

Job Summary/ Responsibilities

Broad requirements

- Overall smooth functioning of the lab operations.

Detailed JD:

Primary Responsibilities:

- As Lab Manager of Molecular Oncology, preparing and timely review of SOPs; assisting QA in review of QM, QSPs, PSC Manual etc as required.
- Ensuring compliance to ISO 15189:2012 standards & QMS by all staff at all times.
- Monitoring, updating and reviewing of quality indicators for quality improvement.
- Analysis of Quality Indicators
- Monthly indent and maintaining stock.
- As Lab Manager, daily analytical work including Quality control, troubleshooting, reporting of results.
- Checking of samples & determining the input quantity to be taken for processing.
- Supervising & Troubleshooting DNA extraction from paraffin embedded tissue & their spectrophotometric quantification, input in PCR & other downstream processing.
- Supervising & Troubleshooting Preparation of agarose gel & PAGE gel
- Supervising & Troubleshooting Reagent Preparation
- Supervising, setting up & Troubleshooting PCRs, reverse transcription assays, real time assays, sanger sequencing assays, various lab techniques & assays. Analysis of all the assays.
- Setting up, Troubleshooting including QC, Library preparation of NGS assays (DNA and RNA Sequencing). Analysis of NGS assays.
- Archival of nucleic acids.
- Participation in PT program, reviewing their results, maintaining their records & executing the corrective and preventive actions required.
- Reviewing Instrument logs & checking their performance.

Secondary Responsibilities:

- Maintaining and updating of documents.

Internal Use

- Smooth overall functioning of laboratory on a day-to-day basis.
- Training of new staff on technical operations, techniques and equipments.
- Overall supervision of Molecular Oncology & lab administrative work.
- Involvement in negotiating rates/rate contracts for new equipments, AMC, CMC & reagents.
- Reviewing literature to start new tests.
- Standardization & Validation of all assays & technologies offered by the Molecular lab.
- Reviewing, understanding & implementing new techniques in the lab.
- Liaising with different technical support teams, vendors & companies to start new procedure using the launched technology.
- Analysing & determining if the technology/application is relevant to our requirement with respect to sample type, technology restrictions, compatibility issues, its ability to integrate with &/ support the existing technologies, equipments & assays existing in the lab.
- Estimating if it should be procured as also the usefulness (multiplicativity) of the procurement.