

## **JOB DESCRIPTION**

**JOB TITLE: National Co-ordinator Diagnostic Radiography Services  
(PMG/RS 6)**

**DEPARTMENT: Health Services Planning and Integration, Ministry of  
Health.**

### **ROLE and FUNCTIONS:**

Under the direction of the Director, Health Services Planning and Integration, the National Co-ordinator, Diagnostic Radiography Services shall:

- Direct and co-ordinate the development of strategies and policies for the delivery of National Diagnostic Radiography services.
- Facilitate the development of norms, standards and monitoring mechanisms for the diagnostic radiography services.
- Assume the role of “expert” in the field of diagnostic radiography, providing technical advice to the Ministry of Health and the Regional Health Authorities in all matters pertaining to the field.
- Collaborate with the Professional Council and the Standards and Regulation Division in the continuous review of practices in Jamaica.
- Co-ordinate and generate national level statistics and reports on the Diagnostic Radiography Services for the purposes of planning and decision-making.
- Advocate for optimum terms and conditions of employment.

### **LIST OF DUTIES:**

1. Monitoring of all Radiology facilities to ensure optimum physical working environment and quality radiographic end product.
2. Planning for manpower requirements with Regional Radiographers and Regional Directors of Human Resources.

3. Liaising with Human Resources Departments regarding emoluments and benefits for radiographers.
4. Recruiting staff and attending interviews for prospective staff.
5. Evaluating training needs and recommending training in accordance with servicewide requirements and budgetary constraints.
6. Liaising with Maintenance Director and Senior Biomedical Engineer, Ministry of Health, Regional Maintenance Directors and other Maintenance Officers for equipment needs and servicing.
7. Liaising with maintenance contractors and associated companies to ensure completion of installations, regular preventive maintenance and prompt corrective action.
8. Liaising with the Chief Medical Physicist re radiation safety issues associated with choice, installation and maintenance of x-ray equipment and physical layout of x-ray facilities.
9. Participating in selection and procurement of Technical equipment, accessories and sundries. Providing “expert” advice on installation of radiological equipment.
10. Monitoring the installation of x-ray units.
11. Participating in decisions for, and reviewing, designs for construction and layout of imaging centres.
12. Ensuring, through Department Heads, effective quality control, adequate patient care, judicious usage of radiation at all times and adherence to standards outlined in the Policy and Procedures Manual.
13. Attending Divisional meetings monthly, or at the request of the Director, for liaison and discussion with Coordinators and Directors of other disciplines within the Division.
14. Generating timely status reports with respect to operations, equipment and staffing of the Diagnostic Radiology Services.
15. Other associated duties within the span of control of the post and as mandated by the Director, HSPI.

## **QUALIFICATIONS AND EXPERIENCE**

- First degree in Diagnostic Imaging or equivalent.
- Masters Degree in Business Administration, Health Service Management or equivalent.

- Minimum of seven (7) years experience in the related area at the Managerial level.
- Knowledge of Post-graduate Diagnostic Imaging Specialties.
- Experience in Quality Assurance and Radiation Protection and Biology.

### **SPECIAL SKILLS AND SPECIALIZED KNOWLEDGE**

- Ability to set and maintain professional standards and satisfactory working relationships.
- Good communications and presentation skills.
- Excellent planning, organizing and writing skills.
- Good interpersonal skills.
- Time management skills.
- Analytical and judgement skills.
- Conflict resolution.
- Policy implementation.

### **REPORTING RELATIONSHIPS**

#### **Supervision received from:**

- Chief Medical Officer, Ministry of Health
- Director, Health Services Planning and Integration

#### **Supervision given to:**

- Directly – Chief Radiographers, Islandwide
- Indirectly – All categories of Health workers in the Diagnostic Radiography Services.

#### **Liaise with:**

- Internally:     Technical and professional staff, Ministry of Health  
                     Directors and Technical staff, Regional Health Authorities  
                     Chief Executive Officers and Hospital Administrators, Public Sector  
                     Hospitals  
                     Radiologists and Heads of Radiology Departments, Islandwide  
                     Registrar, Council for Professions Supplementary to Medicine

- Externally: School of Medical Radiation Technology, Faculty of Medical Sciences,  
UWI  
Society of Radiographers (Jamaica)  
Training Institutions and Accrediting Bodies, Internationally  
Members of the Public

**Performance Criteria:**

The job is satisfactorily performed when:

- Deadlines are consistently met
- Advice given is technically sound
- Norms and standards are consistent with International standards
- High level of performance is consistently achieved