

Job Description

Job Title: Level VII; Supervisory Medical Technology Series

Job Grade: HPC/MDT 7

Location: NPHL/NBTS/MOH

Responsible To: Director Laboratory Service

Accountable To: Chief Medical Officer/Permanent Secretary

Job Summary

The incumbent serves as the Supervisory Medical Technology Service with Island wide responsibility for planning and executing technical, administrative and scientific management activities consistent with Research, Public Health and Clinical Services within the Ministry of Health Laboratory Services.

MAIN RESPONSIBILITIES

National level

1. Provide strategic leadership to the Island wide Medical Laboratory Technology Service to enhance professionalism, quality standards, effective use of resources, service and workforce development.
2. In Consultation with the Standard Regulation Unit of the Ministry Of Health perform clinical audit and inspections of Public and Private Laboratory facilities for compliance of standards and policies.
3. Review the content and scope of existing policies, procedures and guidelines for The Island wide Laboratory Service and recommend changes as needed.
4. Perform human resource gap analysis and make recommendations for current and projected service demands of the Island wide Laboratory Service.
5. Provides technical advice and recommendation to the Ministry of Health, Regional Health Authorities on matters pertaining to Medical Laboratory Technologists.
6. Coordinate and facilitate training for the workforce developmental programmes for Island wide Medical Laboratory Technology Service.

7. Review policies and guidelines for the Point of Care Testing within Regional Health Facilities to ensure quality result are produced.
8. In consultation with NCU, UTECH and MOH responsible for all aspects of Medical Technology Internship programme.
9. Serves as the National Safety Officer with responsibility for coordinating and supervising all activities related to the improvement and maintenance of the ***“Occupational Health and Safety Act 1974”***.
10. Collaborates with the Ministry of Health and Director of Laboratory Services in the National Disaster Emergency Preparedness Activities and programmes.
11. Liaise with relevant local and international organizations in developing the Laboratory Service.

Under the supervision of the Director of National Laboratory Services the incumbent performs the following duties;

National Public Health Laboratory-Personnel & Training

1. Review recommendations for the Professional Service workforce including: recruitment, selection, induction, definition of job roles, appraisal, performance, career development, training, retention, sickness, leave, absence, grievance and discipline.
2. Maintain adequate staffing levels within the professional service.
3. Responsible for orientation activities of New Technical employees.
4. Responsible for the immunization programme of all technical staff against infectious diseases such as Hep B and C.
5. Responsible for the licensing programme of all Medical Technologists.
6. Responsible for the selection of Technical Staff for training in the development of the Laboratory Services.
7. Review documentations and make recommendations for Promotions and Appointments of Technical Staff.

National Public Health Laboratory-Administrative & Financial

1. Formulate policies and guidelines for the operational activities of the professional service.
2. Lead in Strategic developments and business planning relating to the Professional Service.
3. Manage scientific/technical and operational activities of the professional service, ensuring that quality services are delivered to clients and key performance targets are achieved, within available resources and budgetary constraints.
4. Have budgetary responsibility for professional service.
5. Responsible for the orientation of new customers and clients (Medical Doctors Intern and Residents) to the National Public Health Laboratory Services and functions in the Health System.

National Public Health Laboratory-Safety and Quality

1. Approve The Laboratory Safety Manual, policies and standard operating procedures relating to safe work practices in the laboratory for all staff.
2. In consultation with the Laboratory Quality Assurance Coordinator and Supervisory Medical Technologists monitor and evaluate the quality management system.
3. Chairperson for the Joint Occupational Health and Safety Committee (JOHSC) for National Public Health Laboratory and the National Blood Transfusion Services.
4. Promote safe working conditions and practice within the service by ensuring that staff adheres to health & safety policies, departmental protocols, and standard operating procedures.
5. Responsible for supporting Research & Development activities within the Professional Service.
6. Responsible for emergency contingency planning and major incident guidelines in anticipation of major incidents.

7. Collaborates with the Director of Laboratory Services in the National Disaster Emergency Preparedness Activities and programmes for National Public Health Laboratory.

