



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MEDICAL LABORATORY TECHNICIAN I	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT PARA CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP The Medical Laboratory Technician I will report to the Medical Laboratory Technician II or any other duly authorized personnel.		5. NATURE & SCOPE The Medical Laboratory Technician I is responsible for performing routine analytical tests. He/She is expected to perform these routine tests and report their findings independently.
6. SPECIFIC ACCOUNTABILITIES The Medical Laboratory Technician I: <ul style="list-style-type: none">❑ Prepares diseased human tissue for histological examination by a pathologist.❑ Conducts chemical analysis of body fluids including blood, urine and spinal fluid to determine presence of normal and abnormal components.❑ Performs more complex pathological and clinical examinations and analysis of human body fluids and excretions.❑ Conducts hematological analysis of blood to determine blood components or blood group, blood type for compatibility for blood transfusion purposes.❑ Conducts microbiological analysis of bodily fluids such as blood, urine, spinal fluid, aspirates, tissue to determine the presence of bacteria and conduct antimicrobial susceptibility.❑ Operates, calibrates and maintains equipment used in a quantitative and qualitative analysis.❑ Analyzes laboratory findings to check the accuracy of the results.❑ Responds appropriately to results with the status of STAT sample for a patient waiting or times specimen.❑ Notifies the relevant authority of critical lab value with complete documentation on the report.❑ Ensures all records are accurately kept such as maintenance logs, equipment down time logs, call out logs and inventory logs.❑ Identifies patient specimen and labels with accurate information.❑ Provides technical information about test results to physicians or any other duly authorized persons.❑ Ensures adequate level of supplies for testing and replenish consumables/reagents where appropriate.❑ Performs any function as required through departmental expansion/development initiatives and assist with the development of departmental policies and procedures when required❑ Supervises the Medical Laboratory Technician interns and assists with the orientation of new employees.❑ Adheres to the Laboratory Quality Management Systems and Laboratory Safety, Regulations and Infection Control guidelines.❑ Facilitates troubleshooting of machinery with the Laboratory when necessary.❑❑ Performs any other related duties as required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Considerable knowledge of a wide variety of routine laboratory tests and analyses.❑ Considerable knowledge of laboratory procedures and use of laboratory equipment.❑ Ability to establish and maintain effective working relationships with other employees and the public.❑ Knowledge of international standards of Laboratory practices such as ISO 15189.❑ Must be able to work independently and be detailed oriented.❑ Must possess good critical thinking skills.		

8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">❑ Training as evidenced by an Associate Degree or Bachelor’s Degree in Medical Laboratory Technology from a recognized institution OR❑ Medical Laboratory Technician Associate in Applied Science Degree from a recognized institution.❑ Registered with the Council for Professions Related to Medicine in Trinidad and Tobago.❑ Any combination of relevant training and experience.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">❑ Medical Laboratory Technician Interns
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">❑ Medical Laboratory Technician III❑ Medical Laboratory Technician II❑ Specialist Medical Officer-Microbiology❑ Manager-Para Clinical Services❑ Medical Laboratory Personnel❑ Doctors❑ Nurses❑ Heads of Departments❑ Biomedical Department Personnel❑ Personnel from Primary Care Centres <p><i>External:</i></p> <ul style="list-style-type: none">❑ Ministry of Health❑ Other Regional Health Authorities❑ Patients/General Public❑ Suppliers of Equipment and their field representatives