



Christian Health Services (PNG) JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: CHRISTIAN HEALTH SERVICE (PNG)	SYS. POSN. NO: 2102GUL055	REF. NO: GUL-GCS-246
DIVISION: CHRISTIAN HEALTH SERVICE, GULF PROVINCE	DESIGNATION MEDICAL LAB TECHNICIAN	SALARY GRADE CHS11
	LOCAL DESIGNATION: MEDICAL LAB TECHNICIAN, KAPUNA DISTRICT HOSPITAL	
BRANCH: GULF CHRISTIAN HEALTH SERVICE	REPORTING TO SMO – RURAL MEDICINE	SYS. POS. NO: 2102GUL043
	REF. NO: GUL - GCS - 234	
SECTION: MEDICAL SERVICES	LOCATION: KAPUNA DISTRICT HOSPITAL, GULF PROVINCE	

HISTORY OF POSITION

FILE REFERENCE	DATE OF VARIATION	DETAILS

1 PURPOSE

Responsible for the daily operation of the District Hospital laboratory. Reports to the Manager, District Hospital Management Service to fully understand and implement the activities at the facility and perform within the spirit of love while upholding Christian principals.

2 SCOPE

The incumbent occupying this position is a qualified Medical Laboratory Technician. He/She must be a person with very high clinical standards in Medical Laboratory, competent, mature, good natured and with good qualities in clinical practice, social habits, community relations and in spiritual life.

3. PRINCIPAL ACCOUNTABILITIES

- Reports to the Manager, Medical Services, District Hospital
- Ensures the laboratory section of the District Hospital is operated within the NHSS
- Ensure all necessary equipment are in stock, cared for and functional
- Ensure Effective co-ordination of infection control measures at the laboratory with the use of basic laboratory standard operating procedures
- Works with the Manager, Medical Services for proper implementation and management of PNG Medical Laboratory laws, policy guidelines, standards, procurement of supplies and all related protocols that facilitates an effective system of laboratory services.
- Works with the Manager, Medical Services, District Hospital for proper implementation of Laboratory Services in line with community needs and health care priorities of the Hospital and the health facilities within its supervising catchments area.
- Works with the Manager, Medical Services (District Hospital) for proper and effective use of laboratory services so that people in the community have trust in the laboratory services provided by the District Hospital and associate supervising facilities in effectively managing health issues in each community.

4. MAJOR DUTIES

- Accuracy and confidentiality are paramount in all laboratory test done at the facility
- Perform routine laboratory test and clerical duties on patients/clients as ordered by the Medical Officers, and Health Extension Officers as allowed within their respective scope of professional practice.
- Perform routine support duties for the laboratory
- Receive, identify, and prepare analysis of all incoming samples with their request forms and register in registry.
- Accurately enter patient details and code information in the laboratory registry (Book/Computer)
- General filing and printing of request forms
- Maintain knowledge and skills, upskill as required to keep up with changes to ensure quality and compliance with NHCSS
- Any other duties as assigned by the Officer In-Charge of the Health Centre
- Good understanding of client codes, test codes, test library codes and test library profiles

5 NATURE AND SCOPE

Senior Laboratory Technician position in District Hospital, the incumbent must be very competent with appropriate Laboratory with clinical duties allocated, diligent, punctual, very committed, mature and possess mentoring qualities for other Health Workers.

6.1 WORKING RELATIONSHIP**(a) Internal**

- Manager, Medical Services, District Hospital
- CEO/Manager for District Hospital
- Sectional Managers of District Hospital
- Medical Laboratory Assistant
- Unit Managers & Shift Supervisors, OICs/HEOs/Nos
- Co-coordinator Curative Health
- Church agency Health Manager/s within the District and Province
- Officer In-Charge of Health Centres
- Health Centre Nursing Officers and Community Health Workers
- Support staff of the Health Centre
- Hospital Governing Authority
- Church Leadership of the Health Agency

(b) External

- Provincial and District Health Authorities
- Provincial Hospital staff
- NGOs, Institutions and other groups
- National and Local Level Politicians
- Local Community Leaders

6.2 WORKING ENVIROMENT

The incumbent provides Laboratory Services to clients at District Hospital, Rural Hospital, HC, HSC, and at General Hospital Level. He/She works with the Medical Team and Clinical staff to provide Laboratory services to people served by the District Hospital, and including Rural Hospital and Health Centres within the catchment area.

6 CONSTRAINS FRAMEWORK AND BOUNDRIES

The incumbent in this position is required to provide Laboratory Services within the policy guidelines of the Church Agency's Health Services and performs under the directives of the Hospital Manager/Director of Medical Services.

7 CHALLENGES

- Maintain and uphold Laboratory Services standards upon provision of laboratory services to a client
- More clients and less staff can compromise laboratory services standards
- Maintain Christian obligation to serve as difficult work conditions and situations are real distraction
- Resource deficiencies including funding for medical supplies and specialized laboratory equipment (laboratory machines).
- Poor management and lack of good governance
- Geographical difficulties and Poor communication (ITC)
- Children's education

8 POSITIONS AND PERSON SPECIFICATIONS**(a) QUALIFICATIONS**

- Diploma/Certificate in Bachelor/Diploma in Medical Laboratory studies
- Registered with PNG Medical Board/Committee of Papua New Guinea

(b) KNOWLEDGE

- Care of clients
- Medical Acts and bylaws, Policies and practices
- General and Technical knowledge and skills on laboratory work
- Routes and administration of laboratory equipment and supplies
- Procurements procedures
- PNG Medical Store Catalogue
- Medical supplies management systems
- Laboratory waste disposal
- PNG Act on Cosmetic and Pharmacy
- Sound understanding of Church Policies, Laws
- Medical Acts and by laws, Policies and practices

(c) SKILLS

- Good organising skills
- Development of systems and procedures for the management of the District Hospital laboratory
- Recording and reporting accurately
- Public relation and Communication skills
- Controlling and management
- Planning and organizing
- Recording and reporting

(d) WORK EXPERIENCE

Sound knowledge and working as a Medical Laboratory Technician and similar roll for at least 2-4 years of experience.

10. VARIATION

This job description (JD) is subjected to routine reviews from time to time and whenever required, approved and endorsed by the Governing Body of the Church Agency's Health Services

11. ACKNOWLEDGEMENT

I, acknowledged receipt of Job Description (2102GUL055) and agree to carry out all responsibilities in accordance with my obligations as Medical Lab Technician at the Kapuna District Hospital, Gulf Christian Health Service, Gulf Province as a member of Christian Health Service (PNG) Inc.

Employee/...../.....
Name	Signature	Date

Health Manager/...../.....
Name	Signature	Date

Signed in the Presence of;

a) Witness Name:/...../.....
Name	Witness Signature	Date