

राजस्थान सरकार
निदेशालय, चिकित्सा एवं स्वास्थ्य सेवायें राजस्थान, जयपुर
क्रमांक:चि.प्र./लैब टेक्नीशियन/जॉब चार्ट/2019/289

दिनांक : 03/05/19

आदेश

चिकित्सा एवं स्वास्थ्य विभाग, राजस्थान के लैब टेक्नीशियन संवर्ग का जॉब-चार्ट (कार्य एवं उत्तरदायित्व) निम्नानुसार निर्धारित किया जाता है :-

JOB OF LABORATORY TECHNICIAN

- (1) TO COLLECT ALL TYPES OF BLOOD SAMPLES, URINE SAMPLES, SPUTUM, STOOL, CSF, PLEURAL FLUIDS AND OTHER BODY FLUIDS IN THEIR PROPER VIALS/CONTAINERS IN THE LABORATORY AS PER THE PROTOCOL OF THE HOSPITAL IN RESPECT TO HOSPITAL TIMMINGS AND DUTY HOURS OF THE STAFF.
- (2) PROPER LABELLING AND RECORDING OF THE LABORATORY SAMPLES AND TO PERFORM ALL MEASURES PERTAINING TO SAMPLE STORAGE, PRESERVATION AND TO ENSURE PROPER TRANSPORT OF THE SAMPLES.
- (3) TO PERFORM ALL PRE ANALYTICAL WORK LIKE SEPARATION OF SERUM, PREPARATION OF SLIDES OF BLOOD OR SPUTUM ETC.
- (4) PERFORM ALL ANALYTICAL WORK ON SAMPLES EITHER MANUAL OR SEMIAUTOMATED OR AUTOMATED METHODS DEPENDING UPON THE FACILITIES AND EQUIPMENTS AVAILABLE IN GOVERNMENT SETUP.
- (5) DAILY MAINTENANCE OF MACHINES IN THE LABORATORY INCLUDING PROPER START UP ; SHUT DOWN OR RUNNING OF QUALITY CONTROL (AND TO KEEP RECORD OF QUALITY CONTROL OF MACHINES) ENSURING ACCURATE RESULTS OF THE LABORATORY. ALSO ENSURE PROPER STORAGE OF REAGENTS AND CHEMICAL IN THE LAB.
- (6) TO PERFORM POST ANALYTICAL WORK LIKE PREPARATION OF RESULTS AND REPORTS OF TESTS IN CONSULTATION WITH CONCERNED DUTY DOCTORS OR SENIOR LABORATORY STAFF AS PER THE GOVT. SETUP.
- (7) ENSURE PROPER RECORDKEEPING OF SAMPLES, TEST RESULTS AND REPORTS ON DAILY BASIS AS WELL AS WEEKLY/MONTHLY /ANNUAL BASIS(IN SET-UPS WHERE SENIOR LAB TECHNICIANS ARE NOT AVAILABLE)
- (8) PERFORM ALL MEASURES PERTAINING TO INTERNAL AUDIT/INTERNAL QUALITY CONTROL INCLUDING RECORD KEEPING UNDER THE SUPERVISION OF SENIOR STAFF OR QUALITY CONTROL MANAGER AND AS PER NABL GUIDELINES. (IN SET-UPS WHERE SENIOR LAB TECHNICIANS ARE NOT AVAILABLE)
- (9) TO ENSURE CLEANLINESS AND HYGENIC ENVIRONMENT OF THE LABORATORY INCLUDING PROPER DISPOSAL OF WASTE AS PER BIOMEDICAL WASTE MANAGEMENT GUIDELINES AND TO DIRECT THE SUBORDINATE LABORATORY ASSISTANT.
- (10) IN BLOOD BANKS TO PERFORM BLOOD COLLECTION FROM BLOOD DONORS, BLOOD GROUPING, CROSS-MATCHING, SEROLOGICAL INVESTIGATIONS AND SAFE BLOOD SUPPLY UNDER SUPERVISION OF MEDICAL OFFICER AND BIOMEDICAL WASTE DISPOSAL. ALSO TO CONDUCT INDOOR OR OUTDOOR BLOOD CAMPS AND TO ENSURE

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PROPER BLOOD STORAGE, MAINTINANCE OF MACHINES AND RECORDS OF ALL TYPES IN THE BLOOD BANK.

