

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

- Ministry:** Health and Quality of Life
- Post:** Senior Blood Bank Officer
- Salary:** Rs 20,200 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (09 46 58)
- Effective Date:** 10 March 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Blood Bank Officer who reckon at least two years' service in a substantive capacity in the grade and who:-
- (i) are able to lead and manage a team of officers;
 - (ii) have a strong personality and leadership skills; and
 - (iii) possess good communication and interpersonal skills.
- Duties:**
1. To be responsible to the Consultant-in-Charge, Pathology Unit through the Specialist/Senior Specialist, Pathology Unit , Blood Transfusion Service for:-
 - (i) the implementation of policies and guidelines pertaining to Blood Collection Department of the Blood Transfusion Service;
 - (ii) taking charge of inventory and custody of all equipment in the blood collection department;
 - (iii) preparation of indent;
 - (iv) assignment of specific duties to subordinate staff;
 - (v) training and supervision of subordinate staff;
 - (vi) ensuring the welfare and safety of personnel involved in blood collection;
 - (vii) exercising disciplinary control over staff working under his supervision;
 - (viii) counselling of blood donors;
 - (ix) ensuring proper maintenance of all equipment;

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CERTIFIED CORRECT

Ranchco

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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-2-

- (x) preparing and submitting returns;
 - (xi) maintaining records of donors, donor recall and generation of statistical data in collaboration with the Blood Donor Co-ordinator;
 - (xii) preparing roster for personnel involved in mobile blood collections; and
 - (xiii) liaising with Nursing Administrators whenever extra nursing staff is required for mobile blood collection.
2. To participate in quality assurance programme in collaboration with the Specialist/Senior Specialist, Pathology Unit, Blood Transfusion Service and assist in the preparation of all Standards Operating Procedures pertaining to blood collection.
 3. To co-ordinate apheresis programme under the supervision of medical officers.
 4. To perform word processing and other basic ICT functions.
 5. 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 Senior Blood Bank Officers in the roles ascribed to them.

Note

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



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Ramchao

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **1 0 MAR 2009**