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| **Job Title:** Lab Assistant (Grade 4 - OCH) | **Reports to:** Immediate line manager – Lab-in-Charge  Technical line manager – Lab-in-Charge | | | **Location:** Okhaldhunga Community Hospital |
| **Main Job Responsibilities**  Performing laboratory tests including pre and post analytic phases. | | | | |
| **Areas of Responsibility** | | **Decision Making** | **Qualifications & Experience** | |
| **A. General Management Responsibility**   * Maintain clean work areas and equipment. * To keep test records in register and computer of lab. * To perform all duties and work assigned by Lab in-charge   **B.** **Technical Responsibility**   * To collect blood samples/specimens. * To prepare samples/specimens for test. * To clean working areas and equipment. * To follow the correct procedures, policies, and health/safety guidelines. * Produce accurate and reliable data and interpret results. * Assist the technician for all lab work. | | * Be able to make day to day decisions regarding lab related work. * Liaise with other colleagues and line manager. * Be able to work independently. | * Lab assistant or equivalent course passed from recognised institution. * Registered with the NHPC. | |
| **Dimensions** | **Skills, Attitudes, Behaviours** | |
| * Member of the Okhaldhunga Community Hospital. * Good relationships with all staff, visitors, service providers and others. * Develop realistic time estimates for planning of tasks. * All activities must be carried out according to plans and quality. * Flexibility to do more work on request. | * Knowledge of basic computer skills and communication skills. * Possess a positive attitude. * Good in interpersonal relationships, teamwork, and patient counseling. * Good in creating an effective working environment. | |