

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.

I. 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