

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Health and Medical Services		
2. Position Title: Medical Technologist Grade 1	3. Salary Level: 6	4. Division: Hospital Services
5. Reports To: Deputy Chief of Laboratory Services	6. Direct Reports: <i>Chief of Laboratory Services</i>	
7. Primary Objective of the Position: <ol style="list-style-type: none"> 1. To strengthen the Laboratory Services Science Foundation 2. To strengthen technical supervisory capacity 3. To strengthen Quality Assurance in the Laboratory Services 4. To assist Chief of Laboratory Services in administering and managing Laboratory services 		

8. Position Overview	
9. Financial:	10. Legal: Medical Act
11. Internal Stakeholders: <ul style="list-style-type: none"> • Doctor • Medical Assistant • Laboratory staff (colleagues) • Public Health Nurses • Clinical Nurse Officers • District Principal Nursing Officers • Director of Hospital Services • Director of Public Health Services • Principal Nursing Officers • Nurse aides • Health statistics • Pharmacy 	12. External Stakeholders: <ul style="list-style-type: none"> • Governmental/Non-Governmental Agencies • Community <p>To be referred to Chief (Manager):</p> <ul style="list-style-type: none"> • Reports concerning issues related to the clinical laboratory and office responsibilities eg waste disposal strategies with ECD (MELAD) and other stakeholder committees • Response actions on disease surveillances and outbreaks. • Ethical issues and other issues that pose legal matters

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)	Date of Issue: 31 December, 2015
--	---

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- Biomedical Technician/ Officer

With or without referral to Chief (Manager):

Medical Technologists are required to make decisions both without referral to Deputy and Chief of Laboratory Services and with referral to Director of Hospital Service and Director of Public Health Services, briefly described hereunder:

1. Identify the types of decisions that the post holder is required to take on his/her own account and explain the extent to which the post holder is required to accept responsibilities for decisions he/she makes. Such decisions may vary from elementary through routine and operational up to those of major policy type.
 - to control and manage test kits and reagents and make decision to limit tests to genuine cases only when stocks are limited, despite the demand from outpatients
 - to assist and relieve some of the management and administrative functions of Chief of Laboratory Services
 - rotate and deploy Assistant Laboratory Technicians to areas where staff is needed
 - In house training of Assistant Laboratory Technicians and attachment students

Referred to Directory of Hospital Services/Director of Public Health Services:

2. Explain the type of decisions which involves commitments of funds:

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)

Date of Issue: 31 December, 2015

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

<ul style="list-style-type: none"> • Direct local purchase for Freight Charges for Referral Specimens • Ordering of laboratory supplies for diagnostic use <p>3. Describe ways in which the post holder is required to make, contributing to decisions, for instance by making proposals or recommendations, by providing technical advice or briefing etc.</p> <ul style="list-style-type: none"> • regarding training needs • number and category of staff required • equipments and materials required for diagnostics • staff and laboratory safety standards • staff management • laboratory buildings and equipment maintenances • stock management 	
--	--

13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA: KPA 3. HEALTH**
- **MOP Outcome: 3.1. Reduced population growth, 3.2. Reduced maternal morbidity (including macro and micro nutrient deficiency) and mortality, 3.3. Reduced child morbidity (including malnutrition and childhood injury prevention) and mortality, 3.4. Reduced burden & incidence of communicable diseases (TB, leprosy, lymphatic filariasis, STIs and HIV/AIDS), 3.5. Reduced burden and incidence of other diseases (Non Communicable diseases), 3.6. Improved health services delivery**
- **Divisional/Departmental/Unit Plan: Laboratory Department**

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1. - To Strengthen Laboratory Services science Foundation	To qualify work of the Technical staff	Medical Technologists are required to work effectively and efficiently for delivering Quality Laboratory Services in developing and upgrading the science foundation, range and depth of investigations comparable and in par with regional and international standards