National Public Health Laboratory-Emergency Services

1. On Call Duty Officer for 24 hours emergency services, in cases of crisis, Natural disasters and unavailability of personnel.
2. In collaboration with the Directorate responsible for the coordination of National Emergencies of the Laboratory Services in the event of Industrial Actions, Natural Disasters and any other uncontrollable situation.
3. Responsible for the functioning and coordination of the Emergency Laboratory Services in the support of Health care through the discipline of Microbiology, Clinical Chemistry, Haematology, Immunology and Phlebotomy.
4. Responsible for the functioning and coordination of the Emergency Services at the Kingston Public Hospital.
5. Liaises with KPH management team to ensure general upkeep of facilities at the Emergency Laboratory.
6. Participates in the procurement process of new and current equipment and supplies for the Emergency Laboratory.

**National Public Health Laboratory-Specimen Collection, Handling, Storage
and Transportation.**

1. Give direct oversight of the Specimen Collection Centre (SCC) located at Kingston Public Hospital. Monitor referral samples from peripheral laboratories in the same manner.
2. Responsible for the specimen accession and reception department for an efficient system in the dispatching of specimens in a timely manner to respective departments.
3. Responsible for coordinating and maintaining proper reporting systems in the dispatching of reports from the National Public Health Laboratory to various Destination Island wide.

KNOWLEDGE REQUIRED BY POSITION

1. Expert knowledge of all aspects of Medical laboratory practices as well as statutory requirements and Published Rules and regulations.
2. Knowledge and skill sufficient to discharge a key role in the NPHL overall planning, administration and evaluation of the National Laboratories.
3. Detailed and comprehensive knowledge of Clinical Laboratory Practices, Laboratory management techniques and new technologies in laboratory information management.
4. Knowledge and skill in the use of computer data base systems

5. Knowledge of the Occupational Health and Safety Act, Health Facility Act and all other Laws and regulations pertaining to Laboratory Services in Jamaica.
6. Expert and extensive knowledge in all the disciplines of Medical Technology, serving as a Technical specialist in areas of emergency disasters preparedness for the screening of infectious diseases.
7. Knowledge in writing a proposal for projects and research and development.
8. Knowledge and skill in the use of and interpretation of statistical methods and data.
9. Excellent oral and written communication skills
10. Critical thinking for problem solving in clinical, technical and administrative areas.

MINIMUM REQUIREMENTS

1. A Masters Degree in any science related field.
2. **PLUS** a degree in Medical Technology attained from NCU or UTECH or any other reputable institutions within the Region or Internationally **PLUS** completion of the prescribed period of Internship.
3. Experience in Management and ten (10) years experience in a Clinical laboratory, at least four (4) of which should be in a supervisory position.
4. Knowledge of Computer applications and usage
5. Training with certification in Management, procurement and quality system
6. Extensive knowledge in or expert in one or more of the following disciplines; haematology, clinical chemistry, microbiology, immuno haematology, histology and cytology
7. Acquired the fourteen(14) levels of competencies of a Medical Technologists

8. Registration by the Council of Professions, Supplementary to Medicine (PSM)

COMPETENCY LEVELS

1. **Professional responsibility-** the Medical Technologist meets the legal and ethical requirements of practice and protects the patient's right to a reasonable standard of care. The Medical Technologist projects a professional image and follows generally accepted practices regarding interactions with clients/patients and colleagues.
2. **Safe work practices-** the Medical Technologist conducts professional practice according to established protocols, safety guidelines and national guidelines.
3. **Communication, teamwork and interactive skills-** the Medical Technologist interacts with clients/patients in a professional and competent manner, using effective listening, verbal, nonverbal and written communication in interactions with laboratory colleagues, clients/patients and other health professionals. The Medical Technologist interacts with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
4. **Critical thinking, problem solving and decision making-** the Medical Technologist employs constructive "habits of the mind" within his/her work environment. This is demonstrated through his/her ability to solve problems and make decisions in the management of his/her own workload, the workload of the team and in interactions with clients/patients and members of the health care team
5. **Computer skills-** the Medical Technologist uses computer skills to manage data efficiently using available software packages(Microsoft word ,excel, SPSS) and Laboratory Information Management Systems
6. **Quality Management System-** the Medical Technologist practices and promotes the principles of a quality management system and the efficient utilization of resources.
7. **Pre-examination processes-** the Medical Technologist verifies relevant data and ensures that appropriate specimens are collected according to established protocols.
8. **Examination processes-** the Medical Technologist analyzes specimens and validates results using established protocol
9. **Examination procedures-** the Medical Technologist understands the principles and performs analytical techniques on specimens that originate from a variety of sources
10. **Post examination processes-** the Medical Technologist, using knowledge as the basis, interprets, communicates and documents confidential data.

