

Government of Tuvalu – Job Description



Position Title:	Medical Laboratory Technologist	
Level and Salary:	H1-H3	\$16,448 - \$33,287
Ministry and Department:	Ministry of Health and Social Welfare	Health
Location:	Funafuti - PMH	
Reports to:	Head Medical Laboratory Technologist	

JOB PURPOSE:

To provide quality laboratory services to the Princess Margaret Hospital and to the people of Tuvalu.

KEY RESPONSIBILITIES:

1. To perform all routine tests and assist in specialized laboratory procedures according to standard operating procedures present within each section
2. Ensuring the equipment and consumables are maintained
3. Assist HOS in scheduling and coordinating of the quality system audit and present audit results to HOS.
4. Report and record results without any biases
5. Assist HOS with data compilation

MAIN DUTIES AND OUTCOMES:

1. Performing blood collection: venipuncture and venesuction
2. Sample and request form verification
3. Performing laboratory test with standard supervisions with:
 - a) Full Blood Count/ morphological examination of blood film/ESR/ Coagulation
 - b) Blood grouping/ Compatibility testing/ Blood Donor bleeding

Government of Tuvalu – Job Description

- c) Serological test
 - d) Biochemistry analysis
 - e) Microbiology analysis
4. General cleaning and disinfection of testing area according to Infection Control Standards
 5. Performing stock taking and daily maintenance of the equipments
 6. Participate in External Quality Assessment Programmes
 7. Ensure to be up-to date with current findings in the medical laboratory world
 8. Documentation of Inpatients, Outpatients and Blood donors in appropriate databases
 9. Consulting HOS if results are not consistent, and performing troubleshooting when presented with unusual results
 10. Assist HOS with data compilation quarterly for statistics and reports to various

MANDATORY REQUIREMENTS:

Qualification & Experience:

Bachelor degree in Medical Laboratory Science or equivalent.
3 years of work experience.

Skills & Knowledge:

Good written and oral communication skills (Tuvaluan and English)
Enthusiastic person needed which is willing to learn more and practice laboratory processes
Sound time management skills
Good interpersonal communication skills
Able to grasp new knowledge quickly

IMPORTANT NOTICE

Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.