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| **The Leprosy Mission Nepal** | | | |
| **Job Description** | | | |
| **Job title** | Medical Lab Technologist | **Location** | Ananbadan Hospital /Lele |
| **Job Family** | Allied Health Science | **Department / Team / Project** | MRL |
| **Reports to** | Lab Manager | **Responsible for** |  |
| **Working hours** | 8:30 am – 4:00 pm | **Date of JD review** | 17th August 2021 |
| **Role Risk Assessment Level** |  | **Date of RRA** |  |
| **Signed by post holder** |  | **Signed by Line Manager** |  |
| **Overall purpose of job** | Under general supervision, performs routine tests in medical laboratory to provide data for use in diagnosis and treatment of disease, ensuring validity and accuracy of test results. | | |
| **Key tasks and responsibilities** | * Collects, processes, collect nasal/oropharyngeal and handle blood and/or other biological specimens according to established procedures; instructs patients in the proper collection of samples. * Performs a variety of clinical laboratory tests in the areas of hematology, microbiology, immunology, clinical biochemistry, swab sample, parasitology and urinalysis, as assigned; conducts quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid; performs blood counts using microscope. * Conducts blood tests for transfusion purposes; may draw blood from patient's finger, ear lobe, or vein observing principles of asepsis to obtain blood samples. * Develops and maintains cell/tissue cultures for testing purposes, as appropriate; isolates and identifies specimens, using advanced laboratory techniques. * Performs quality control on test results, ensuring validity and accuracy. * Perform slit skin smear in absence of the lab technician. * Maintain and record quality control for tuberculosis, biochemistry and other quality control assurance measure in the clinical lab. * Assist in lab activities during camps and clinics * Protects patients and employees by adhering to infection-control and hazardous waste policies and protocols; following identification procedures. * Conserves laboratory resources by using equipment and supplies as needed to accomplish job results. * Provides medical technology information by answering questions and requests. * Prepares reports of technological findings by collecting, analyzing, and summarizing information. * Maintains professional and technical knowledge by attending continuation medical education (CME), workshops; reviewing professional publications; establishing personal networks; participating in professional societies. * Maintains inter- and intradepartmental work flow by fostering a spirit of cooperation. * Maintains safe and clean working environment by complying with procedures, rules, and regulations * Work during day-off and night duty when necessary   **Any other job as assigned and agreed with the reporting manager.** | | |
| Any special working conditions | Registered with NHPC | | |
| Notes applying to all jobs at TLMN | |  | | --- | | 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 organizational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. | | | |
| Person Specification | * Bachelor’s degree in medical laboratory technology (BSc.MLT/BMLT) with minimum two years of relevant experience in laboratory diagnosis. * Experience in the field of leprosy and related services preferred * Ability to maintain quality, safety, and/or infection control standards. * Ability to prepare and process laboratory samples using established protocols. * Ability to monitor and/or maintain quality control standards. * Records maintenance skills. * Ability to perform a range of clinical laboratory tests and chemical analyses on biological samples. * Knowledge of related accreditation and certification requirements. * Knowledge of laboratory and experimental protocols and procedures. | | |