

01
General Circular Letter No. - 02 - 65 / 2012

My NO : D/LS/17/2010
Ministry of Health
"Suwasiripaya"
Colombo 10
24-05-2012



To all-

Provincial Directors and Regional Directors of Health Services
Directors of Teaching Hospitals and Provincial General Hospitals
MSS of District General and Base Hospitals

Duties and Responsibilities of Medical Officers (Laboratory Medicine)

In addition to the previous General Circular No. 02-01/2007 issued on 5th January 2007, duties of medical officers in Haematology /MO Path in Haematology is given below.

Heads of institutions are advised to inform all relevant officers within the institution.

Duties of MO/Path in Haematology

MO/ Haematology shall work under the supervision and guidance of a Consultant Haematologist. The MO haematology shall;

1. Perform procedures.
 - a) Collection of blood samples from clinic patients and patients referred to Consultant Haematologist.
 - b) Perform bone marrow biopsies.
2. Screen and report blood pictures under the supervision of Consultant Haematologist.
3. Assist Consultant Haematologist in carrying out their duties.
 - a) Assist in conducting clinics
 - b) Assist in investigating and following up patients referred to Haematologist.
 - c) Assist in managing inward patients
4. Clinical liaison
 - a) Giving information about investigations carried out in the department
 - b) Finding more information about patients referred to the unit when required
 - c) Answering queries on reports issued
 - d) Informing urgent or abnormal confirmed test results to the ward.
5. Perform other tasks delegated by the supervising officer inclusive of
 - a) Assist with writing / typing of reports
 - b) Record keeping in the clinics and procedure room
 - c) Clinical validation of reports and including comments
 - d) Help with quality assurance
 - e) Help with laboratory accreditation work
 - f) Help with clinical audits
 - g) Assist in teaching activities
6. Maintaining a good rapport with laboratory and clinical staff
7. General supervision of laboratory work, waste disposal and cleanliness.


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