

**NATIONAL PUBLIC HEALTH LABORATORY  
JOB DESCRIPTION**

<b>NAME</b>	Doreth Beckett
<b>DESCRIPTIVE TITLE OF POST</b>	Secretary (OPS/SS 2)
<b>REPORTING RELATIONSHIP</b>	Head of Histopathology
<b>MINISTRY OR AGENCY</b>	Ministry of Health
<b>DEPARTMENT</b>	Histopathology
<b>LOCATION</b>	21 Slipe Pen Road, Kingston.
<b>SUMMARY</b>	Under the supervision of five (5) consultant Pathologists, senior-technologists and Administrative Laboratory Manager.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"><li>• Received, recorded and typed post mortem reports for doctor's signature.</li><li>• Recorded reports after doctors' signature have been place on reports for dispatch.</li><li>• Typed post mortem reports for Spanish Town Hospital, National Chest Hospital, Bustamante for Children, Victoria Jubilee Hospital, Kingston Public Hospital, other special cases - i.e. Maternal Deaths.</li><li>• Recorded all maternal deaths and submitted reports once per year to Ministry of Health (SMO/MCH) on the advise of the Pathologists.</li><li>• Record request from Police Officers (Via Visits/Telephone) Doctors, Medical Records Officers, Ombudsman's Office.</li></ul>

- Called respective Office (see no. 6) as soon as Postmortem Reports are ready for pick up.
- Liaised with death Registry Officer and KPH morgue Attendant re post mortem/ Death Records to ensure post mortem was done NPHL Pathologists.
- Collected suphoena from Police Officers for Pathologists Attendance at courts and check for doctor's written copy of post mortem.
- Telephone clerk of courts re- court attendance for Pathologists.
- received Insurance Claim from relative of deceased through KPH recorded and forwarded to Pathologists for filling out of forms them stamped with official stamp (NPHL) and submit to relevant persons.
- Ensure that all confidential post mortem reports are locked away before departing.
- Assisted on a day to day basis when required in histology reporting via telephone etc.
- Filed reports and researched reports when requested by Ombudsman, Doctors, Consultants etc., and issued letters to relevant personnel.
- Any other duties assigned.

## **QUALIFICATION AND EXPERIENCE**

4 "O" level subject or its equivalent including English Language plus a Certificate or Diploma in Secretarial Studies plus two (2) years experience.