

LABORATORY STAFF

LABORATORY SUPERVISOR

1. Deployment of Technical staff (Sr.Lab Technician, Lab Tech. And Lab. Assistant working in the laboratory).
2. To work and supervise working of technical staff in laboratory investigation.

3. To perform all sophisticated investigations in the field of clinical laboratory medicine and to maintain quality control and standardisation of procedures.
4. To perform blood test by modern automatic instrument (Auto-analyser) under the guidance of Officer Incharge/HOD.
5. To maintain discipline and working schedule under guidance of Medical Officer Incharge of the laboratory.
6. Preparation and keeping records of daily/monthly statistics of all types of investigations.
7. Maintenance of all types of instruments including maintenance of catalogue in store for each equipment used.
8. Maintenance of substore for day to day need for reagents, chemicals, kits, equipment under supervision of officer I/C of the lab.
9. Preparing the annual indent of stores, indenting and receipt of stores and their maintenance.
10. To provide training on Hospital Waste Management for safe disposal of Bio-medical waste and universal precautions to be taken while handling blood.

SENIOR LABORATORY TECHNICIAN(CLINICAL LABORATORY, BIOCHEMISTRY, HAEMATOLOGY)

1. To carry out micro-analytical biochemical or and clinical laboratory investigations for research and routine analysis of blood and urine, stool and CSF etc.
2. To carry out laboratory tests in auto analyzer if facility is available.
3. To maintain and look after the equipment used in the laboratory.
4. To maintain stores/stock of laboratory & maintenance of ledger/inventory register.
5. To work in emergency laboratory and perform shift duties.
6. To assist lab. Technician.
7. To be deputed for duty as and when required by the duty officer.

LABORATORY TECHNICIAN

1. Collection of sample.
2. Preparation of blood smear.
3. To perform clinical laboratory tests like blood, urine, stool, liver function tests, kidney function tests etc.
4. To follow the Hospital waste management guidelines in disposal of left over blood and sample bottles.
5. To maintain record of all investigations done on a register.
6. To prepare despatch/distribute report of outdoor and indoor patients.
7. To observe courteous behaviour with patients.
8. To perform emergency rotational duties.
9. To supervise the work of subordinate staff.

LABORATORY ASSISTANT

1. To assist laboratory technician.
2. To keep the laboratory table clean.
3. To wash glassware in the laboratory area.
4. To assist laboratory supervisor in bringing the laboratory reagent, equipment etc. from stores.
5. To learn procedures of doing routine blood, urine and stool under supervision of laboratory technician and to undergo in service laboratory technician training.

LABORATORY SUPERVISOR (HISTOPATHOLOGY)

1. To supervise the working of subordinate technical staff in Histopathology laboratory work.
2. Processing specimens i.e. dehydrating, cleaning and embedding.
3. Preparing and cutting paraffin block.
4. Fixing the blocks in objective holders.

5. To sharpen the instruments used for cutting of samples.
6. Doing staining of slides by eosin and haematoxylin.
7. Doing special staining, if required.
8. Screening of cytological smears for malignant cells under the supervision of Doctor Incharge.
9. To conduct training programme on Hospital Waste Management for subordinate staff.
10. To ensure that all universal precautions are taken by all the staff while handling tissue or body fluid.
11. To keep record of stock of all chemicals and equipments.
12. To indent the stores and all receipts to be kept safely.
13. To keep inventory register of the department upto date.

LABORATORY TECHNICIAN (HISTOPATHOLOGY)

1. To receive specimens from stores.
2. Proper labeling of the specimens and entry in the register.
3. Processing specimens received from the operation theatre.
4. Preparing and cutting paraffin block.
5. Fixing the block in objective holders.
6. Doing staining of slides.
7. Cytological screening of slides for malignant cell with the assistance of Doctor Incharge/HOD.
8. To keep record of report.
9. To assist laboratory supervisor in administrative work.
10. To assist in post mortem examination.

LABORATORY ASSISTANT (HISTOPATHOLOGY)

1. Maintenance of cleanliness of laboratory.

2. Safe disposal of specimens as per guidelines of Hospital Waste Management.

3. To keep the equipment and glasswares clean and functional.

4. To learn technique of preparing slide under the guidance of laboratory technician.

5. To undergo in service training on Medical laboratory technician, if facility available.

6. To assist laboratory supervisor in getting the indent from stores.

LABORATORY TECHNICIAN (MICROBIOLOGY)

1. To collect specimen.

2. To prepare smear for examination.

3. Centrifugation and preparation of urine deposits for smear examination and culture and sensitivity to pathogenic organisms.

4. Taking weight of chemicals for preparing standard solution and preparation of stock media for bacteriological work.

5. To autoclave used blood culture bottles and dishes.

6. Sterilising and maintaining glassware by autoclaving.

7. To perform serological tests for various isolated organisms.

8. Bacteriological tests to prevent hospital acquired infection.

9. To check efficiency of autoclaving of instruments, linen etc. in CSSD.

10. To take universal precautions while handling blood and body fluids and to follow guidelines on Hospital Waste Management for safe disposal of samples left.

11. To keep account of stores related to department.

12. To prepare monthly statistics of investigations done.

MUSEUM CURATOR (HISTOPATHOLOGY LABORATORY)

1. Receiving the specimens and preparation of corresponding histological sections.

2. Preparing surgical specimens for display - mounting and labeling.

3. Helping in photomicrographic work.

4. Indexing surgical specimens.

5. Compiling statistical data.

6. Maintenance and furnishing of museum.

7. To maintain stores related to task assigned.

BLOOD BANK