



## NOTES

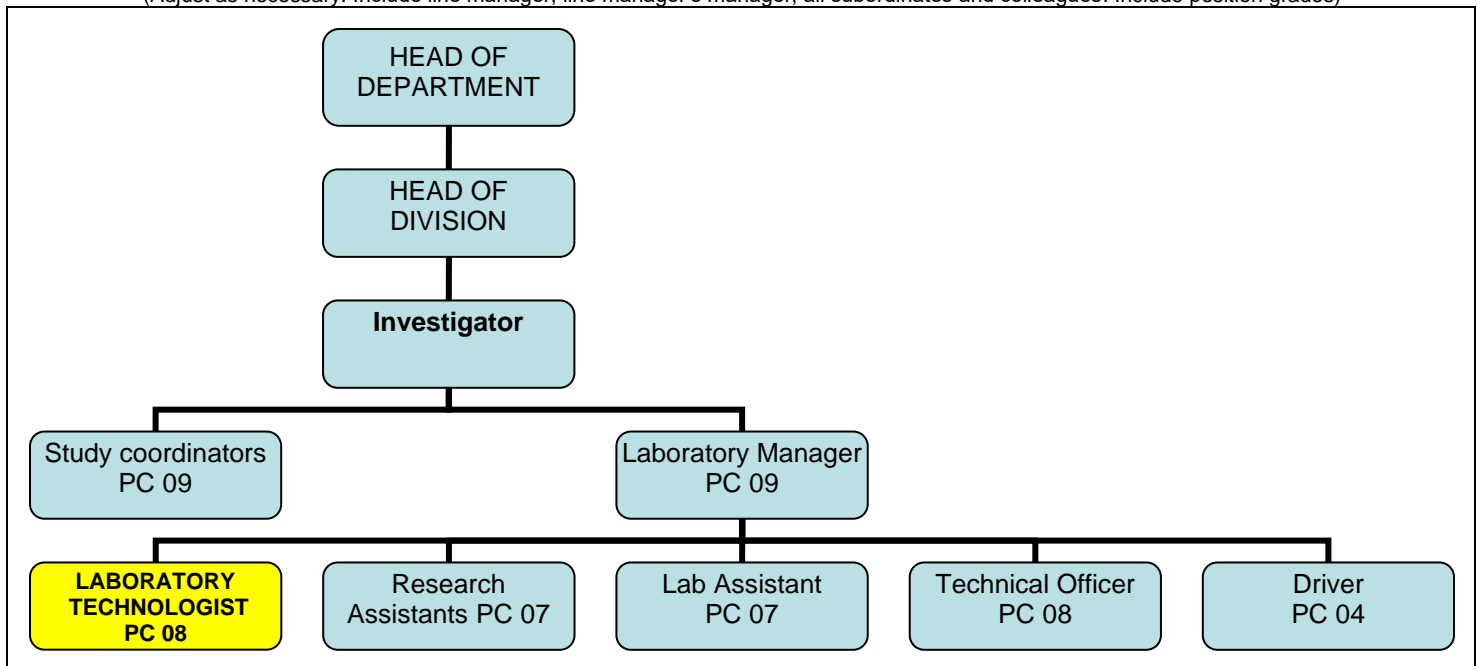
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	LABORATORY TECHNOLOGIST		
Job title (HR Practitioner to provide)			
Position grade (if known)	Payclass 8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Immunology		
Date of compilation	30 September 2020		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The Laboratory Technologist in the Division of Immunology will work with other members of the laboratory team under the supervision of the lab manager and or academic team leader. The Technologist is required to perform laboratory procedures with an emphasis on cryopreservation and maintenance of biological specimens in support of the scientific goals of the research. He or she should adhere to good laboratory practice regulations in BSL2 laboratories and perform day-to-day general laboratory housekeeping

