



NOTES

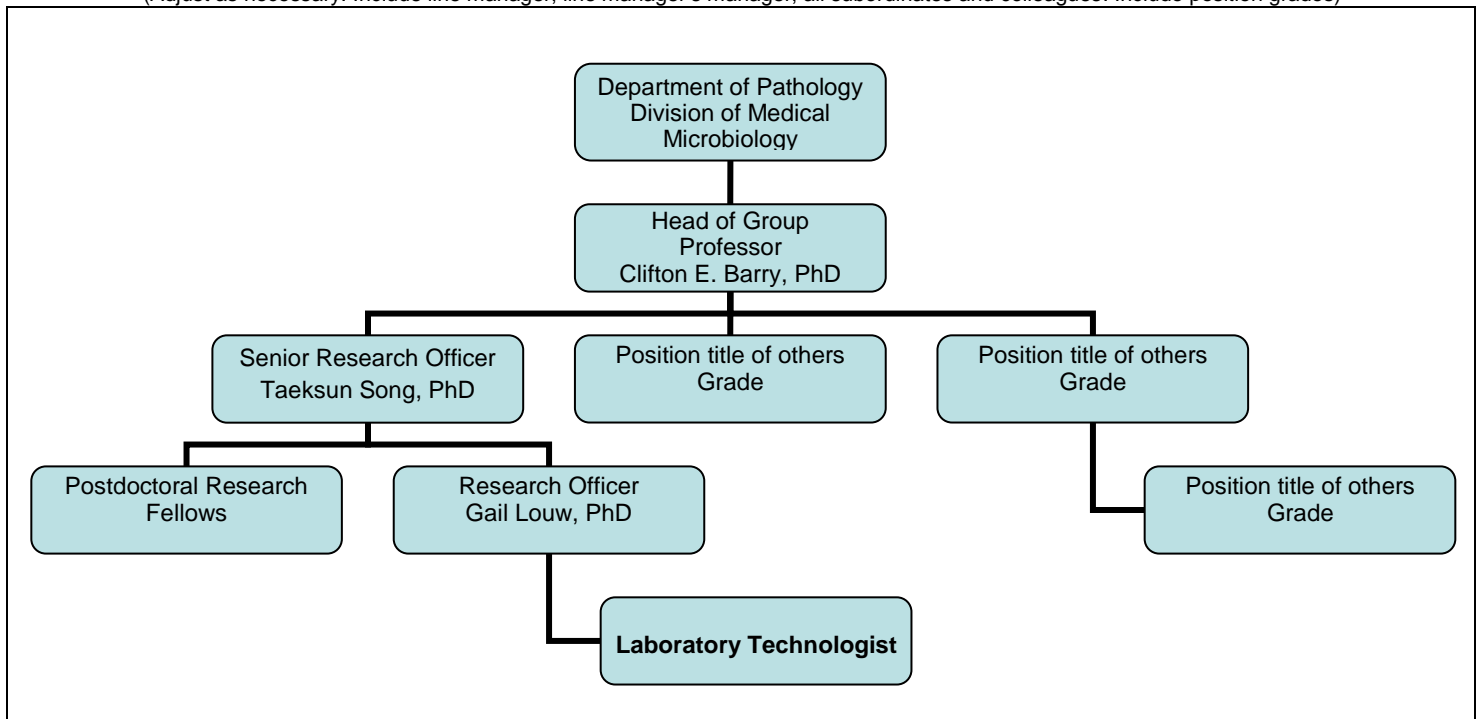
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

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	PASS		
Division / section	Division of Medical Microbiology Translation Tuberculosis Research Section (Prof. Clifton E. Barry)		
Date of compilation	15 October 2018		

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to support clinical trials that require large amounts of BSL3-based work to manipulate clinical specimens including *M. tuberculosis* (Mtb) culture, to establish and maintain a repository of clinical specimens, and to manage the laboratory records in compliance with GCP guidelines. The Technologist should adhere to Good Laboratory Practice regulations in BSL2 and BSL3 laboratories.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Research support	30	<ol style="list-style-type: none"> 1. Manipulation of clinical specimens following clinical trial protocols under BSL3 conditions 2. Conducting study-specific assays, including GeneXpert 3. Culture of Mtb strains and DNA extraction 4. Development and update of the study-specific SOPs 	<ol style="list-style-type: none"> 1. Clinical trials are supported by BSL3 technical support at all times 2. High quality performance in compliance with study-specific SOPs, BSL3 regulations, and GCP guidelines
2	Establishment and maintenance of a specimen repository	30	<ol style="list-style-type: none"> 1. Liaise with the study sites and the NHLS in order to receive, verify and ensure quality of clinical specimens 2. Preparation of clinical specimens for storage 3. Maintenance of an inventory of clinical specimens 	<ol style="list-style-type: none"> 1. Clinical specimens are safely stored. 2. Accurate record of inventory is maintained at all times.
3	Data management	30	<ol style="list-style-type: none"> 1. Keeping records of all laboratory activities 2. Completion, submission and follow-up correction of CRFs 3. Organization of all source documents and CRFs 	<ol style="list-style-type: none"> 1. Accuracy of records at all times.
4	Administration	10	<ol style="list-style-type: none"> 1. General laboratory housekeeping, including procurement and inventory of lab supplies and maintenance of equipments 	<ol style="list-style-type: none"> 1. Proper housekeeping of laboratory
5				

MINIMUM REQUIREMENTS

Minimum qualifications	Bachelor of Science (Hons) in biology, medical laboratory science or a related field			
Minimum experience (type and years)	1-year experience in bacteriology post qualification			
Skills				
Knowledge	Knowledge of bacteriology			
Professional registration or license requirements				
Other requirements	Previous experience in working with Mtb under BSL3 conditions is advantageous. Previous experience with clinical trials is advantageous.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Interpersonal Relationships	Intermediate	Communication skills	Basic
	Planning & organizational skills	Intermediate	Computer skills	Intermediate
	Process excellence/improvement focus	Basic		
	Results focus	Basic		

SCOPE OF RESPONSIBILITY

Functions responsible for	
Amount and kind of supervision received	
Amount and kind of supervision exercised	
Decisions which can be made	
Decisions which must be referred	