HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

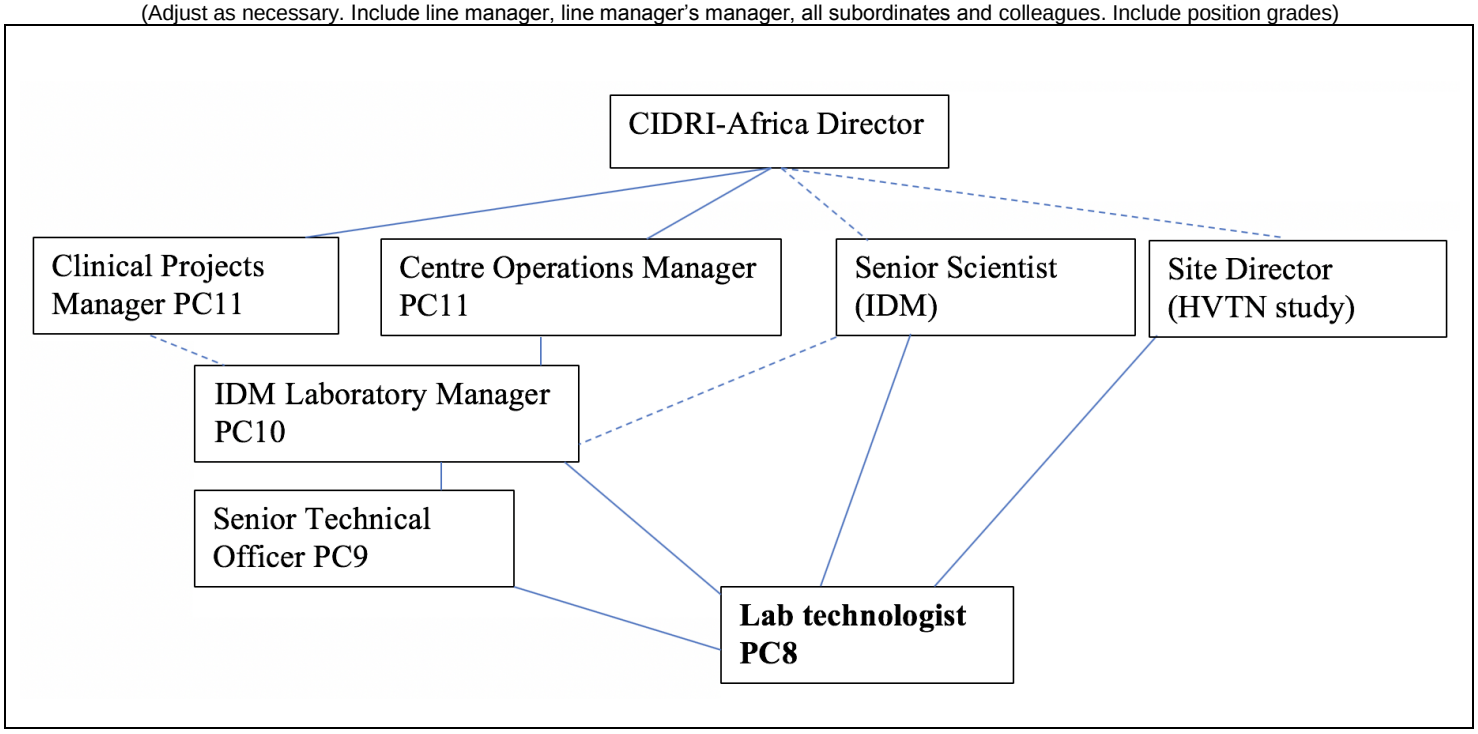
- Forms must be downloaded from the UCT website: http://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Laboratory Technologist		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC8	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	IDM		
Division / section	CIDRI-Africa		
Date of compilation	02 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 provide laboratory support at the IDM for the Wellcome study evaluating the role of mucosal-associated invariant T (MAIT) cells in resistance to *Mycobacterium tuberculosis* infection in healthcare workers with sustained exposure. The work will involve processing research laboratory samples according to good laboratory practice regulations in BSL2 and BSL3 laboratories, conducting assays for research experiments and performing day-to-day general laboratory housekeeping.

In addition, and in a supportive/back-up capacity to the on-site laboratory technologist, the technologist will work with other members of the laboratory and clinical teams at the clinical research site at Khayelitsha under the supervision of the on-site Site Director and undertake on-site laboratory procedures, according to protocol. The lab technologist will also assist with general administrative and data aspects of the trials at the site.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Effective performance of laboratory procedures**	35	• To perform specialized laboratory techniques related to ongoing clinical research; • To assist research staff in laboratory procedures; • To receive, verify and ensure adequacy of all study specific laboratory specimens; • To prepare samples and process them according to Standard Operating Procedures; • To ensure appropriate cryopreservation of laboratory specimens; • To ensure accurate data logging and record keeping. • Liaise with study staff, referral labs and sponsors when resolving queries. • Prepare specimens for collection and liaise with referral laboratory regarding courier collection. • At the clinical site, perform rapid tests, microscopy and other on-site tests & document results.	Specimens are efficiently and properly processed or dispatched and recorded.
2	**Specialized laboratory procedures**	15	• Working in sterile BSL2 and BSL3 laboratory conditions; • Separation of serum peripheral blood mononuclear cells; • Separation of cells from other body fluids; • Cryopreservation of separated cells; • Setting up cell cultures for *in vitro* stimulation; • Flow cytometry, ELISA, Quantiferon assay, Luminex; • Culture and process clinical research material/ samples in a BSL3 laboratory.	Laboratory work completed timeously All processes are performed to GCLP standards. Samples are stored safely according to study requirements and inventories maintained

