

# **NATIONAL LABORATORY SERVICES JOB DESCRIPTION**

**POST : SENIOR CYTOTECHNOLOGIST**  
**GRADE : PMG/MT 2 (Senior Medical Technologist)**

**MINISTRY OF HEALTH**

**NATIONAL PUBLIC HEALTH LABORATORY**

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## **SCOPE OF POSITION**

Under the technical direction of the Chief Cytotechnologist, supervises routine laboratory operation and performs other administrative duties in the Gynaecological section of the department. Instructs and corrects work of student cytotechnologist, cytotechnologists, cytotechnician, maintains current procedures and techniques.

## **DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

1. Performs technical and administrative duties as delegated by chief cytotechnologist such as collection of statistics, input to performance, appraisals and handling of special and on going projects.
2. Performs routine Gynaecological screening, instruct and corrects technical assistants, cytotechnician level I - II cytotechnologists in any errors they may have made in their interpretations.
3. Instructs student cytotechnologists, cytotechnician and performs related duties with respect to their training, maintain quality control in that section.
4. Maintain present procedures and techniques as related to the pertinent segment of the department.
5. Performs all related function that are required for the production of the final Cytology report needed.
6. Supervises the operation of the Gynae reception area, monitors the receipt and recording of samples. Establishes priorities, allocates assignment and introduce new procedures where necessary in the Gynae section.

7. Supervises the labelling and mounting of slides, their collection and placement on trays, ensures that work is accurate and performed in schedule in the Cynaé pap section (Gynaecological cytology).
8. Reviews previous Cytology and make decision as to whether it is significant in conjunction with present cytology.
9. Prepare monthly statistics as required.
10. Directs the preparation of specimen for specialized tests. Performs highly specialized tests.
11. Diagnosing all atypias, dysplasias and malignancies on gynaecological specimens referring through the Chief Cytotechnologist to the Cytopathologist.
12. Assists with research and other developmental projects.
13. Performs other related duties as required.

## **MINIMUM REQUIREMENTS**

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

## **EXPERIENCE**

- Knowledge in Management practices and four (4) years experience in a clinical laboratory as a Cytotechnologist.
- Any equivalent combination of education and experience.

## **RECOMMENDED MEMBERSHIP**

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

## **SPECIAL REQUIREMENTS**

Registration by the Council of Professions Supplementary to Medicine.

## **DISTINGUISHING CHARACTERISTICS**

This post differs from the Cytotechnologist Screeners by the level of responsibility for supervising staff, by the responsibility exercised in organizing a section of the department. This officer is accountable to the Chief Cytotechnologist for the adequacy and efficiency of service in Supervisory Gynaecological Cytology.

**Signed by** :

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

**Employee** :

**Date** :