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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.
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| **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.
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