Role Description

Document G_10_LQM_Ap_27_B Authors: J Ferguson/A Britton, Issued: 30/09/21
Authorised by: W Porau Review: 30/09/22

Position: Laboratory Quality Officer

Reports to	Laboratory Manager
Estimated time requirements[1]	0.2 FTE (1 day per week) for CPHL and PMGH and NAHFTL sites 0.1 FTE (4 hours per week) for each of Hagen, Goroka, Nonga and ANGAU and Lae AH Facility sites
Qualifications and experience	Degree in Medical Laboratory Technology or Applied Science or with equivalent education/work experience Minimum of 5 years laboratory experience Registration with the Medical Board (HH positions only)

Overview

This person, an existing staff member, is appointed to the role by the Laboratory Manager to assist in the coordination of laboratory quality management (LQM) activities, initially focusing on the microbiology section. The position has no supervisory responsibility.

The implementation of LQM is required for the laboratory to provide accurate, timely and cost-effective testing of patient or animal samples that assists clinicians or veterinary staff directly with diagnosis and treatment of disease or disease management.

Responsibilities

- Develop own knowledge and experience with the WHO, OIE and FAO approaches to LQM and act as a local champion for implementation (assisted by Lab manager & FF scientist mentors
- Participate in the National Fleming Laboratory Quality Management Committee meeting
- Assist the laboratory manager to manage the laboratory (microbiology) staff meeting
- Provide laboratory staff with basic orientation on principles of Quality Management
- Maintain local document and record controls including distribution of approved printed documents (SOPs, Info sheets and JobAIDS) and withdrawal of old versions
- Assist the Equipment Officer's role, providing backfill
- Assist with establishment and ongoing quality assurance of the Laboratory Information Management System for bacteriology lab ensuring standardization and data reporting at appropriate ISO standard.
- Monitor quality control activities and report issues to the laboratory manager to determine/document corrective action required
- When system established, maintain records of non-conformance reports and corrective actions
- When commenced, ensure that external quality assurance results are reviewed with the lab manager and corrective actions documented and presented to the lab staff meeting
- When commenced, conduct internal laboratory audits, with assistance from FF mentors

Other requirements	Regular attendance is required
References	Laboratory Quality Manual (specific to lab site) Laboratory Quality Management overview G_10_Info_1_A Document Control Procedures G_10_LQM_Ap_20_A

Version B amendment, 12Mar22: stock inventory responsibility removed.

[1] **Important note:** the time allocated to this role will vary according to the laboratory location and size and agreed LQM implementation tasks. Local hospital and Laboratory management are to approve significant portions of time that are required for the role. No additional staff establishment is provided for these duties at this stage of the program.