

**Advert reference number: DM0036 - 2020**

## **Medical Technologist (Locum)**

### **Main purpose of the job**

To perform on-site laboratory processes and ensure efficient workflow of the onsite laboratory.

### **Location**

Wits RHI - Hillbrow - Research Centre

### **Key performance areas:**

- Perform and document all lab testing as per GCLP, SOPs and Protocol requirements
- Co-ordinate all daily lab activities to ensure work is completed within required turnaround time (TAT).
- Ship samples to outsourced laboratories
- Follow up on DCF and Final reports within TAT
- Communicate laboratory results to doctors/ nurses/ site coordinators effectively and timeously
- Provide technical input on laboratory I results (within scope of practice)
- Perform all inhouse storage using the LDMS system if required
- Perform laboratory equipment maintenance, lab decontamination and temperature surveillance in the onsite laboratory
- Perform backup duties at other Wits RHI on-site labs when requested to do so.
- Perform troubleshooting activities as and when required and ensure communication to lab manager.
- Perform duties per study Delegation of Authority Logs.
- Ensure equipment maintenance is performed as per maintenance schedules and SOPs.
- Monitor and control stock levels and ensure sufficient stock is available such that lab activities are not adversely affected
- Timeous and logical filing of all laboratory records.
- Demonstrate cost consciousness and assist in meeting budgetary targets.
- Represent the on-site Laboratory in meetings as required by management
- Train new lab staff on laboratory activities as required.
- Communicate with study team, suppliers, lab manager or other stakeholders in a professional and effective manner.
- Comply with Good Clinical Practice (GCP), Protocol requirements and Standard Operating Procedures (SOPs) in all lab duties, processes / activities
- Verify accuracy of data in source documentation and accuracy of transcription from source data to Case Report Forms (CRF) as needed

- Ensure errors on source documents e.g. CRF's are corrected, initialed and dated
- Support the timely transmission/data faxing/data entry of relevant Case Report Forms following QC activity (as needed)
- Ensure completion of corrective action of internal and external QC reports and monitoring reviews
- Perform Quality control procedures as lab SOPS and LQMP.
- Effectively communicate/report all quality challenges to the lab manager.
- Ensure conformance to the External Quality Assurance program
- Identify and communicate trends in quality of lab testing or control procedures
- Assist with staff training (and retraining) where error trends are identified.
- Attend to audit reports and effectively implement corrective action and future preventative measures.
- Identify and develop new SOP's for new studies according to study protocols as per lab manager/project manager request
- Review SOPs as required and ensure SOP file is updated
- Ensure lab documentation filing is up to date and audit ready throughout the study.
- Prepare lab reports as requested eg monthly report, lab close out report, audit close out reports etc.
- Take ownership and accountability for tasks and demonstrates effective self-management.
- Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained
- Maintain a positive attitude and respond openly to feedback
- Effective time and leave management
- Take ownership for driving own career development in attending training and development sessions and relevant meetings
- Maintain and update knowledge of developments in field and expertise

#### **Required minimum education and training**

- National Diploma in Biomedical Technology / BTech Degree

#### **Required minimum work experience**

- Minimum 2 years' experience as a Medical Technologist (1 year would have been as a student medical technologist before board exam is written and passed)

**Desirable additional education, work experience and personal abilities**

- Good Clinical Laboratory Practice (GCLP) and Good Clinical Practice (GCP) courses, IATA training, Health and Safety training, First Aid training, knowledge of accreditation bodies e.g.SANAS.
- Experience working in a diagnostic and research laboratory.
- Attention to detail, ability to work under pressure, good administration skills including report writing.
- Able to work independently within minimal supervision and in a multidisciplinary team.
- Computer skills, working knowledge of LDMS / similar Laboratory information systems, presentation skills would also be advantageous.

Should you be interested in applying for this vacancy, please submit (1.) a cover letter (maximum one page) that clearly states which vacancy you are applying for and (2.) a detailed CV to: **Disego Matlawa** at **vacancy4@wrhi.ac.za** Subject Heading of email must read: Advert reference number: DM0036 – 2020 and Job Title of position applied for. Those applicants that do not adhere to the above will not be considered for the respective position applied for.

***The closing date for the vacancy is 10 August 2020***