



PLAINSVIEW HOSPITAL

Thika road/Ruiru town Junction
Next to Jamia Mosque
Thika Road.

P.O BOX 208, Ruiru

Tell: 0711717863

Cell: 0719891942

- **Job Type:** Full Time
- **Job Title:** Laboratory In-Charge
- **Job Field:** [Medical / Health](#)

Role of Purpose

The Laboratory In-charge will be responsible in the provision of Medical Laboratory Services in the Hospital. Planning, organizing and coordinating all the activities in the Laboratory unit, ensuring the provision of high quality laboratory diagnostic services in the hospital in line with the Hospital protocols and standards.

Duties and Responsibilities

- **People Management:** Supervise Laboratory team in delivering individual and team targets by ensuring the delivery of professional and high standard of services.
- Prepare monthly work schedules (ROTA) and ensure efficient use of overtimes and locums.
- Provide leadership, ensuring staff development, engagement, performance, and ensure monthly staff meetings with documented evidence.
- Ensure the unit is financially viable and demonstrate growth through; Managing Laboratory costs within budget through appropriate staffing, timely and accurate billing of laboratory services, managing incidences and proper consumable management.
- Offering quality care to patients and ensuring good relationship with stakeholders and client satisfaction, following up on their feedback,
- **Stock Management:** Ensure monthly stock takes, timely ordering and receiving of stock from the supplier to prevent stock outs, & proper storage.
- **Equipment and Supplies Management:** Ensure proper inventory, maintenance and calibration of the equipment used in the laboratory for efficient and accurate results.
- Ensure proper and timely documentation and maintenance of laboratory records, patient records and tests results while maintaining confidentiality.
- Record, verify, and amend (when required) the test results and ensure the integrity of the results database.
- Ensure a safe working environment in accordance with relevant legislation and all safety protocols, including adherence to IPC standards, correct disposal of medical and bio-hazardous waste, implementation of SOPs and QIPs and incident reporting and reviewing and acting on quality indicator reports (IQC & EQA).
- Ensure that any issue pertaining quality and Stock outs are escalated to the direct supervisor.
- Follow laid down Lab Board approved rules for the medical lab profession and adhere to Government and professional standards of care and treatment of patients.

- Ensure adequate knowledge and compliance to all Hospital policies, procedures and systems, especially policies pertaining to the provision of medical services.
- Ensure that hospital corporate governance policies are adhered to including preventing, detecting and reporting any fraud or criminal activities and Implementing audit recommendations

Qualifications

- Be a holder of a Degree in Medical Laboratory Sciences or any other equivalent qualification
- Be registered by the KMLTTB with a valid practicing license.
- Have at least 3 years of working experience in Medical Laboratory with at least one year in a leadership position.
- Be computer literate.
- Have good communication, organization and interpersonal skills.
- Have the ability to foster a good working environment conducive to excellent customer service.
- Have knowledge of general safety and quality assurance procedures.
- Complied with the requirements of Chapter Six (6) of the Constitution of Kenya.

How to Apply

If your background, experience and competence match the above specifications, please send us your application (cover letter & CV/Resume) to recruitment@plainsviewhospital.org not later than **Friday 3rd October 2025**. Your CV/Resume **MUST** include full names, I.D No. and contact details of 3 referees.

NOTE

- **ONLY SHORTLISTED** candidates will be contacted.
- This position will be filled on a rolling basis

Plainsview Hospital is an equal opportunity employer.