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)	Date of Issue: 31 December, 2015
---	----------------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Key Area 2. - To Strengthen technical supervisory capacity	To calibrate and standardize new techniques and methodologies before they become part of the routine system.	Increase customer satisfaction of reliable and timely diagnostic tests results.
Key Area 3. - To Strengthen Quality Assurance of the Laboratory services	To countersign, after validation, Lab request forms and reports prior to issue to Clinicians and Lab Chief respectively	
Key Area 4. - To assist Chief of Laboratory Services in administering and managing the Laboratory services	Staff development to ensure a high standard of professionalism in the laboratory	
	To ensure and maintain efficiency and proficiency through guidance teaching and supervising	
	Manpower development of existing staff through the following processes: <ul style="list-style-type: none"> • Design teaching modules and curriculum for the different grades of laboratory workers, Nurse Trainee Year 1 -3, Public health Nurse and Medcial Assistants for Chief of Lab approval • Implement it by lecture delivery, practical demonstrations and actual supervision of practical trainings of all above staff. 	
	Supervising and actual participation in every aspect of Quality Assurance and	

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	Control Work to ensure the results produced is correct, reliable and valid.	
	To provide after hours call consultancy service as may be required from time to time by on shift staff.	
	Assist bench technical work in emergency situations.	
	Preparation of Standard Operating Procedures for Chief of Laboratory comments and approval in the following areas: <ul style="list-style-type: none"> • Equipments operation • Protection and safety codes of operations • Minor repair and Maintenance of Electronic and electric equipments. 	
	This position description provides a comprehensive but not exhaustive, outline the key activities of the role.	
	Staff will be expected to comply with the Chief/Supervisors directions when required, which may include completion of duties not listed in this document.	

10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Special Working conditions do the duties of this post involve unusual conditions that may be environmental, undesirable, risky, stressful etc. And if so then the officer is 	<p>11.1 PQR (Position Qualification Requirement):</p> <p>Education:</p>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)	Date of Issue: 31 December, 2015
---	----------------------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

challenged to do the following:

Risk:

Contact infectious (communicable) diseases.

Stress:

Staff conflicts verbal/or physical abuse from demanding patients/or relatives verbal/physical abuse called at odd times regarding staff problems etc.

To be able to apply Problem Solving methods to resolve conflicts that may arise between:

- Self and staff
- Staff and staff
- Self/staff and patient/relative

To be able to :

- Handle staff attitudes, and employ knowledge and skills of staff
- To assist in rectifying shortage/repair/maintenance of laboratory supplies and equipments necessary for the effective running of the laboratory services
- Deploy staff- to areas requiring more staff.

Category A

Possession of Bachelor Medical Laboratory Science Degree (BMLS) or Equivalent programme from any recognized institution. (minimum)

Category B

Minimum Certificate in Medical Technology with extensive postgraduate trainings in the following disciplines:

- Immunohaematology and Blood Banking
- Clinical Microbiology
- Clinical Chemistry/Biochemistry
- Serology
- Haematology
- Cytology
- And any other Medical laboratory Science disciplines

Experience:

In relation to Academic Education Category A:

The minimum of 5 years in the pursuit of a Bachelor degree (BSc, BMLs, BBMSc) and deeper content of the qualification warrant an automatic slotting in Medical Technology Grade 1 level.

In relation to Academic Education Category B:

The Certificate level should be well be supplemented by post graduate training in the appropriate sciences mentioned above and to have been exposed to practicals in the same field particularly at metropolitan centres.

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)

Date of Issue: 31 December, 2015

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Must have tremendous knowledge of local Laboratory work conditions and must have also acquired minimum 10 years experience.

Job Training: Public Health Trainings - Disease Surveillance and Outbreak Investigations and other relevant trainings, Any Major disciplines (pathways) trainings in medical laboratory technology - (not limited to) Haematology, Blood Transfusion, Microbiology, Clinical Chemistry and Cytology.

Prerequisite: Bachelor in Medical Laboratory Science, or other Bachelor in Science programme related and relevant to Clinical Medical laboratory Science.

11.2 Key Attributes (Personal Qualities):

Knowledge

- Customer and Personal Service
- Clinical Medical Laboratory Technology and Science
- Public Health Services
- English
- Clerical
- Computers and Electronics

Skills:

- Speaking /Communication
- Active Listening
- Reading Comprehension
- Social Perceptiveness

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)

Date of Issue: 31 December, 2015

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

- Analysis and Monitoring
- Problem solving
- Writing
- Leadership
- Counseling
- Inter-personnel
- Research

Attributes

- Efficient and punctual
- Effective
- Innovative
- Creative
- Approachable
- Cooperative
- Fair and trustworthy
- hardworking and dedicated
- sharing
- interested in meeting people and friendly
- excellent role model

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: Rosemary Tekoaua (Chief Laboratory Services)

Date of Issue: 31 December, 2015