VACANCY	
Job title:	Medical Technologist
Type:	Permanent ☒ Fixed Term ☐ Temporary ☐
Main purpose of the job:	To perform on-site laboratory processes and ensure efficient workflow of the onsite laboratory.
Location:	Ward 21, Hillbrow Johannesburg
Closing date:	13 December 2023
Submit detailed CV to:	Vacancy23@wrhi.ac.za
Advert reference number:	**NQM032 - 2023**
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance areas

Perform and document all lab testing as per GCLP, SOPs and Protocol requirements.
Co-ordinate all daily lab activities to ensure work is completed within required turnaround time (TAT).
Ship samples to outsourced laboratories.
Follow up on DCF and Final reports within TAT.
Communicate laboratory results to doctors/ nurses/ site coordinators effectively and timeously.
Provide technical input on laboratory l results (within scope of practice).
Perform all inhouse storage using the LDMS system if required.
Perform laboratory equipment maintenance, lab decontamination and temperature surveillance in the onsite laboratory.
Perform backup duties at other Wits RHI on-site labs when requested to do so.
Perform troubleshooting activities as and when required and ensure communication to lab manager.
Ensure equipment maintenance is performed as per maintenance schedules and SOPs.
Monitor and control stock levels and ensure sufficient stock is available such that lab activities are not adversely affected.
Timeous and logical filing of all laboratory records.
Demonstrate cost consciousness and assists in meeting budgetary targets. Represent the on-site Laboratory in meetings as required by management.
Train new lab staff on laboratory activities as required.
Communicate with study team, suppliers, lab manager or other stakeholders in a professional and effective manner.
Comply with Good Clinical Practice (GCP), Protocol requirements and Standard Operating Procedures (SOPs) in all lab duties, processes / activities.
Verify accuracy of data in source documentation and accuracy of transcription from source data to Case Report Forms (CRF) as needed.
Ensure errors on source documents e.g. CRF's are corrected, initialled and dated.
Support the timely transmission/data faxing of relevant Case Report Forms following QC activity (as needed).
Ensure completion of corrective action of internal and external QC reports and monitoring reviews.
Perform Quality control procedures as lab SOPS and LQMP.
Effectively communicate/report all quality challenges to the lab manager.
Ensure conformance to the External Quality Assurance program.
Identify and communicate trends in quality of lab testing or control procedures.
Assist with staff training (and retraining) where error trends are identified.

Attend to audit reports and effectively implement corrective action and future preventative measures.
Identify and develop new SOP's for new studies according to study protocols as per lab manager/project manager request.
Review SOPs as required and ensure SOP file is updated.
Ensure lab documentation filing is up to date and audit ready throughout the study.
Prepare lab reports as requested eg monthly report, lab close out report, audit close out reports etc.
Take ownership and accountability for tasks and demonstrates effective self-management.
Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.
Maintain a positive attitude and respond openly to feedback.
Effective time and leave management.
Take ownership for driving own career development in attending training and development sessions and relevant meetings.
Maintain and update knowledge of developments in field and expertise.

Required minimum education and training

National Diploma in Biomedical Technology / BTech Degree.

Professional body registration

Health Professions Council of South Africa (Medical Technologist), Clinical pathology.

Desirable additional education, work experience and personal abilities

Good Clinical Laboratory Practice (GCLP) and Good Clinical Practice (GCP) courses, IATA training, Health and Safety training, First Aid training, knowledge of accreditation bodies e.g.SANAS.

Experience working in a diagnostic and research laboratory.

Attention to detail, ability to work under pressure, good administration skills including report writing.

Able to work independently within minimal supervision and in a multidisciplinary team. Computer skills, working knowledge of LDMS / similar Laboratory information systems, presentation skills would also be advantageous.

Required minimum work experience

Minimum 2 years. experience as a Medical Technologist, preferably working in clinical trials.

Should you be interested in applying for this vacancy, please send an email to vacancy23@wrhi.ac.za. The subject heading of the email must read **NQM032-2023** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV