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|---|----------------|---|--------------|--------------|
|  | Hospital Name: |   | Document No: | QUXAT/H/F/87 |
|   | Title          | Laboratory Technician – Job Description | Page No:     | Page 1 of 1  |

Name of the Laboratory Technician:

Qualifications:

Employee ID/Biometric ID:

Department:

The following is job description of the Laboratory Technician:

1. Organizes work by matching computer orders with specimen labeling; sorting specimens; checking labeling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly.
2. Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols.
3. Serves as technical resource by participating in staff training; answering questions of other professionals; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
4. Identifies and communicates abnormal patient conditions by alerting supervisory personnel, the Authorized Signatory, the patient physician, or nurse; reporting mandated information to the public health department or other designated officials.
5. Provides test results for patient diagnosis and treatment by operating laboratory equipment; performing relevant laboratory procedures
6. Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures; complying with legal regulations.
7. Maintains patient privacy and confidence by keeping laboratory information confidential.
8. Serves and protects the hospital community by adhering to professional standards, hospital policies and procedures, legal requirements
9. Enhances laboratory services and hospital reputation by accepting ownership and exploring opportunities to add value to job accomplishments.

A copy of the above document is provided to the employee by the HR office. The employee has received the copy of the document and will be abide by the job descriptions defined in the above document

\_\_\_\_\_  
HR Manager/Authorized Signatory

Date:

\_\_\_\_\_  
Employee Signature

|                 |                  |                        |                  |               |           |
|-----------------|------------------|------------------------|------------------|---------------|-----------|
| Prepared by:    | Issued by:       | Reviewed by:           | Approved by:     | Amend Date:   | Copy No:  |
| Quality Manager | NABH Coordinator | Medical Superintendent | Medical Director | Amendment No: |           |
| Signature:      | Signature:       | Signature:             | Signature:       | Issue Date:   | Issue No: |