

### 30 - BLOOD BANK TECHNICIAN

1. Controlling all nursing orderlies and sweepers and maintaining cleanliness and discipline in the department.
2. Do the blood grouping of all donors, paid or voluntary.
3. Bleeding of donors and arranging their subsequent rest and refreshment.
4. Labeling documenting, storing and issuing blood.
5. Blood Grouping and cross matching of all samples from the wards, O.Ts etc. and issuing matched blood as and when needed.
6. Blood grouping and cross matching of referred cases and maintaining their records.
7. Arranging, cleaning, preparing, assembling and sterilizing of the blood collecting equipments.
8. Maintaining and accounting for various stores and equipments.
9. Preparing the indent of stores and their maintenance.
10. Preparing and dispatching monthly progress reports.
11. To assist the blood bank officer in arranging blood donation camps.
12. Doing any other duty may be assigned by the hospital authorities.

**Note :** A Laboratory Assistant will assist the Lab. Technicians and function as the deputy. He will look after the laboratory in the matter of cleanliness, washing of glassware, dusting the Laboratory area and will be constantly learning the job of Laboratory Assistant through in-service training. He will be doing any other duty may be assigned by the Hospital Authorities. Any other job assigned by the Head of Office.