(11) IN HIGHER CENTRES WHERE ADVANCE DIANOSTIC FACILITIES LIKE HISTOPATHOLOGY, CYTOLOGY, ISOTOPE INVESTIGATION LAB, HLA TYPING, IMMUNOHISTOCHEMISTRY LAB, CARDIOLOGY LAB, EEG, NCV, NBS etc. A LAB TECNICIAN WILL PERFORM ALL TESTS (INCLUSIVE OF PREANALYTICAL, ANALYTICAL, POST ANALYTICAL WORK) UNDER THE GUIDANCE OF MEDICAL OFFICER OR SENIOR TECHNICAL STAFF AS PER THE NORMS.

(12) TO CONDUCT AND IMPLEMENT ALL GOVERNMENT/NATIONAL PROGRAMMES LIKE MALARIA CONTROL PROGRAMME/ NATIONAL TUBERCLOSIS PROGRAMME/NATIONAL LEPROSOSY PROGRAMMES etc. WHICH ARE EXISITING OR WILL BE IMPLIMENTED IN FUTURE BY CENTRAL/STATE GOVERNMENT .

(13) TO PERFORM ALL TYPE OF LABORATORY WORK AS AND WHEN DIRECT BY SENIOR TECHNICAL STAFF OR MEDICAL OFFICER SO AS TO ENSURE PROPER FUNCTIONING OF THE LABORATORY BUT WITHIN THE PARAMETERS.

(14) TO ENSURE THAT ALL INFORMATION/DATA PERTAINING TO TYPE AND NUMBER OF TESTS ; NATIONAL PROGRAMMES CONDUCTED IN THE LAB; HIGH RISK PATIENTS INVESTIGATED IN LAB ETC. IS PROVIDED TO HIGHER AUTHORITIES OR GOVERNMENT AS AND WHEN REQUIRED OR AS PER THE PROTOCOL.

JOB OF SENIOR LABORATORY TECHNICIAN

(1) TO SUPERVISE THE WORK OF SUBORDINATE STAFF INCLUDING LABORATORY TECHNICIAN AND TIMELY GUIDANCE TO THEM ENSURING QUALITY CONTROL AND PROPER PATIENT CARE.

(2) IT WILL BE THE RESPONSIBILITY OF SENIOR LABORATORY TECHNICIAN TO ENSURE INTERNAL AND EXTERNAL QUALITY CONTROL MEASURES IN LABORATORY (WHERE SENIOR LABORATORY TECHNICIAN IS NOT AVAILABLE THE SAME WILL BE CARRIED OUT BY LABORATORY TECHNICIAN AS DESCRIBED IN HIS DUTIES)

(3) TO PERFORM ALL POST ANALYTICAL WORK AND PREPARE AND VALIDATION REPORTS UNDER GUIDANCE OF MEDICAL OFFICER/ TECHNICAL ASSISTANT/ SENIOR TECHNICAL ASSISTANT.

(4) MONITIORING OF NATIONAL PROGAMMES AND BIOMEDICAL WASTE DISPOSAL IN THE LABORATORY.

(5) IN BLOOD BANK WHERE FACILITIES OF BLOOD COMPONENT ARE AVAILABLE, THE SENIOR LABORATORY TECHNICIAN/TECHNICAL SUPERVISOR WILL PERFORM THE WORK OF COMPONENT PREPRATION, STORAGE OF COMPONENTS AND THEIR QUALITY CONTROL.

HIGHER END TESTS IN BLOOD BANK LIKE ANTIBODY TESTSING OR NAT WILL BE DONE BY SENIOR LABORATORY TECHNICIAN/TECHNICAL SUPERVISOR. ALSO WILL SUPERVISE THE WORK OF LABORATORY TECHNICIAL OR SUBORDINATE STAFF IN BLOOD BANK.

(6) TO ENSURE SMOOTH FUNCTIONING OF THE LABORATORY BY MAINTAINING ADEQUATE REAGENT SUPPLY IN THE LABORATORY AND AVAILABILITY OF TECHNICAL STAFF - (PREPARE DUTY ROASTER CHART OF LT/LA AND OTHER SUBORDINATE STAFF.

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JOB OF TECHNICAL ASSISTANT

(1) TO ASSIST SENIOR TECHNICAL ASSISTANT IN ADMINISTRATIVE WORK AND TO CARRY OUT ADMINISTRATIVE WORK INDEPENDENTLY AS PER THE GOVT. SET UP ENSURING QUALITY CONTROL OF LAB. PROPER REPORTING, RECORD KEEPING, CONDUCT OF NATIONAL PROGRAMMES, REPORTING TO HIGHER AUTHORITIES ETC.

