



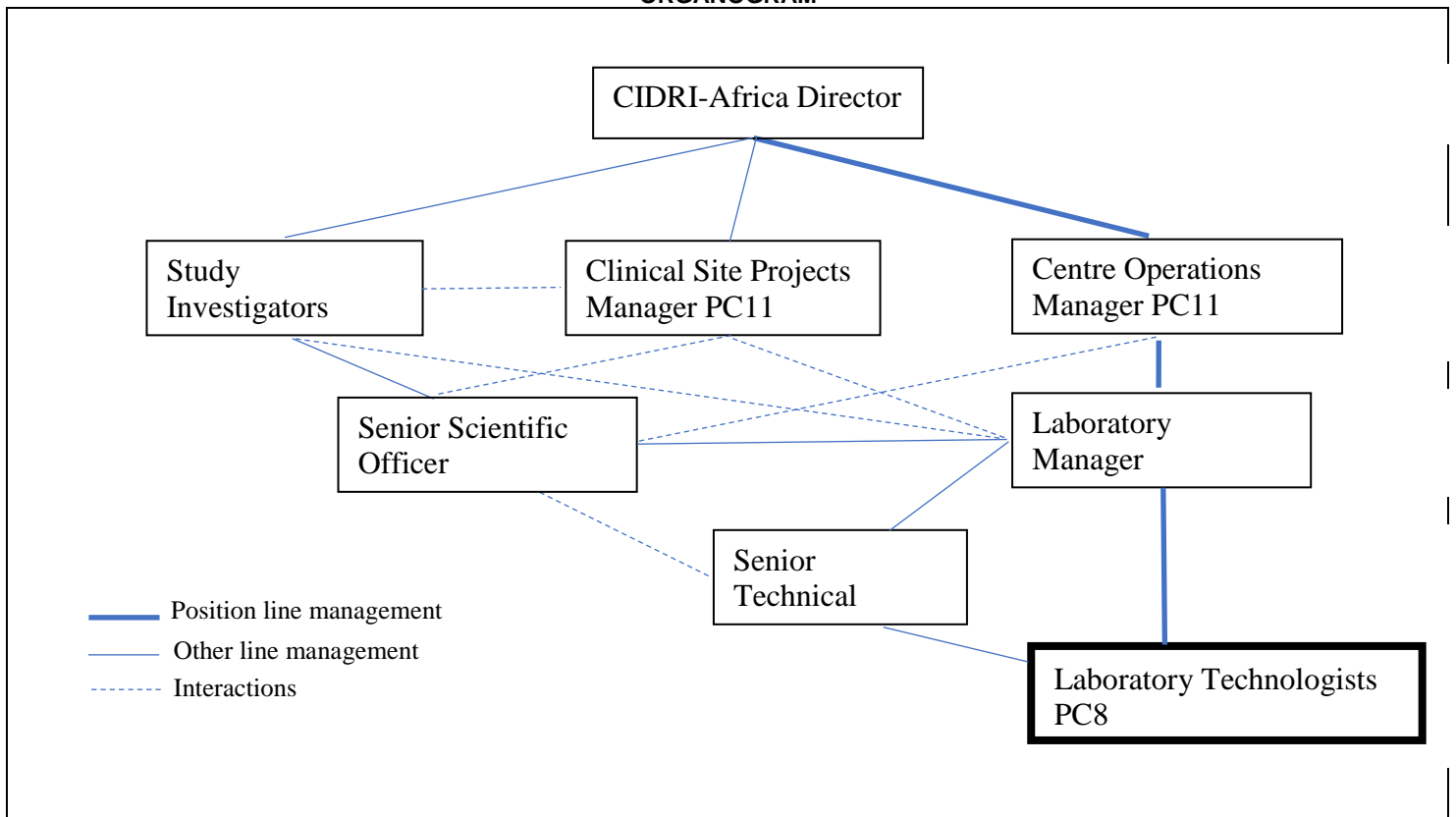
## NOTES

- 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)	PC 8	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Institute of Infectious Diseases and Molecular Medicine		
Division / section	CIDRI- Africa		
Date of compilation	Jan 2019		

## ORGANOGRAM



## PURPOSE

The purpose of this position is to provide laboratory support by 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. The technologist will work with other members of the laboratory team under the supervision of the Senior Scientist and the Laboratory Manager.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<b>Effective performance of laboratory procedures</b>	75	<ul style="list-style-type: none"> <li>○ To perform specialized laboratory techniques related to ongoing clinical research;</li> <li>○ To assist research staff in laboratory procedures;</li> <li>○ To receive, verify and ensure adequacy of all study specific laboratory specimens;</li> <li>○ To prepare samples and process them according to Standard Operating Procedures;</li> <li>○ To ensure appropriate cryopreservation of laboratory specimens;</li> <li>○ To ensure accurate and timely data logging and record keeping.</li> </ul>	Samples are efficiently and properly processed, stored and recorded
1a	<b>Specialized laboratory skills</b>		<ul style="list-style-type: none"> <li>○ Working in sterile BSL2 and BSL3 laboratory conditions;</li> <li>○ Separation of serum peripheral blood mononuclear cells;</li> <li>○ Separation of cells from other body fluids;</li> <li>○ Cryopreservation of separated cells and fluid;</li> <li>○ Setting up cell cultures for <i>in vitro</i> stimulation/infection;</li> <li>○ Flow cytometry, ELISA, Luminex;</li> <li>○ Culture and process clinical research strains of <i>M.tuberculosis</i> in a BSL3 laboratory;</li> <li>○ <i>M. tuberculosis</i> drug resistance testing;</li> <li>○ DNA extraction from <i>M. tuberculosis</i></li> </ul>	All processes are performed to GCLP standards.
2	<b>Data Management</b>	10	<ul style="list-style-type: none"> <li>○ To record study data according to specific study guidelines;</li> <li>○ To ensure that worksheets used during laboratory techniques are accurately completed and filed in the appropriate files;</li> <li>○ To ensure that worksheets used during laboratory techniques are uploaded to electronic databases;</li> <li>○ To record sample storage location in sample management system</li> <li>○ To provide reports related to work received and work completed when requested.</li> </ul>	All samples are recorded as required and records maintained appropriately

3	<b>Quality Assurance</b>	5	<ul style="list-style-type: none"> <li>○ To ensure appropriate quality control and efficient use of study materials e.g. reagents, samples;</li> <li>○ To ensure regular maintenance of equipment, by reporting servicing and maintenance requirements to the Laboratory Manager and conducting equipment validation where appropriate;</li> <li>○ To ensure that Good Laboratory Standards are maintained in both BSL2 and BSL3 laboratories.</li> </ul>	All sample processing is carried out according to the required standards in both BSL2 and BSL3 laboratories
4	<b>Stock Control</b>	5	<ul style="list-style-type: none"> <li>○ To assist with stocktaking and ordering supplies and follow up on the orders placed until delivery</li> </ul>	Adequate laboratory stock levels are maintained.
5	<b>Contribution to Laboratory operations</b>	5	<ul style="list-style-type: none"> <li>○ To attend and participate in appropriate laboratory meetings;</li> <li>○ To contribute to development of the laboratory environment (e.g. laboratory safety);</li> <li>○ Ensure Good Laboratory Practice is adhered to in both BSL2 and BSL3 laboratories.</li> </ul>	Contributes to the efficient and safe functioning of the BSL2 and BSL3 laboratories
	<b>NOTE: FLEXIBLE WORKING HOURS WILL BE REQUIRED</b>		<b>Arrival of clinical samples is unpredictable and often site of disease samples have to be processed after hours. Assay time points may occur on weekends.</b>	

**MINIMUM REQUIREMENTS**

Minimum qualifications	B. Tech or National Diploma in Medical Laboratory Technology <b>AND</b> registration with the Health Professions Council of South Africa <b>OR</b> BSc (Hons) in Health Sciences					
Minimum experience (type and years)	2 years laboratory experience working under BSL2 and/or BSL3 conditions.					
Skills	Immunology and microbiology techniques Good laboratory practice skills Work experience in BSL2 and/ or BSL3 laboratories Knowledge of quality control measures to maintain sterility of samples, quality results and accurate documentation Ability to work accurately and independently Good communication skills					
Knowledge	Good Clinical Laboratory Practice Good Clinical Practice					
Professional registration or license requirements	Valid HPCSA registration (Medical Technology). Not applicable to BSc (Honours) candidates.					
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Willingness to work after hours					
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence		Level	Competence		Level
	Analytical thinking		2	Planning and organizing / work management		2
	Problem solving		2	Building interpersonal relationships		2
	Research support skills		2			
	Teamwork / collaboration		2			

**SCOPE OF RESPONSIBILITY**

Functions responsible for	Perform sample processing according to SOPs and GCLP; Laboratory and equipment maintenance according to roster; Sample receipt, processing and storage documentation maintained.
Amount and kind of supervision received	Minimal. SOP training to be provided.
Amount and kind of supervision exercised	Not applicable
Decisions which can be made	In liaison with the Laboratory Manager and Senior Technical Officer
Decisions which must be referred	Management related decisions

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Not applicable
External to UCT	Not applicable