3	Maintenance of laboratory operations	20	• Ensure equipment is maintained and calibrated on a regular basis. • Maintain temperature monitoring logs of fridges, freezers and room temperature of laboratory. • Maintain adequate stock of rapid tests and laboratory consumables. • Ensure laboratory safety procedures are followed at all times. • Liaise with specific studies to ensure all lab requirements are met • Maintain and update SOPs when required	Maintains the efficient and safe functioning of the laboratory.
4	Data management	10	• To record study data according to specific study guidelines; • To ensure that worksheets used during laboratory techniques are accurately completed and filed in the appropriate files; • To provide reports related to work received and work completed when requested.	All sample documentations are recorded, maintained and archived appropriately
5	**Quality Assurance**	10	• Maintain IQC and EQC programs. • Maintain an audit trail tracking the specimen's progress through the laboratory • Manage sponsor queries on SDQC (specimen data quality control) system. • To ensure appropriate quality control and efficient use of study materials e.g. reagents, samples; • To ensure regular maintenance of equipment, by reporting servicing and maintenance requirements to the Laboratory Manager and conducting equipment validation where appropriate; • To ensure that Good Laboratory Standards are maintained in both BSL2 and BSL3 laboratories.	All specimen processing is carried out according to protocol and sponsor or investigator requirements, as appropriate. Data discrepancies involving laboratory specimens are resolved timeously. Ensure all processes in BSL2 and BSL3 are followed
6	**Stock Control**	5	• To assist with stocktaking and ordering supplies and follow up on the orders placed until delivery and storage	Adequate laboratory stock levels are maintained.
7	**Contribution to Laboratory operations**	5	• To attend and participate in appropriate laboratory meetings; • To contribute to development of the appropriate laboratory environment (e.g. laboratory safety); • Ensure Good Laboratory Practice is adhered to in both BSL2 and BSL3 laboratories.	Contributes to the efficient and safe functioning of the BSL2 and BSL3 laboratories
	NOTE: FLEXIBLE WORKING HOURS WILL BE REQUIRED		**Arrival of clinical samples is unpredictable and often site of disease samples have to be processed after hours.**	

MINIMUM REQUIREMENTS

Minimum qualifications	B. Tech or National Diploma in Medical Laboratory Technology **AND** Registration with HPCSA
Minimum experience (type and years)	• At least 1 year of experience in working in sterile Biosafety level 2 and/or level 3 laboratory conditions. • Willingness to work with samples from patients infected with *M. tuberculosis* and HIV.
Skills	Laboratory techniques incuding the following • The separation of serum and peripheral blood mononuclear cells (PBMC); • The separation of cells from other body fluids (e.g. Bronchoalveolar lavage cells); • Cryo-preservation of separated cells; • Setting up cell cultures for *in vitro* stimulation; • ELISA (including Quantiferon), Luminex assays and Flow cytometry assays • Competence in maintaining accurate and reliable lab documentation
Knowledge	• General laboratory skills • General laboratory safety procedures
Professional registration or license requirements	• Valid HPCSA registration as lab technologist
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Working experience in a clinical laboratory	2	Ability to work independently	2
Knowledge of quality assurance	2	Attention to detail	2
Good planning and organizational skills	2	Good communication skills	2
Good laboratory practice skills	2		

SCOPE OF RESPONSIBILITY

Functions responsible for	Day to day running of the laboratory including performing tests, issuing results, quality management and equipment logging and maintenance. Participating in calls with sponsor. Facilitating site laboratory audits and responding to audit reports. Reviewing laboratory procedures and adapting as required.
Amount and kind of supervision received	Training in laboratory practices (GCLP) Independent functioning with periodic supervision by line manager.
Amount and kind of supervision exercised	Work in collaboration with other laboratory members
Decisions which can be made	All decisions that impact on lab practice or are a deviation from protocols/standard process to be made in consultation with Laboratory Manager/Senior scientists/Site Director Clinic lab stock control and ordering, Clinic lab SOP revision.
Decisions which must be referred	All decisions that impact on lab practice or are a deviation from protocols/standard process to be made in consultation

CONTACTS AND RELATIONSHIPS

Internal to UCT	Clinic site staff and CIDRI-Africa staff and students
External to UCT	Study sponsors