TERMS OF REFERENCE

POSITION: LABORATORY QA/QC MANAGER

REPORTS TO: LABORATORY DIRECTOR

LOCATION: CIDRZ CENTRAL LAB - LUSAKA

GRADE: C7

GENERAL SUMMARY
Establishing, coordinating, and monitoring the laboratory quality management system; working closely with Laboratory Director and management to plan, schedule, and implement Quality Assurance related activities to ensure that all services and results from CIDRZ Central Laboratory meet international standards

SPECIFIC RESPONSIBILITIES

1. Preparation of new SOPs together with intended users, for all tests and procedures performed at the Laboratory.
2. Co-ordinate review and update of all QMS documentation annually and or as needed to ensure the continued relevance to the quality management system
3. Ensure that all laboratory staff are trained and certified on implementation of the laboratory policies and procedures, including but not limited to, processing of tests, reporting of results, quality control and general laboratory safety.
4. Schedule competency assessments and monitor documentation for all staff to ensure they are competent to perform their specific duties.
5. Identify QMS training needs for staff and make recommendations to the Laboratory Director.
6. Carry out Quality assurance training of all staff to ensure understanding and appreciation of its importance, so as to provide quality service and generate quality results.
7. Manage the receipt, processing, analysis and reporting of external proficiency testing specimens for all External Quality Assurance surveys.
8. Carry out weekly reviews of QC performance by staff and ensure documentation of all data, including all corrective and preventative action.
9. Regularly review all QC data logs/charts, with management to detect deviations, verify documented corrective actions and make recommendations for improvement.
10. Schedule and carry out internal audits to ensure all processes are performed according to the documented quality management system and international standards.
11. Monitor and document corrective action and/or preventative maintenance on audit findings.
12. Prepare the laboratory for external audits, initiate and implement corrective action/preventative action on findings and document accordingly.
13. Develop and Monitor the agreed quality indicators [including TAT] in conjunction with laboratory management as stated in the annual Quality
14. Work together with Bench Supervisor and lab Operations to troubleshoot when the agreed TAT is not being met.
15. Generate monthly quality assurance reports for the Laboratory Director and ensure corrective action and preventative action mapped out and implemented.
16. Schedule and co-ordinate Management review meetings ensuring that all documentation and follow up of review findings are up to date.
17. Develop annual quality assurance plan and review implementation with Laboratory Management.

Requirements for the Job
- Bachelors/Honors Degree in Biomedical sciences or recognized equivalent
- 7 years experience as Biomedical Scientist with 2 years working on QA/QC programs
- Experience with internal and external auditing in Medical Laboratories.
- Training and familiarity with ISO 15189 and auditing will be an added advantage
- Competent in Microsoft office - word, excel, access, power point.

Questions: Email...
Lab Director Mr. Darius Simbeye (Darius.simbeye@cidrz.org) or
Lab Technical Advisor Mr. Obert Kachuwaire (Obert.Kachuwaire@cidrz.org)

To apply:
Submit a cover letter and CV via jobs@cidrz.org