

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Health and Wellness
- Post:** Blood Bank Officer
- Salary:** Rs 18,825 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 QB 39,575 x 1,225 – 40,800 (09 042 071)
- Effective Date:** 16 April 2021
- Qualifications:** By selection from among officers in the grade of Nursing Officer who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) possess good interpersonal and communication skills; and
 - (ii) have planning and organising abilities.

NOTE 1

The selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of the work of a Blood Bank Officer for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Blood Bank Officer in a substantive capacity, as and when vacancies occur.

NOTE 2

Blood Bank Officers who have obtained the National Diploma Level 6 in Nursing from a recognised institution will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.

- Duties:**
1. To be responsible to the Director, Laboratory Services and Deputy Director, Laboratory Services, through the Senior Blood Bank Officer in the National Blood Transfusion Service for –
 - (a) registering blood donors and assessing donor suitability for blood donation which will include donor interview, filling of medical questionnaire, performing haemoglobin screening and taking blood pressure;
 - (b) ensuring that information regarding donors are treated as 'confidential';
 - (c) bleeding of blood donors;

/2...



CERTIFIED CORRECT

P. Neerunjun
.....
P. Neerunjun (Mrs)
for Secretary for Public Service

16 April 2021

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (d) performing under medical supervision –
 - (i) therapeutic bleeding on patients; and
 - (ii) all types of apheresis procedures including therapeutic plasma exchange.
 - (e) preparing and sterilising equipment used in blood collection and bone marrow aspiration/biopsy procedures;
 - (f) assembling and preparing all equipment and consumables for blood donation at mobile and fixed sites;
 - (g) pre and post donation counselling of blood donors, donor recall and counselling of Transfusion Transmitted Infection (TTI) positive donors;
 - (h) maintaining a donor panel for rare groups and specific procedures;
 - (i) compiling relevant statistics pertaining to blood donation trends and blood donors;
 - (j) caring of donors having adverse reaction; and
 - (k) preparing of emergency kit and regular checking of expiry date of items used.
2. To assist Specialist/Senior Specialist in the field of Pathology in ward in performing bone marrow aspirations or biopsy.
 3. To take charge of inventory.
 4. To supervise subordinate staff.
 5. To provide assistance in implementing a total quality assurance in blood collection.
 6. To use ICT in the performance of his duties.
 7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Blood Bank Officer in the roles ascribed to him.

Note

Blood Bank Officers will be required to work at staggered hours.



CERTIFIED CORRECT

.....
P. Neerunjun
P. Neerunjun (Mrs)
for Secretary for Public Service

16 April 2021

Date.....