

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: SUPERVISORY MEDICAL TECHNOLOGIST

GRADE: PMG/MTS 5 - Training

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

SCOPE OF POSITION

Training and Internship Coordination of internship and training programmes for Medical Technologists from UTECH, West Indies College and Technical Assistants islandwide.

Emergency Laboratory Responsible for proper functioning and coordination of Emergency Laboratory Services at KPH.

Safety Maintenance of Laboratory Safety

Specimen Quality - Proper specimen collection and maintaining specimen quality.

This is the highest level of professional Medical Technologist. He/she is responsible to the Director of National Laboratory Services for the adequacy and efficiency of the Service.

TRAINING ACTIVITIES

- 1). Responsible for:-
 - (a) The National internship programme for medical technologist graduating from UTECH and West Indies College.
 - (b) Training of Technical Assistants islandwide.

- (c) Training programmes at National Public Health Laboratory. Plan training and review of on-going programmes.
- (d) Periodic travel to regions on request from regional authority to conduct and participate in training initiatives.

2). Provide advice and recommendations on laboratory programmes, policies and procedures to users of National Laboratory Service.

3). Assists Director of National Laboratory Service in recruitment of technical staff.

4). Coordinating the participation of Medical Technologist in the research activities of the National Public Health Laboratory and islandwide health services.

SPECIMEN COLLECTION / SPECIMEN QUALITY

Responsible for the Specimen Collection Centre (SCC)

- Develop and maintain efficient system for receiving, recording, dispatching samples from source of origin to National Public Health Laboratory and other external laboratories.
- Monitor referral sample in similar manner.

REPORTING

Coordinate and maintain proper reporting system for dispatching reports from National Public Health Laboratory to various destinations islandwide.

- Organize and supervise staff at SCC and at Dispatch area.

LABORATORY SAFETY AND ACTS OF GOD

- Coordinate and supervise the activities related to the improvement and maintenance of safety standards at National Public Health Laboratory.
- Assist in the coordination of National emergencies in the event of Industrial Action, other disputes, hurricane, earthquake, flooding, other Acts of God.
- Collaborate with the Ministry of Health in the National Disaster Preparedness activity. Attend Disaster Preparedness Committee Meetings as necessary.
- Be the 24 hour Duty Officer for Emergency Service.

GENERAL SUPERVISION

General supervision of technical staff, Medical Technologists, Scientific Officers, Technical Assistants, Laboratory Attendants and Clerical Officers including:-

- performance evaluation
- allocation of staff to ensure effective use of time and skill
- recommendation of staff promotion and appointment
- recommendation of leave in such a manner that the work is not significantly affected during leave periods.

Responsible for:-

- overall efficient operation of Emergency Laboratory,
- Manpower requirements weekly. Prepare weekly duty roster for Medical Technologist, Technical Assistants, Laboratory Attendants, and drivers for emergency services.
- coordination of transportation for staff to emergency laboratory,
- supervision of daily dispatch of work done overnight and on public holidays,
- liaison with Kingston Public Hospital Management and other personnel to ensure general upkeep of the facilities at the Emergency Laboratory,
- keeping Director of Laboratory Service, Consultants and Doctors informed on any problems experienced during the performance of Emergency duty.
- Preparation of Annual Budget, monthly reports.
- Preparation of orders for Emergency Laboratory.
- Recommendation and updating of methods and equipment.
- 24 hour on-call (24 hrs.) duty and in cases of crisis, and unavailability of personnel.
- Assume responsibility within his/her level of competence in the absence of Consultants.

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 Microbiology, Histology, Haematology, Blood Banking, Cytology, and Clinical Chemistry and knowledge of standard laboratory Techniques and Procedures.
- (2) Extensive knowledge of management practice, budget preparation and control, government health policies and objectives.
- (3) Knowledge and commitment to implement the quality Assurance policy of the National Laboratory Service.
- (4) Ability to coordinate widely-dispersed and varied health professionals.

- (5) Recognizes and acts upon individual needs for continuing education as a function of growth.
- (6) Possess a valid driver's license and be willing to travel.
- (7) Manual and finger dexterity, visual acuity and colour discrimination for laboratory work.
- (8) Thorough knowledge of Staff Orders and Regulations, the Public Health Act of the Government Public Service.
- (9) Demonstrates professional conduct and interpersonal communication skills with other health care professionals, laboratory personnel patients, external clients and the general public.
- (10) Knowledge in Computer Technology, the changes in technology as it applies to the laboratory sciences and the cause and effect of diseases.
- (11) Apply theoretical knowledge and planning, developing and implementing laboratory systems and services.

RECOMMENDED MEMBERSHIP

- (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.

Signed by:

Director of National Laboratory Service

Employee:

DATE :