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Laboratory Research Support	65	<p>a) Prepare laboratory packs for sample collection</p> <p>b) Performs laboratory techniques related to clinical studies as required.</p> <ul style="list-style-type: none"> <li>• Peripheral blood lymphocyte isolation and cryopreservation</li> <li>• Multiparameter flow cytometry</li> <li>• Preparation of mucosal tissues, placenta tissue etc...</li> <li>• Isolation of cord blood cells</li> <li>• Setting and analyzing Flow cytometry, CYTOF, Luminex and ELISA-based assays</li> <li>• RNA isolation and storage</li> </ul> <p>c) Receive, verify and ensure quality of all laboratory specimens.</p> <p>d) Ensures appropriate storage and preservation of laboratory specimens.</p> <p>e) Practices safe lab techniques and adheres to lab safety procedures.</p>	<p>a) Viable PBMC derived from thawed cryopreserved cells for immunology assays</p> <p>b) Immunohistochemistry and tissue imaging using snap frozen placenta tissue.</p> <p>c) T cell subsets acquired on the LSRII flow cytometer from isolated placenta cells.</p> <p>d) Measuring soluble cytokines in plasma</p> <p>Measuring RNA transcripts from blood and tissue.</p>
2	Administration (SOPs, Stock Control, Data Management, Shipment) and Quality assurance	20	<p>a) Maintains excellent notes and data storage and collection.</p> <p>b) Maintain operational processes to receive and process blood and tissue samples.</p> <p>c) Good communication skills</p> <p>d) Maintain stock take and inventory, Ordering reagents etc...</p> <p>e) Interact with the clinic staff on a daily basis.</p> <p>f) Maintaining the lab information system (Sample Log in Freezerworks)</p> <p>g) Have Good problem-solving skills, Good computer skills, Good report writing skills</p> <p>h) Participate in SOP management, writing of SOPs</p> <p>i) Optimize new assays</p> <p>j) Accurate retrieval of samples from freezers</p> <p>k) Ensure proper maintenance and safekeeping of certain equipment, by adhering to specified servicing and maintenance requirements</p>	<p>a) Manual of Operations and Procedures</p> <p>b) Sample Log in freezerworks</p> <p>c) Ensure Accurate retrieval of samples from freezers</p> <p>d) Shipment of samples to national and international collaborators.</p> <p>e) Ensure appropriate quality control and efficient use of study materials</p>

3	Teaching & Learning Support	10	<ul style="list-style-type: none"> <li>a) Contribute to training of new students in laboratory activities</li> <li>b) Contribute to training of new Research Staff in laboratory activities</li> </ul>	<ul style="list-style-type: none"> <li>a) Keeping the laboratory in a GCLP-like condition</li> <li>b) Keeping control over laboratory activities and maintaining a clean area.</li> </ul>
4	Contributing to the research agenda	5	<ul style="list-style-type: none"> <li>a) Attendance of group meetings</li> <li>b) Keeping up to date with current research /methodologies by attending seminars, reading journals, books etc.</li> </ul>	Contribute to the functioning of the BSL-2 Lab and a cohesive working environment.
	NOTE: FLEXIBLE WORKING HOURS AND ON CALL WEEKENDS HOURS WILL BE REQUIRED		Arrival of clinical samples is unpredictable, expect processing after hours	

### MINIMUM REQUIREMENTS

Minimum qualifications	National Diploma, BTech/ Bachelor of Science in Biomedical Sciences or related life sciences field			
Minimum experience (type and years)	At least 2- 3 years' laboratory experience			
Skills	Analytical, Laboratory techniques,			
Knowledge	Interpersonal skills Excellent communication skills (verbal and written) Excellent organizational Skills Scientific and technical Knowledge Clinical Research Sample Reception, quality control and process			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Interpersonal Relationships	intermediate	Decision Making & Problem-Solving Skills	intermediate
	Results Focus	intermediate	Planning & Organizing Skills	intermediate
	Continuous Learning	intermediate	Communication Skills	intermediate
	Resource Management Skills	intermediate	Technological Agility	intermediate
	Numerical Skills	intermediate	Research Skills	intermediate
	Report Writing skills	intermediate	Computer Skills	intermediate

### SCOPE OF RESPONSIBILITY

Functions responsible for	Sample reception, process and storage 2. Sample shipment. 3. Quality Management System 4. Data Entry 5. Data Analysis 6. Inventory 7 Purchasing of goods and services 8. Equipment maintenance
Amount and kind of supervision received	Weekly meetings with line manager / research team to discuss update on database status for multiple projects, report of areas of needs and progress report.
Amount and kind of supervision exercised	Daily quality checks on the technologists/ research assistant laboratory reports and evaluate and report non-compliance where applicable.
Decisions which can be made	Decisions over inventory and stock keep, specimen quality evaluation, implementing new lab protocols and forms, supervision of systems and queries affecting study progression. Setting up of new systems.
Decisions which must be referred	Freezerworks Troubleshooting, licensing, changes in system which may affect study progression,

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Laboratory Technologists, Research assistants, Scientists, PG Students, Visitors, Postdoctoral Fellows, Laboratory Manager  Clinical Driver, Study coordinators, clinic team, Principal investigators
External to UCT	Sale Representatives, Service Providers, Collaborators