



NOTES

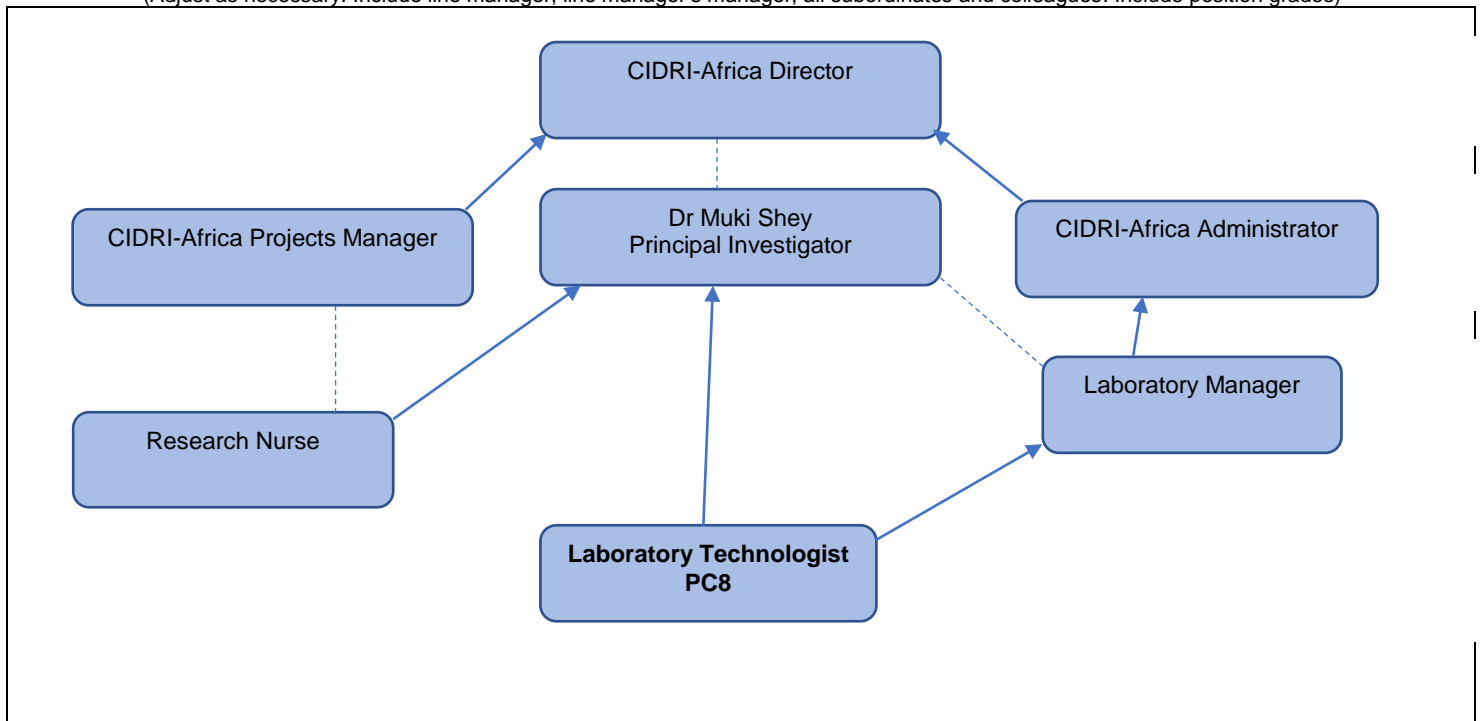
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

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	30 November 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 mainly 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. There may be support for other studies related to TB or HIV as required.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Effective performance of laboratory procedures	35	<ul style="list-style-type: none"> 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 to resolve queries. 	Specimens are efficiently and properly processed and recorded.
2	Specialized laboratory procedures	20	<ul style="list-style-type: none"> 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 <i>in vitro</i> stimulation; Flow cytometry, ELISA, Quantiferon assay, Luminex; Culture and process clinical research material/ samples in a BSL3 laboratory. 	<p>Laboratory work completed timeously</p> <p>All processes are performed to GCLP standards</p> <p>Samples are stored safely according to study requirements and inventories maintained</p>
3	Maintenance of laboratory operations	15	<ul style="list-style-type: none"> 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 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	<ul style="list-style-type: none"> 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 Maintain up-to-date inventory of samples 	All sample documentations are recorded, maintained and archived appropriately
5	Quality Assurance	10	<ul style="list-style-type: none"> Maintain an audit trail tracking the specimen's progress through the laboratory 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. 	<p>All specimen processing is carried out according to protocol and sponsor or investigator requirements, as appropriate. Data discrepancies involving laboratory specimens are resolved timeously.</p> <p>Ensure all processes in BSL2 and BSL3 are followed</p>
6	Stock Control	5	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	BSc (Honours) or B. Tech in Medical Laboratory Technology			
Minimum experience (type and years)	<ul style="list-style-type: none"> 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 <i>M. tuberculosis</i> and HIV. 			
Skills	<p>Laboratory techniques including the following</p> <ul style="list-style-type: none"> 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 <i>in vitro</i> stimulation; ELISA (including Quantiferon), Luminex assays and Flow cytometry assays Competence in maintaining accurate and reliable lab documentation 			
Knowledge	<ul style="list-style-type: none"> General laboratory skills General laboratory safety procedures 			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Ethical integrity			
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	Performing routine laboratory assays, quality management and equipment logging and maintenance. 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/Principal Investigator Lab stock control and ordering, 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	CIDRI-Africa staff and students
External to UCT	