(2) SUPERVISE THE WORK OF SUBORDINATE STAFF AND MAINTAIN THE ADEQUACY OF STAFF IN THE LABORATORY(SUPERVISE THE DUTIES OF ALL TECHNICAL SUBORDINATE STAFF).

(3) MONITORING OF EQUIPMENTS, THEIR TIMELY MAINTENANCE AND CALIBRATION.

(4) ENSURE STANDARD OPERATING PROCEDURES (SOP'S) FOR ALL EQUIPMENTS AND TESTS IN LABORATORY (NABL AS WELL AS NON NABL LABS) AND TO UPDATE THEM TIMELY .

(5) TO TIMELY SUGGEST MEASURES OF LABORATORY MAINTENANCE AND UPGRADATION TO HIGHER AUTHORITIES.

JOB OF SENIOR TECHNICAL ASSISTANT

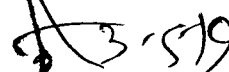
(1) ADMINISTRATIVE WORK OF LABORATORY ENSURING QUALITY CONTROL OF LAB. PROPER REPORTING, RECORD KEEPING, CONDUCT OF NATIONAL PROGRAMMES, REPORTING TO HIGHER AUTHORITIES ETC.

(2) TO FILL APPRAISAL REPORTS (APR) OF SUBORDINATE LABORATORY STAFF) AS PER GOVERNMENT RULES. AT PLACES WHERE SENIOR TECHNICAL ASSISTANT IS NOT AVAILABLE THE WORK OF FILLING OF APRAISAL REPORT WILL BE DONE BY MEDICAL OFFICE OR HIGHER AUTHORITIES.

(3) PREPARE GUIDELINES FOR UPGRADATION OF LABORATORY INCLUDING TRAINING OF TECHNICAL STAFF AND TO SUBMIT THE SAME TO HIGHER AUTHORITIES.

SPECIAL NOTE FOR ADMINISTRATIVE FUNCTIONING: AT CENTERS WHERE HIGHER POST'S ARE NOT AVAILABLE, THE WORK/DUTIES OF HIGHER POST'S WILL AUTOMATICALLY BE TRANSFERED TO THE NEXT LOWER POST SO AS TO ENSURE PROPER FUNCTIONING OF THE SYSTEM.

यह आदेश सक्षम स्तर से अनुमोदित है एवं तुरन्त प्रभाव से लागू किये जाते हैं।



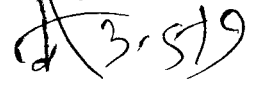
(डॉ. वी.के.मथुर)

निदेशक (जन स्वास्थ्य)
चिकित्सा एवं स्वास्थ्य सेवायें
राजस्थान जयपुर

(4)

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. विशिष्ट सहायक, माननीय मंत्री, चिकित्सा एवं स्वास्थ्य विभाग राजस्थान जयपुर।
2. विशिष्ट सहायक, माननीय राज्यमंत्री, चिकित्सा एवं स्वास्थ्य विभाग राजस्थान जयपुर।
3. निजी सचिव, अतिरिक्त मुख्य सचिव, चिकित्सा एवं स्वास्थ्य विभाग राजस्थान जयपुर।
4. मिशन निदेशक (एनएचएम) एवं विशिष्ट शासन सचिव, चिकित्सा स्वास्थ्य एवं परिवार कल्याण सेवायें, राजस्थान जयपुर।
5. निदेशक, भ्रमणशील शल्य चिकित्सा ईकाई जयपुर।
6. समस्त प्रधानाचार्य एवं नियंत्रक मेडिकल कॉलेज राजस्थान।
7. समस्त अधीक्षक संलग्न चिकित्सालय समूह राजस्थान।
8. समस्त संयुक्त निदेशक (जोन) चिकित्सा एवं स्वास्थ्य सेवायें राजस्थान।
9. समस्त मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी राजस्थान।
10. समस्त प्रमुख चिकित्सा अधिकारी राजस्थान।
11. श्री जितेन्द्र सिंह, प्रदेशाध्यक्ष, अखिल राजस्थान लेबोरेट्री कर्मचारी संघ राज. जयपुर।
12. प्रभारी सर्वर रूम मुख्यालय को विभागीय वेबसाईट पर अपलोड करने हेतु।
13. आदेश/रक्षित पत्रावली।



निदेशक (जन स्वास्थ्य)
चिकित्सा एवं स्वास्थ्य सेवाएं
राजस्थान जयपुर