

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: CHIEF MEDICAL TECHNOLOGIST 1

GRADE: PMG/MTS 3

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

SCOPE OF POSITION

Under the general supervision of the Chief Medical Technologist 2, the incumbent is responsible for organizing and participating in the clinical/technical activities of the Section/Department.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

1. Supervises and participates in daily work schedule.
2. Performs specialized tests.
3. Participates in the training of Interns (Trainee Medical Technologists) and Technical Assistants, and other Technologists.
4. Participates in special projects.
5. Compiles, signs and dispatches reports.
6. Reviews procedure and makes decisions when problems arise.
7. Monitors Quality Control.
8. Compiles annual indents for the ordering of new stock.

9. Assist in the compilation of annual statistics and other data that may be required by the Chief Medical Technologist 2.
10. Participates in the formulation of policies and other decision making functions of the organization.
11. Monitors the maintenance of equipment in the Section.
12. Creates and maintains Health and Safety measures in the Section.
13. Performs duty on weekend and on-call duties.
14. Evaluates and review duties of other staff members.
15. Deputizes for the Chief Medical Technologist 2 when not available, at staff meetings.

MINIMUM REQUIREMENTS

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

EXPERIENCE

- Experience in Management and six (6) 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.
- 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 :