# Organizational Chart of the National Public Health Laboratory

NOTE: This organizational chart serves as an example. The Quality Project Team and Biosafety Officer are advisors/observers: not in direct line with management (not having any subordinates/authority) but merely providing input to the laboratory management. The subdivision into sections serves as an example. Every Laboratory Manager needs to find out for him/herself what the most logical and efficient organizational structure is for his/her laboratory. Take into account that each position has no more than 7 subordinates, as the control span of a supervisor is 7 subordinates at maximum.

## Description of different types of positions and how backup is arranged:

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| **Laboratory Manager:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff member:** | [*Indicate which staff member can replace the Laboratory Manager in case of absence*] |
| **Quality Officer:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff member(s) can replace Quality Officer (do this only when this is necessary)*] |
| **Biosafety Officer:**  | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff member can replace the Biosafety Officer in case of absence*] |
| **Equipment Officer:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff member can replace the Equipment Officer in case of absence*] |
| **Stock Officer:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff member can replace the Stock Officer in case of absence*] |
| **Section Supervisor:**  | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate, per section supervisor, which staff member can serve as backup in case of absence of the Section Supervisor*] |
| **Laboratory Technologist:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff members can replace absent Technologists (do this per Technologist)*] |
| **Laboratory Technician:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff members can replace absent Technicians (do this per Technician)*] |
| **Laboratory Attendant:** | [*Short description of the tasks and responsibilities of this position*] |
| **Backup staff members:** | [*Indicate which staff members can replace absent Attendants (do this per Attendant)*] |