical Information Management System.
3. To prepare laboratory reagents and identify samples for analysis using various analysers, check tests results and review trends for any abnormalities under the supervision of Laboratory Technologist or Chief, enter results into the computerised medical records systems and MIMS or prepare hard copy.
4. To analyze samples for chemical content or a chemical reaction and determine concentrations of compounds such as blood glucose and cholesterol levels.
5. To perform hormonal and immunological assays using fully automated machines.
6. To perform specialised microbiological procedures to isolate and identify the causative organisms of various infections and their antibiotic sensitivity patterns, review results normal values and investigate deviations. Keep up to date with the new development in microbiology and in the methods of isolation and identification of the organisms.
7. To carryout preventive maintenance for the laboratory analysers to maintain them in an effective working order, check equipment and calibrate them to ensure accuracy and precision and advise supervisor of any faults.
8. To analyse different fluids, e.g. urine analysis, semen analysis, etc.
9. To maintain all aspects of health and safety in the laboratory by ensuring that all safety procedures are followed in work methods and in the disposal of used or infected items such syringes, culture media and laboratory samples.
10. To liaise with external send away samples from external accredited laboratories with service level agreement.
11. To advise chief laboratory technologist of low stock situation of any consumable item in the laboratory.
12. To prepare and perform periodical stand by duties responding to all calls for after working hours and weekends holidays received through nursing staff/medical officer.
13. To use the Medical Information Management System to match the patient with the correct pathology request and laboratory results.
14. Attend continuing medical education and in-service training.

Decision Making Authority:

- ❖ Performs laboratory tests procedure with supervision of Chief Tech, and the taking of blood samples without supervision.

Qualifications, Knowledge, Skills & Experience:

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| A. Education |
| ❖ Diploma or at least 3 years of education in the field of laboratory sciences. (Essential) |
| ❖ Minimum Bachelor of Science in Biomedical or Laboratory Sciences. (Preferred) |
| B. Experience |
| ❖ Minimum 2-3 years of experience in General Pathology Laboratories. |
| ❖ Experience in blood sampling techniques. |
| ❖ Experience in results analysis and interpretation of different laboratory tests. |
| ❖ Experience in the use of fully automated and computerised laboratory machines. |
| C. Required Certification/Licensure/Registration: |
| ❖ Licensed Laboratory Technician, registered with Qatar Council for Healthcare Practitioners (QCHP). (Essential) |
| D. Skills & Other special features |
| ❖ Extensive experience and a successful track record in Medical Laboratory Management are to be considered. |
| ❖ Fluency in spoken and written English. (Essential) Arabic is preferred. |
| ❖ Able to identify different colours. (Essential) |
| ❖ Must Maintain patient confidentiality. (Essential) |
| ❖ Managerial skills, i.e. supervision of staff, administrative procedures, preparation of budgets and store inventory management. (Preferred). |
| ❖ Good organization and computer skills. Ability to communicate effectively with all levels of employees. |
| ❖ Contacts: Direct contact with patients, physicians, and WBM medical staff and patients. Communication with accreditation/certification auditing agencies, other hospitals and health care organizations. |
| ❖ Budget Dimensions: Monitor expenditure of the concerned laboratory area. Prepare the inventory of the different laboratory machines. Keep Chief Tech informed about the status of the consumables of the laboratory. |
| ❖ Problem Solving: Able to make sense of a wide range of information. Logical when thinking through issues. Should have a good manner and diplomatic approach to problem solving with patients. Has an adequate analysis and problems solving skills. |

AGREEMENT (FOR INDIVIDUAL JOB DESCRIPTION)

I, the undersigned, hereby acknowledge that I have read my job description and understand its content. I agree to demonstrate the application of this job description in my day-to-day activities and in accordance with the Mission, Vision, and Values of West Bay Medicare.

CHECKED AND VERIFIED BY

| (Write-in BLOCK Letters) | Staff No. | Date | Signature |
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| Reviewed by Job Holder: | | | |
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| Endorse by First Supervisory Level: | | | |
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| Endorsed by QSM: | | | |
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| Checked & Verified by HRM: | | | |
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