



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Laboratory and Blood Bank		
<b>Document:</b>	Departmental Policy and Procedure		
<b>Title:</b>	Job Description for all Laboratory Staff		
<b>Applies To:</b>	All Laboratory and Blood Bank Staff		
<b>Preparation Date:</b>	January 01, 2025	<b>Index No:</b>	LB-DPP-001
<b>Approval Date:</b>	January 15, 2025	<b>Version :</b>	2
<b>Effective Date:</b>	February 15, 2025	<b>Replacement No.:</b>	LB-DPP-001(1)
<b>Review Date:</b>	February 15, 2028	<b>No. of Pages:</b>	02

## 1. PURPOSE:

- 1.1 The primary purpose of a job description is to identify the duties, essential functions and requirements of the position.

## 2. DEFINITONS:

- 2.1 A job description is a document primarily used by employers as an advertisement for prospective employees. It also can be used for determining performance reviews. A job description offers a definition of what is expected of employees.

## 3. POLICY:

- 3.1 The laboratory appoints Qualified staff by education, training and experience to perform and monitor the department activities. It should be a statement of what duties and responsibilities the employee is expected to complete and a means for achieving them.

## 4. PROCEDURE:

- 4.1 A job description should be written concisely and with the primary purpose of informing.  
4.2 It is not so much a legal document, as it is a way to advise prospective and current employees of what is expected in a specific job.  
4.3 Write specifically, concretely, and as inclusively as possible.  
4.4 A job description should include the position title, education, main duties, needed skills and, as well as working knowledge and possible expertise.  
4.5 Education/Training Requirement.  
4.6 Experience Requirement.

## 5. MATERIAL AND EQUIPMENT:

- 5.1 Job Descriptions for all job categories in the Laboratory

## 6. RESPONSIBILITIES:

- 6.1 Director of Laboratory and Blood Bank  
6.2 Hospital medical director

## 7. APPENDICES:

- 7.1 N/A

## 8. REFERENCES:

- 8.1 MCH HR Policy and Procedure
- 8.2 MCH HR MANUAL

## 9. APPROVALS:

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