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| **The Leprosy Mission Nepal**  |
| **Job Description** |
| **Job title** | Clinical Microbiologists  | Location | Anandaban Hospital , MRL  |
| **Job Category**  | Clinical  | Department / Team / Project | MRL  |
| **Reports to** | Clinical Laboratory Research Manager  | **Responsible for** | N/A |
| **Working hours**  | 8:30 am – 4:00 pm (flexibility required ) | **Date of JD review** | 10th March 2021 |
| **Role Risk Assessment Level** | Medium  | **Date of RRA** | 10th March 2021  |
| **Signed by post holder** |  | **Signed by Line Manager** |  |
| **Overall purpose of job** | The Clinical Microbiologist will work under the supervision of his line manager; he/she will assist their seniors in laboratory works and prepare summary reports. He will also assist with other administrative tasks related to maintaining a database of projects. |
| **Key tasks and responsibilities**  | * Support and manage in routine clinical laboratory activities including but not limited to specimen collection, storage, processing, testing and recording, result dissemination, etc.
* Assist and report COVID19 PCR testing.
* Guide and train clinical laboratory staffs about all clinical laboratory activities according to recommended protocols with scientific rigor and GCLP practice
* Based on SOPs available and available references, make and validate clinical laboratory SOPs for kits and equipment
* Carry periodic quality control and quality assessments of kit and equipment’s function
* Attendance of camps or clinics for research projects
* Ethical management of human participants in clinical research projects
* Assist in logistics (by maintaining clinical laboratory inventory by timely inspecting available stocks, expiry dates, storage conditions; anticipating required supplies; assisting in placing and expediting orders for supplies; verifying receipt of supplies and storing at indicated place and conditions.
* Assist in managing and conducting regular trainings, meetings, workshops, problem-oriented discussions and laboratory activities with regards to MRL clinical laboratory.
* Report to Admin or line manager on any issues regarding equipment and consumables, accidents, hazard preventions and “safeguarding” issues.
* Adhere to all MRL or national biohazard and waste management procedures
* Assist in developing, planning and managing of research projects in coordination with line manager and research lead.
* Any other job assigned by the line manager.
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| **Any special working conditions** | Valid NHPC Registration  |
| **Notes applying to all jobs at TLMN**  |

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| TLM Nepal has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The post holder should have signed and must comply with all TLMN organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy.  |

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| **Person Specification**  | * MSc in Clinical Microbiology
* Minimum of 2 years of working experience in related fields
* Should have license from related council
* Capable to work in the term and have sound knowledge in related field
* Proactive and able to lead with own initiative
* Sound knowledge in RT-PCR reporting and processing
* Should have license from related council
* Excellent organizational skills and attention to detail; Demonstrated experience in Microsoft Office, including Word, Power Point, and Excel and other software
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