



# CARIBBEAN PUBLIC HEALTH AGENCY (CARPHA)

## JOB DESCRIPTION

### PART A

<b>1 Job Identification</b>	<b>Duration:</b> <input type="checkbox"/> Limited
<b>Duration</b>	<input type="checkbox"/> Fixed Term

Title	Category	Grade	Duty Station
Laboratory Technologist I	P	P1	Trinidad
<b>First Level Supervision</b>	Virologist	<b>Second Level Supervision</b>	Head of Laboratory Services (Medical Microbiologist)
<b>Signature:</b>	<b>Date:</b> 19/02/2017	<b>Signature:</b>	<b>Date:</b> 20/7/17

### 2 Objective/Overview of the Programme

CARPHA's mission is to provide strategic direction, in analysing, defining and responding to public health priorities of Member States, in order to prevent disease, promote health and to respond to public health emergencies. To support solidarity in health, as one of the principal pillars of functional cooperation, in the Caribbean Community.

### 3 Organizational Context *(Job summary, the role of the individual within the team e.g. team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

Under the day to day supervision of a Senior Laboratory Technologist, the incumbent undertakes the scientific and technical work of the Virology Unit of CARPHA Laboratory ensuring that Standard Operating Procedures (SOPs) are adhered to at all times. The incumbent is expected to respond positively to the changing demands of the service, through communication, setting standards and achieving results. They are also expected to cross-train through all units of the laboratory to provide a flexible service.

### 4 Summary of Responsibilities

1. Receives, sorts and appropriately stores all specimens for delivery to different sections of the laboratory
2. Accurately uses and operates equipment in accordance with SOPs
3. Undertakes preliminary processing and culture of specimens following SOPs
4. Demonstrates competent use of the laboratory computer system, correctly inputting data and retrieving patient results when applicable
5. Competently assists staff and laboratory visitors and deals with all enquiries, including telephone enquiries, and orally transmits results as laid down in the appropriate SOP
6. Works within departmental Health and Safety regulations taking note of Hazards and Risk Assessments before starting all procedures.
7. Participates, where applicable, in external and internal quality control schemes, and ensures that all laboratory standards are met, to ensure the provision of a high quality laboratory service
8. Participates in programmatic activities in support of surveillance, training and research as specified by the Centre's priorities
9. Effectively communicates with all members of staff, within the multidisciplinary environment and actively participates in laboratory meetings
10. Performs general housekeeping duties, including maintenance of clean and tidy work areas, and proper use of disinfectants for bench surfaces
11. Undertakes supplementary training to develop both knowledge and skills, in accordance with the CARPHA Training and CPD requirements
12. Participate in regular appraisals
13. Reports accidents and incidents to the appropriate Laboratory Technologist.
14. Other related duties as assigned.

*Continue on additional page if necessary....*

<b>Description and Classification approval</b>	
<b>Signature</b> 	<b>Date</b> 20 July, 2017
<b>Title</b> Executive Director - CARPHA	



**PART B**

**KEY BEHAVIOURAL COMPETENCIES**

List and describe, in order of priority, essential competencies to perform the job

**5**

Leadership & Systems Thinking:	<ul style="list-style-type: none"> <li>Contributes to the practice of continuous improvement of organisational performance;</li> <li>Targets and achieves results, overcomes obstacles, accepts responsibility, and upholds standards and responsibilities.</li> </ul>
Analytical/Assessment:	<ul style="list-style-type: none"> <li>Adheres to ethical principles in the collection, maintenance, use and dissemination of data and information;</li> <li>Uses information technology to store and retrieve data;</li> <li>Consistently does the right thing by performing with reliability.</li> </ul>
Community Dimensions of Practice:	<ul style="list-style-type: none"> <li>Provides information and support as needed for programmes that support Community initiatives;</li> <li>Demonstrates functional proficiencies and shows knowledge of the organization with regard to CARPHA's community partners.</li> </ul>
Cultural competency:	<ul style="list-style-type: none"> <li>Recognises the role of cultural, social and behavioural factors in the delivery of public health services;</li> <li>Adapts to strategies for interacting with persons from diverse backgrounds;</li> <li>Listens to customers, builds customer confidence, increases customer satisfaction, and responds to customer needs.</li> </ul>
Communication:	<ul style="list-style-type: none"> <li>Communicates well, both verbally and in writing;</li> <li>Effectively conveys and shares information and ideas with others;</li> <li>Listens carefully and understands various viewpoints;</li> <li>Presents ideas clearly and understands relevant detail in presented information;</li> <li>Acts to build trust, inspire enthusiasm, encourage others and develops consensus in creating high performance teams.</li> </ul>

**6**

**Technical Expertise** (*List and describe, in order of priority, the abilities required to perform the job.*)

In-depth technical knowledge of laboratory systems, procedures and practices  
 Broad knowledge of microbiology and public health  
 Broad knowledge of safety principles and practices, including biosafety  
 Ability to organize and prioritize work  
 Good interpersonal, oral and written communication skills  
 Analytical and systems-thinking skills  
 Computer literacy  
 Sensitivity to quality related to laboratory diagnosis  
 Ability to develop easy-to-follow practical guides to laboratory testing and safety  
 Ability to evaluate and demonstrate practical on-the-bench laboratory diagnostic tests.

**7**

**Education (Qualifications)**

Bachelor degree Medical Microbiology or other Biomedical Science, with formal training in medical laboratory technology.

**8**

**Experience**

Three years of experience in a clinical or public health laboratory

**9**

**Languages**

Excellent knowledge of English

**10**

**IT Skills**

Demonstrated ability to use a computer with knowledge of windows based applications, e.g. Microsoft Office. Experience in the use of laboratory information system software.