e Suplemennt file C. Distribution of activities of laboratory workers by workload component, in Laboratories for Hygiene and Human Ecology and Laboratories for Microbiology, City Institute of Public Health, Belgrade, 2014-2016

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| **ACTIVITIES OF LABORATORY WORKERS** | | |
| ***Laboratories for Hygiene and Human Ecology (11 units), City Institute of Public Health, Belgrade, 2014-2016*** | | |
| **Workload component** | **Analysts** | **Technicians** |
| **Core activities** | request analysis; estimation and parameter setting; sample description; supervision of preparation the sample for analysis, if necessary; conducting the sample analysis; computing, processing and checking the results; inputting results if necessary; verification of the final results and confirmation of the finding | collecting and recording the sample; preparation the sample for analysis; conducting the sample analysis under supervision; distribution of samples by organizational units of laboratory, if necessary; recording results of analysis and printing; analyzed samples packing/ returning/storing/disposing in waste |
| **Additional activities**  **for the category of workers** | checking and maintenance of equipment; introducing new and validating existing methods; meetings; preparing reports; communication with clients if necessary | preparing and checking the solutions; checking the working conditions and equipment; validation of work methods; meetings |
| **Individual additional activities** | supervision of lab. technicians; training of new employees and volunteers; continuous education; membership in commissions and working groups; external calibration of instruments | external calibration of instruments (only in the Laboratory for Air Quality Testing) |
| ***Laboratories for Microbiology (5 units), City Institute of Public Health, Belgrade, 2014-2016*** | | |
| **Workload component** | **Analysts** | **Technicians** |
| **Core activities** | reading of material; identification of microorganisms and sensitivity profiles; preparing the report; verification of the final results and confirmation of the finding | collecting the sample and checking the data; labeling of the sample; preparation the sample for analysis; conducting the sample analysis under supervision; distribution of the results |
| **Additional activities**  **for the category of workers** | sterililty control of the equipment, work surfaces and air; preparing periodic reports; hospital materials analysis for intra-hospital infections and sterilization control | keeping records of laboratory testing; checking the working conditions and equipment; communication with clients, if necessary |
| **Individual additional activities** | training of residents; continuous education | continuous education |

Source: the legislation and regulations review, direct observations, the interview, and a review of routine daily and annual records in the laboratory service