

Honesty, accuracy and skills are important. A medical technologist deals with human lives, any error, dishonest and negligence in the work endangers the life of the patient.

Emotional maturity helps medical technologist deals with the colleague in the medical and paramedical profession harmoniously. This gives him dignity which commands respect and makes people attentive to what he says or does.

Dedication enables medical technologist to work devotedly and conscientiously in fulfilment his duties and responsibilities it make service in source of pride and pleasure.

A medical technologist adheres to written procedure and policies:

- Periodic review of methodology
- Adequate studies of changes in methods or techniques before those become routine practice.
- Review of brochure package with antiserum when reagents are put into use.

### **Staff development program**

#### Objectives

1. To enhance skills and knowledge of the technical staff.
2. To describe and implement the current practices in the laboratory such as:
  - Collection, Handling and transport
  - Processing and Examination
  - Reporting
  - Referral
3. To develop the abilities in the field of practice
4. To raise awareness on proper examination techniques in the lab.
5. To be updated in the standardized guidelines in all sections in the lab.
  - The owner designates a personnel in charged for searching seminars thru internet
  - The pathologist must also update the owner about in coming trainings.
  - The staff in charged will assign a med tech to attend the seminar.
  - Owner must be responsible for all the expenses concerning the seminars.
  - The attendee, in return will disseminate the knowledge she acquired in the training.

### **Policy on Management Review**

The management conducts a regular meeting with staff and pathologist at least twice a year or in case there is an emergency occurs. The meeting is recorded in a logbook which includes the time, date, attendance, agenda and action taken. This must be signed by the head of the laboratory and it is properly filed up.

### **Documentation and Document Control**

Documents need to be prepared includes quality control manual, standard operating procedures, work sheet or census, logbooks and equipment maintenance and calibration record.