



கேர்தி அலாநலுுடு
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

| A. Description of position | |
|----------------------------|--|
| A1. Job Title: | Tuberculosis Control Assistant |
| A2. Salary Code: | MN - 01 |
| A3. Institution: | National Programme for the Tuberculosis Control & Chest Diseases |
| A4. Department/Division: | Health |
| A5. Service Category: | Management Assistant non- Technical |
| A6. Grade/class: | III |

A7. Summary of job:

Provision of assistance in screening of presumptive TB patents, sputum smear examination and in facilitation of TB related lab work.

| B. Role/ Responsibilities | |
|---|---|
| B1. Key Result Areas/ Key accountabilities | B2. Key Performance Indicators |
| 1. Assistance timely maintenance of presumptuous TB register at OPD | 1. percentage of OPD attendees referred to Microscopy center |
| 2. Collection of a quality sputum sample | 1. Sample shall content sputum not saliva is more than 90% of samples collected |
| B3. Supervisory responsibilities (direct & indirect): - | |

B4 Tasks/ functions (duty list):

1. Shall be responsible to promote outpatient department (OPD) referrals of presumptive TB patients for sputum microscopy.
2. Shall assist the maintenance of following registers
 - i. Presumptive TB register
 - ii. TB laboratory register in the respective institutions if attached to a decentralized unit.
3. Shall give instructions and guidance to the patients on collection of quality sputum samples
4. Shall observe the sputum collection procedure of the patients
5. Shall assist in preparation of smears
6. Shall assist in storing prepared slides
7. Shall be responsible for collection, storage and transportation of collected sputum/ prepared slides to the nearest microscopic center, if attached to a sputum collection center.
8. Shall assist the District Chest Clinic team to choose slides for External Quality Assurance
9. If required shall assist in storage and monitoring of stains and other laboratory consumables
10. Shall engage in the routine maintenance of sputum collection centers if attached to a collection center
11. Shall assist in documenting / reporting laboratory data in clinic
12. Shall engage in routine data entry as per the requirement of the respective chest clinic
13. Shall participate in mobile screening clinics
14. Shall participate in the health, education programmes and exhibitions according to the requirement of the District Chest Clinic
15. Shall commit to travel in the district according to the requirement of the programme
16. Shall perform any other relevant duties assigned by the head of the institution.

C. Person Specifications**C1. Minimum Educational Qualifications:**

GCE O/L with six subjects including Language or Literature and Mathematics

C2. Skills required:

Technical skill. Communication skills and Recording& Reporting skills.

C3. Competencies (General & Career):

Competent in communication, negotiation, problem solving and motivation

C4. Special circumstances affecting the job, associated risks/working conditions:

Handling of biohazards materials

C5. Service Standards:

Good quality service standards achieving targets given by the directorate

C6. Values and ethics:

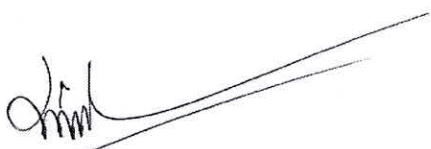
Adhere to the work ethics and values of the Health institution

C7. Responsibility of facilities and resources:

D. Key Relationships

| | |
|---------------------------------|--|
| D1. Authorising Officer: | Regional Director of Health Services |
| D2. Reporting to: | DTCO/ Director, MS, DMO of the attached hospitals. |
| D3. Supporting staff: | - |

D4. Approved by:


Director General of Health Services

Date:

2023/07/27

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.


Secretary

Date:

2023-10-27

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.