

# **NATIONAL LABORATORY SERVICES JOB DESCRIPTION**

**POST: SUPERVISORY MEDICAL TECHNOLOGIST - Blood Banking**

**GRADE: PMG/MTS 6**

**MINISTRY OF HEALTH**

**NATIONAL BLOOD TRANSFUSION SERVICES**

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## **SCOPE OF POSITION**

Responsible for:

- (A) The coordination of the technical administration of the National Blood Transfusion Services.
- (B) The operation of the blood banking services in the hospitals islandwide to ensure that the services operate in such a manner as to conform and maintain the National Blood Banking policies.
- (C) Coordination of the Blood Banking activities of the Regional Supervisors.

This is the highest level of professional Medical Technologist and is responsible to the Director of the National Blood Transfusion Service for the adequacy and efficiency of the Service.

## **NATIONAL RESPONSIBILITIES**

1. Provide technical advice/consultation for personnel at the Central Blood Bank, private and public hospitals laboratories and blood collecting centres.
2. Ensure timely and adequate supply of all blood testing reagents and other materials for all blood testing reagents and other materials for all blood banking laboratories.
3. Develop and maintain the external quality assurance programme in the blood banking services.
4. Periodic visits to Blood Collection Centres to ensure maintenance of established standards and provide updates on new developments.

5. Ensure the training and orientation of nurses, medical technologist interns and other categories of workers in the Blood Banking Services, in collaboration with relevant authorities and individuals.

### **DUTIES AT THE NATIONAL BLOOD BANK (NBTS)**

- 1) Ensure adequate staffing for the Blood Donor section of the National Blood Transfusion Service.
- 2) Ensure that all mobile sessions are adequately staffed and suitably equipped.
- 3) Prepare requisitions for the procurement of all machinery, forms, materials and other supplies.
- 4) Ensure the efficient functioning of all equipment as well as their maintenance and repair.
- 5) Liaise with suppliers in order to monitor the processing of requisitions and shipment of supplies.
- 6) Liaise with Ministry of Health personnel to ensure that supplies are cleared through customs (with minimum delay).
- 7) Prepare annual estimates in collaboration with other heads of departments.
- 8) Identify obsolete equipment and recommend their replacement in order to increase efficiency.
- 9) Evaluate new products and methods to determine their suitability and cost effectiveness for the Blood Transfusion Services in order to improve the efficiency of the service.
- 10) In collaboration with storekeeper, ensure the adequate supply of all material necessary for maintaining the service.
- 11) Liaise with the biomedical engineer unit for maintenance and repairs of equipment for the National Blood Transfusion Services.
- 12) In absence of consultants assume responsibility within his/her level of competence

### **MINIMUM REQUIREMENTS**

- (A) Degree in Medical Technology attained from UTECH, West Indies College or other reputable Institutions within the Region or Internationally.

OR

- (B) A Diploma in a specialized area of Medical Technology attained from the Caribbean Association of Medical Technologists (CASMET) or UTECH (formerly CAST).

## EXPERIENCE

- Experience in Management and ten (10) years experience in a Clinical Laboratory, at least two (2) years of which should be in a Supervisory position.
- Any equivalent combination of education and experience

## KNOWLEDGE AND SKILLS

- (1) Extensive knowledge of the disciplines of Blood Banking and Immunohaematology, and some other disciplines e.g. Microbiology, Histology, Cytology, and Clinical Chemistry and knowledge of standard laboratory Techniques and Procedures.
- (2) Extensive knowledge of management practices, budget preparation and control, government health policies and objectives.
- (3) Demonstrate professional conduct and interpersonal communication skills both with patients and health professionals.
- (4) Knowledge and commitment to implement the quality Assurance policy of the National Laboratory Service.
- (5) Ability to coordinate widely-dispersed and varied health professionals.
- (6) Recognizes and acts upon individual needs for continuing education as a function of growth.
- (7) Possess a valid driver's license and be willing to travel.
- (8) Thorough knowledge of staff orders and regulations of the Public Service.

## RECOMMENDED MEMBERSHIPS

- (1) Membership in the Caribbean Association of Medical Technologists (CASMET)
- (2) Other memberships in similar professional associations.

## SPECIAL REQUIREMENTS

Registration by the Council of Professions Supplementary of Medicine.

**Sign by:**

**Director of National Laboratory Service:** .....

**Employee:** .....

**Date:** .....