- 11. Disease prevention and control-** the Medical Technologist applies the principles of disease prevention and control to health promotion in their role as partners in the delivery of public health services
- 12. Research-** the Medical Technologist applies the appropriate methodologies and tools to initiate and conduct a research based study of public health or professional interest
- 13. Management-** the Medical Technologist applies the principles of management to ensure the efficient and effective delivery of laboratory information in the provision of quality health care.
- 14. Leadership-** the Medical Technologist exercises leadership when placed in an environment or situation which requires it.

MANAGEMENT SKILLS: The Medical Technologist must demonstrates the following skills and qualities

- Performance Management
- Project Management
- Coaching
- Supervision
- Quality Management
- Results Driven
- Developing Budgets
- Developing Standards
- Foster Teamwork
- Handles Pressure
- Giving Feedback

SUPERVISORY CONTROLS

DIRECT SUPERVISION: Regional Medical Technologist (Level VI)

Chief 2 Medical Technologists (Level V)

INDIRECT SUPERVISION: Chief 1 Medical Technologist (Level IV)

Specialist Medical Technologist (Level III)

Senior Medical Technologist (Level II)

Medical Technologist (Level I)

Technical Assistants

Laboratory Attendants & Clerical- Re: Safety matters

PERSONAL CONTACTS

As Coordinator of Medical Technology Service, personal contacts are made with;

- ✓ Ministry of Health Officials
- ✓ Technical and administrative staff
- ✓ Technical Directors for Regional Health Authorities
- ✓ Directors for Private Laboratories
- ✓ Public Hospitals management
- ✓ Senior Medical Officers
- ✓ Public Health Officers
- ✓ Health Care Professionals such as Nurses, Doctors, Pharmacists, Consultants
- ✓ Accreditation Agency
- ✓ Academic Institution
- ✓ Equipment Firms
- ✓ Local and Central Government Agencies

WORKING CONDITIONS

- The work is performed in an office at NPHL and training exercises conducted in the conference room except when incumbent is required to perform technical analysis and for immediate supervision role.
- For technical analysis; the work involves high risks with regular and recurring exposure to body fluids which may contain Category A to Category B infectious substances. Infectious substances are substances which are known or are reasonably expected to contain pathogens. Pathogens are defined as micro-organisms (including bacteria, viruses, rickettsiae, parasites, fungi) and other agents such as prions, which can cause disease in humans or animals.
- The work involves high risk with regular and recurring exposure to carcinogenic materials from chemicals and reagents
- The Level VII Medical Technologists are required to wear protected clothing such as laboratory coats, gloves, close-toe foot wear and masks(face shield) when performing technical analysis.
- The incumbent is also exposed to external environment which by nature is tribal and individual is subjected to high risk occasioned with violence, gun fire and even death.

PHYSICAL REQUIRMENTS

- The work is mostly sedentary. There is some amount of walking daily whilst there is considerable amount of travelling from NPHL to other Agencies, Emergency Laboratory, and Regional Laboratories, academic institutions, other health institutions and government headquarters by motor car and

frequent Air travels for overseas assignments such as conferences, workshops and scientific symposia.

- The work requires regular and recurrent physical exertion such as prolonged standing and long hours of driving.

RECOMMENDED MEMBERSHIP

1. Membership in the Medical Technology Association Of Jamaica (MTAJ) and Caribbean Association of Medical Technology(CASMET)
2. Other membership in similar professional association(AMT, etc)

Signed by:

Permanent Secretary (MOH): _____ Date: _____

Director of National Laboratory Services: _____ Date: _____

Employee: _____ Date: _____