

National Cancer Tissue Biobank (NCTB), IIT Madras & Indivumed GmbH Collaborative Project

Applications are invited for the following positions:

1. HISTOLOGY TECHNICIAN

Responsibilities

- Receiving and documentation of specimens from various clinical sites including handling, labelling and preparation of worksheets
- Documentation of weights of specimens
- Operation and maintenance of the instrumentation for tissue dehydration, clearing and paraffin impregnation in accordance with Indivumed Process Instructions (PI) and Standard Operating Procedures (SOPs)
- Documentation of dehydrated tissue dimensions
- Operation and maintenance of instrumentation for cassette printing and tissue embedding in accordance with Indivumed Process Instructions (PI) and Standard Operating Procedures (SOPs)
- Operation and maintenance of microtome and production of slides or curls from FFPE blocks.
- Performing routine histopathology techniques such as H&E and special stains, immunohistochemistry etc.
- Administration/management of samples in the Indivumed Laboratory Information Management System (ILIMS)
- Preparation of solutions, stains and reagents in accordance with Indivumed Standard Operating Procedures (SOPs)
- Inventory supplies, equipment and reagent management
- Performing general laboratory activities
- Induction and training new team members
- General documentation, storage and archiving
- Assist in the adaptation and improvement of workflows
- Perform miscellaneous duties as assigned.

Requirements

- Bachelor or Master degree in the field of Life Sciences
- Clinical laboratory experience, including FFPE tissue embedding, sectioning and staining is essential.
- Experience with routine histological/ immunohistochemical techniques would be an advantage.
- Ability to work efficiently, precisely and as part of a team
- Good data documentation, organization and communication skills

- A strong sense of responsibility, commitment and flexibility
- Computer skills with good knowledge of standard computer programs (i.e., MS Office Suite)

2. PATHOLOGY TECHNICIAN

Responsibilities

- Preparation of the tissue processing area in the operating room (OR).
- Collection of all the important surgery related data.
- Documentation of tissue resection, storage and vessel ligation times in the OR.
- Preparation of the various organs after resection for tissue excision.
- Resection, processing and storage of tumor and normal tissue from the resected organs in accordance with Indivumed Standard Operating Procedures (SOPs).
- Collection of other biological samples and clinical data in the cooperating local hospitals in accordance with Indivumed Standard Operating Procedures (SOPs).
- Administration/management of samples in the Indivumed Laboratory Information Management System (ILIMS).
- Support and assist data entry and verify all clinical data for completeness
- Relationship management with the cooperating clinics (doctors, nursing staff, administrative staff)
- Induction and training the new clinic employees and other staff members
- Assist in the preparation and revision of PI and SOPs
- General documentation, storage and archiving
- Review of workflows (clinic and follow-up)
- Assist in the adaptation and improvement of workflows (clinic)
- Contribution to risk assessment and management

Requirements

- Bachelor degree or Master degree in life sciences from a government-recognised institution or university
- Experience working in a hospital or laboratory setting with human tissue specimens
- Experience handling/cutting of human tissue and basic anatomy knowledge is essential
- Committed team player with good social skills, organizational talents and assertiveness
- Ability to coordinate interdisciplinary workflows, process-oriented way of working, with the ability to think and act economically
- Willingness to collaborate with other staff in cooperating hospitals
- Computer skills with good knowledge of standard computer programs (i.e., MS Office Suite, etc.)

We offer

- A **full-time position** with competitive salary, based on the candidate's credentials

- Continuous training and education, as well as the integration into a very collegial and professional team

NOTE:

- All positions in this project are purely temporary in nature
- The duration of the collaborative project is 3 years
- The tenure of the selected candidates will be for a period of 1 year initially, and may be extended further based on their performance
- Last date for receipt of applications is 14th February, 2018

**Please send your application with Curriculum vitae and references to
nctb.iitm@gmail.com**