**Job Description for Laboratory Coordinator**

\*This will vary and depend on needs as well as complexity of the survey

**Qualifications**

Phlebotomy and laboratory experience with previous survey experience. Experience coordinating teams, supplies and trainings

**Responsibilities**

1. Determine where survey samples will be analyzed
2. Determine if laboratories under consideration for sample analysis (in-country or externally) are enrolled in any internal and external quality control programs (for example the CDC VITAL-EQA and EQUIP program)
3. Communicate with the laboratories conducting the analysis of survey specimens regarding specifications for, quantities needed, and acquisition of supplies
4. Procure a secure room where supplies can be kept both before and during the survey
5. If blood tubes need to be centrifuged at the end of the day (and will not be done in the field), a lab facility must be identified so that this can take place during data collection
6. As supplies shipments arrive in-country, ensure shipment (s) are cleared from customs in a timely manner and transported to an identified locked room for storage. Be responsible for the supplies - control access to the room as much as possible and make sure that any items needing to be refrigerated are put into the refrigerator upon receipt
7. Facilitate training of laboratory technicians and nurses
8. Ensure that there is enough space in the selected laboratories in order to properly store survey specimens at the correct temperature
9. Work with the trainer(s) to get all of the supplies inventoried, organized, accounted for and tracked.
10. Obtain the waste disposal protocol from the safety official associated with the host institution (I.e. the University or Ministry of Health, etc.)

**Daily Activities**

During training / Pilot:

1. Coordinate the training of the laboratory technicians and any other laboratory survey staff
2. Work with the field coordinator to move the supplies to and from the training site

During the survey:

1. Continue to be responsible for the supplies and make sure nothing gets used for purposes other than the survey
2. Disseminate supplies to the teams as they run out and need more
3. Receive, log in, and properly store survey specimens from the teams
4. Communicate the progress of the survey (and actions outlined above) with the field coordinator and over-seeing organizations on a weekly basis

After survey:

1. If analysis is to take place outside the country, package and ship the specimens to all the selected laboratories
2. Communicate with the laboratories undertaking the analysis and check that they are storing specimens correctly and are actively participating in internal and external quality control programs