

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: CHIEF MEDICAL TECHNOLOGIST 2

GRADE : PMG/MTS 4

MINISTRY OF HEALTH

LEVEL B LABORATORY

SCOPE OF POSITION

Under the general supervision of the Senior Medical Officer (SMO) and Supervisor, incumbent is responsible:

- (a) Administration and supervision of the Regional Laboratory,
- (b) Administration and supervision of the Level 'C' laboratories,
- (c) Providing Quality Assurance functions to the Laboratories under his/her control.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

1. Assign duties to technical and support staff and ensures that tasks are carried out promptly and in keeping with established standards.
2. Initiate new and improved methods of laboratory testing.
3. Implement guidelines regarding professional standards, quality control, standards in consultation with other significant personnel.
4. Responsible for the implementation and maintenance of quality control in the home laboratory, Type C hospital laboratories, and the health centre laboratories.
5. Responsible for training of laboratory personnel in health centres and Type C laboratories in the region.

6. Co-ordinate personnel and equipment for emergency laboratory systems in the region:
 - (a) undertaking regular stock-taking;
 - (b) working in conjunction with staff to identify supplies locally to relieve period of crisis;
 - (c) ensuring equitable distribution of supplies and monitor their proper utilization.
7. Liaise with the Biomedical Engineer to ensure the provision of, and proper maintenance of equipment and machine for laboratories in the region.
8. Ensures adequate collection and storage of blood to meet the needs of the region.
9. Co-ordinate system for the interchange of supplies, specimens and data between regional laboratories, clinics and other out posts and headquarters.
10. Monitors workload and ensures that they are completed within target time.
11. Performs specialized assignment/tests and liaises with medical personnel in the region to maintain harmonious working relationships.
12. Monitors the emergency and duty roster for the general laboratory staff.
13. Deploys personnel for emergency duties and ensures the adequacy of personnel at all times.
14. Appraises and counsels staff for overall development, training and job performance and conduct formal job evaluation on all laboratory personnel in the region.
15. Ensures the proper keeping of a daily register and other records.
16. Ensures that duties of all personnel are clearly defined and understood.
17. Verifies results of tests and submits statistics on workload as well as providing relevant reports consistent with policy requirements.
18. Performs other duties that are closely and logical related to the position of a Chief Medical Technologist 2.

MINIMUM REQUIREMENTS

- (A) 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).

EXPERIENCE

- Experience in Management and eight (8) years experience in a clinical laboratory, at least two (2) of which should be in a supervisory position.
- Any equivalent combination of education and experience.

KNOWLEDGE AND SKILLS

- Advanced knowledge of Clinical Chemistry, Microbiology, Histopathology, Haematology, Blood Banking and Cytology.
- Advanced knowledge of standard laboratory techniques and procedures, departmental rules and regulations, the care and preservation of specimens, the care and maintenance of laboratory equipment and the cause and effect of diseases.
- Extensive knowledge of management practices including budgeting, preparation and control, departmental objectives and policy.
- Applies knowledge in the principles of methodology and instrumentation and refers to appropriate source for repair.
- Recognizes errors and their sources and takes corrective action.
- Demonstrates professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals and with the public.
- Ability to accurately perform laboratory procedures and to correlate theoretical knowledge with clinical results, to write reports clearly and concisely and to communicate effectively both orally and in writing, to motivate and supervise staff, make judgment concerning the results of Quality Control measures.
- Skill in operating laboratory equipment and apparatus and in collecting specimens efficiently and painlessly.

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 :