

- support the vision, mission, and values of the organization;
- to improve member and customer satisfaction;
- To promote quality in its laboratory services.
- Ensure leadership involvement by incorporating quality parameters into staff members' responsibilities.

A. General Objective:

To develop a clinical laboratory capable of delivering quality, accurate, precise, prompt, effective and efficient services.

B. Mission/Goal:

- To provide quality, accurate and precise laboratory service.
- To implement an internal quality assessment program.
- To establish a general administrative protocol relevant to the laboratory's standard operating system.
- To develop personnel in terms of professional enhancement.

C. Vision:

1. To improve and transform our equipment from semi-automated machine to fully automated machine.
2. To be one of the leading free standing medical laboratories in our community ten years from now.

Organizational Chart

I. Head of the Laboratory

A. Qualification

- Medical Doctor, Active member of the Philippine Society of Pathology and Diplomat or Fellow in Anatomical/Clinical Pathology of the PSP.
- With background on laboratory and working experience tertiary hospital.

B. Job Description

The design, implementation, maintenance and improvement of the quality system will be the responsibility of the head of the laboratory:

- Shall be aware of the activities of the laboratory
- Shall be aware of the budget, planning and resources for the funds.
- Shall prepare the laboratory for accreditation for licensing.
- Shall provide consultation to the clinical pathology referrals especially hematological consults.
- Ensure that there are sufficient qualified personnel with adequate documented training and experience to meet the needs of the laboratory.
- Shall be available in times of doubt and questionable circumstances for consultations.

II. Chief Medical Technologist

A. Qualification

- A graduate of Bachelor of Science in Medical Technology.
- Should be registered as a Medical Technologist with the Professional Regulation Commission.
- Should be trained in the techniques and Standard operating procedures done in the laboratory

B. Job Description

- Provide Consultations about the significance of the test and to interpret, correlate and communicate the results/ report to requester;
- Provide consultation for anatomical and clinical pathology referrals;
- Provide educational program for the relevant personnel;
- Addressing any other complaint, request or suggestion from users;

III. Medical Technologist

A. Qualification

- A graduate of Bachelor of Science in Medical Technology.
- Should be registered as a Medical Technologist with the Professional Regulation Commission.
- Should be trained in the techniques and Standard operating procedures done in the laboratory

B. Job Description

- Shall be aware of the basic principle of the test or part of the test being done in the laboratory
- Shall perform the procedures according to the documented standard operating procedures approved by the DOH.
- Must comply with all the safety and bio-safety policies.
- Must report unsafe practices and accidents to the pathologist right away.
- Shall monitor laboratory equipment and their maintenances.
- Shall monitor all laboratory supplies and reagents.
- Shall keep tract of the records of all the tests and results done in the laboratory.
- Ensure that all the whereabouts of the laboratory are in an orderly manner.

IV. Laboratory Technician

A. Qualification

- A graduate of Bachelor of Science in Medical Technology and having the knowledge of the standard operating procedures.
- Should be registered as a Medical Technician with the Professional Regulation Commission.
- Can draw blood and understand proper handling and transportation of sample.
- Should be trained in the techniques and Standard operating procedures done in the laboratory

B. Job Description

- Shall be aware of the basic principle of the test or part of the test being done in the laboratory.
- Shall be aware of all the duties and responsibilities as prescribed above.

V. Receptionist

- A graduate of any Bachelor of Science course and having the knowledge of the standard operating procedures.
- Should be communicate and orient proper information in every patient.

General Policies for Employees

The company shall have full and exclusive direction and control of its business, including the right to plan, direct and control operations, hire assign employees to work, transfer from branch to another, promote demote, and in accordance with the law, discipline, suspend or discharged employees and the right to make and enforce company rules to carry out the functions of management.

A. Hiring

1. Board passer
2. Preferably with working experience
3. Applicants are interviewed by the head of the laboratory after the owners were notified

B. Orientation

1. Provisionary for 1 month – evaluation for hire or fire depending on the performance.
2. Facilities should provide all personnel or staff an updated training on all the important procedures done in the laboratory.

C. Promotion:

1. Every 6 months an employee will be evaluate by the employer and coworker regarding performance, good grooming and tardiness.
2. For four (4) consecutive passing in the evaluation, the employee will be given an increase on his/her salary (10%), allowance (10%) and yearly bonus (25%).

D. Disciplinary action, suspension, demotion, termination:

An employer may terminate his medical technologist by serving a written notice one month before the intended date thereof. But if the termination is being caused by serious offences, the affectivity will take place at once.

Disciplinary action, suspension, demotion, termination:

1. Habitually late
 - a. Less than 15 minutes of late is considered a grace period/ allowance.
 - b. More than 15 minutes of late will deduct a salary of P 50.00/hr
 - c. 2 hours of late is considered absent.
2. Absence without notice
 - a. 3 days prior to desire date of absent must file a letter.
 - b. Absent without notice is considered AWOL (Absent Without Leave)
 - c. AWOL will be given a disciplinary action of 5 days suspension without pay.