

# **NATIONAL LABORATORY SERVICES JOB DESCRIPTION**

**POST: NATIONAL COORDINATOR - QUALITY ASSURANCE**

**GRADE: PROPOSED - PMG/MTS 6**

**MINISTRY OF HEALTH**

**NATIONAL PUBLIC HEALTH LABORATORY**

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## **SCOPE OF POSITION**

Responsible for:

- (A) Coordinating the activities of the National Laboratory Service's Quality Assurance Programme islandwide.
- (B) Coordinating the provision and dissemination of internal and external quality assessment material to laboratories islandwide.
- (C) The coordination of the Laboratory Services at the National Public Health Laboratory, in the area of procurement of equipment and supplies.

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

## **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

### **National Responsibilities**

In collaboration with the Director of the National Laboratory Service:-

- (1) Develop and maintain a Quality Assurance policy islandwide
  - (2) Provide Quality Control protocol and documentation
  - (3) Supervise the implementation of the Quality Assurance strategy
  - (4) Supervise the implementation and update of the Procedure Manual in all Laboratories.
  - (5) Coordinate the annual budget requirements for laboratory equipment and supplies from the various laboratories for Central Purchasing.
  - (6) Ensure the appropriate supply of Quality Control Materials (internal and external) in liaison with the administrative services and International Agencies.
  - (7) Develop and maintain a comprehensive reporting format for all Laboratories.
- (2) Travel to Regions for Periodic Audit, to ensure compliance of Laboratory Standards and to provide update of the services.
- (3) Evaluate and review job performance of level five (5) technologists and other categories of Medical Technologists, when necessary.
- (4) Coordinate and supervise the activities related to the improvement and maintenance of Safety Standard in the Laboratory Service in collaboration with the Islandwide Supervisors.
- (5) Assist in the coordination of National Emergencies in the event of Industrial action, other dispute, hurricane, earthquake or other acts of God and be the on call 24 hour Duty Officer for the Emergency Service.

### **Duties at the National Public Health Laboratory**

Liaise with the administrative and support staff in order to:-

- (1) Assist in the compilation of departmental budgets for the preparation of the annual budget and the rationalization of the orders from each department and regions.
- (2) Assist in the procurement of all Technical items by the National Public Health Laboratory and the regions.
- (3) Liaise with the Biomedical Engineering Unit for the maintenance and repairs of equipment at the National Public Health Laboratory and islandwide for cost effectiveness.
- (4) In the 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

National Coordinator - Quality Assurance

(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) 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.

## **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:** .....