



AMALA INSTITUTE OF MEDICAL SCIENCES
(An Undertaking of Amala Cancer Hospital Society)
(NABH Accredited and ISO 9001:2015 Certified)



JOB DESCRIPTION

Name of the Staff	Tintu K G
Educational Qualification	PG, DIP IN HISTOPATHOLOGY
Experience	RELEVANT EXPERIENCE
Report to: INCHARGE	
JOB TITLE: Senior Lab Technician & Technical Manager	
DEPARTMENT: HISTOPATHOLOGY	
Responsibilities	
<u>Job specification</u>	
<u>Technical Requirement</u>	
<ol style="list-style-type: none"> 1. Ensure proper functioning of the section by maintaining proper coordination between processes including specimen collection, accessing of the specimen, conducting the test and reporting on time. 2. Solve the technical problems of the technical staff and address queries from patients and clinicians in regards to tests. 3. Critical call-outs to attending physician or staff. 4. On- the job training to new/ junior technicians, phlebotomists & lab attenders. 5. If case of any result needs amendment, inform Consultant Pathologists to cross verify and review the same. 	
<u>Quality Responsibilities</u>	
<ol style="list-style-type: none"> 1. Coordinate with Quality manager of laboratory services in assessing calibration, control and acceptability of analytical runs. 2. Validate new tests introduced. 3. Daily review of quality control in Routine stains, special stains and IHC. 	

Betsy
Dr. BETSY THOMAS
MD, FRCOG, DNB, MICOG
PRINCIPAL

AMALA INSTITUTE OF MEDICAL SCIENCES
AMALA NAGAR, THRISSUR-680 555

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REV 0.1 (01-01-2021)



4. Ensure quality, accuracy, safety and TAT (Turn Around Time) are maintained as per norms of Quality Manual.
5. Implement and monitor ISO 15189:2012 requirements in the concerned section.
6. Monthly analysis of EQAS and IQC (Quality Control) data and plan corrective and preventive actions for QC outliers if necessary.
7. Monitor Lot verification of reagents, Split sample and inter lab comparison results, take corrective and preventive action whenever necessary.

Administrative

1. Prepare manpower roster in accordance with the requirements of the section.
2. Supervise the functioning and maintenance of instruments.
3. Coordinate with Biomedical department, Information Systems Department, Human Resources, Material Management department and Housekeeping for effective functioning of the Laboratory.
4. ~~Place~~ all purchase and material requisition in the section, including stock maintenance.
5. Prepare monthly report of the section.
6. Update and maintain relevant records and registers in the section.
7. Follow any other job/ duties assigned by the Management.

Skills Required

1. Proven working experience.
2. No fear of decision-making.
3. Ability to multitask and manage time.

I have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Employee Name & Signature: TINTU . K-G *By*

Betsy

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Rev. 1 (01.01.23)



JOB DESCRIPTION

Name of the Staff	ELIZEBATH C A
Educational Qualification	DMLT
Experience	RELAVANT EXPERIENCE
Report to: Incharge of Laboratory	
JOB TITLE: LAB TECHNICIAN	
DEPARTMENT: Microbiology & Infectious Serology	
Responsibilities	
Technical	
<ul style="list-style-type: none">• Receive and processing of specimens for microscopy, bacterial culture, and antibiotic sensitivity testing (Urine, Blood, Sputum, BAL, Throat swab, Bronchial wash, PUS, Ascitic fluid, pleural fluid, pericardial fluid ,CSF• Able to do Staining techniques like Gram stain ,AFB stain (Modified AFB stain, Urine AFB stain), Giemsa stain, Indian ink, Alberts stain• Receive and processing of specimens for microscopy and culture for Mycobacterium and Fungus• Processing of bacterial growth for for Vitek identification and sensitivity• Monitor sample decontamination in Autoclave• Able to do serological tests like CRP , C3, C4, ASO, RA, VDRL, WIDAL, TPHA• Able to perform ELISA for ANA, ACCP, ANA PROFILE, ANTI ds DNA, DENGUE IgM, DENGUE NS1, LEPTOSPIRA IgM, HAV IgM, HEV IgM• Preparation of media for culture, biochemical reactions for identification• Processing the samples for surveillane (water, dialysis fluid, RO water, environmental samples, blood bag, instruments, infant feed formula)• Sterility checking- biological indicators• Extra departmental duties like HIV testing in ICTC	

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Quality

- Internal QC- staining, media, Biochemical reactions, antibiotic sensitivity testing- weekly and serological internal quality control tests
- Processing of External QC/ILC samples under the guidance of faculty
- Documentation of critical value reporting, daily statistics, cleaning (Media room, Laminar flow, Eye wash, Biosafety cabinet), Instruments daily check, Surveillance, Sample entry, temperature fridge, inventory(purchase), Stock checking, quality check of supplies on receipt, availability of LPG and timely invent
- Maintaining all registers used in lab including MDR, MRSA, Sample storage and discarding
- Aid faculty in root cause analysis, corrective action and plan preventive action for non conformities
- DO and follow NABH, NABL (ISO 15189:2012), ISO guidelines and documentation.
- Participate internal and external trainings.
- Perform any other responsibilities and assignment given by the management.

Skills Required

- Proven working experience.
- No fear of decision-making.
- Ability to multitask and manage time.

I have read and understood above mentioned duties and responsibilities and I assure that I am willing to accept any responsibilities assigned by the management.

Employee Name & Signature:

ELIZABETH C.A

Elizabeth



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REV 0-1/01-01-23



AMALA INSTITUTE OF MEDICAL SCIENCES
(An undertaking of Amala Cancer Hospital Society, No 51/1978)
Amala Nagar, Thrissur Dist., Kerala, India – 680 555

JOB DESCRIPTION – SOCIAL WORK

Job Title: Social worker

Job Summary: The Department of medical social work and its staff are working for the good governance of the hospital. Medical social workers play an important role in the healthcare team. It is as a middle management system in between hospital management and the patients.

Job Specification

Required Educational Qualification	MSW
Minimum Years of Experience	Fresher/Relevant Experience

Job Duties

- Multidisciplinary Rounds
- Morning and Afternoon Individual rounds
- Provide Admission counselling to night admission
- Pre admission counselling for newly admitted patients
- Psycho Social Assessment
- To give guidance for the patients about Government and Non government funds
- Feedback distribution and collection
- Coordinate departmental camps and programmes
- Maintain daily activities record
- Field work training for interns
- Health programmes and observation
- Family education/ Health education
- Financial assistance for needy patients
- Admission register supervision(ward, Ensure the register is complete)
- Ward supervision and bed occupancy management
- Daily op visit and op register checking
- Mediator between patients /Doctors/Staff/Management
- Ensure the patient care is multidisciplinary nature
- Patient care coordination (Cross consultation, reports, transfer, billing etc.)
- Interact with DAMA patients/ family members and understand the reason
- Help the patient to get Karunya Benevolent fund
- Patient feedback and redressal of complaints
- Protect patients and family rights and inform them about their responsibilities during care
- Tele follow up with orthopedics patients those who are admitted for transplant surgery
- Patients Problem solving, advocacy reporting, documentation
- Incident reporting and documentation

Skills Required for the Job

- Proven experience.
- Good Communication Skills
- Interpersonal Relation

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