

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: CHIEF MEDICAL TECHNOLOGIST 1

GRADE : PMG/MTS 3

MINISTRY OF HEALTH

LEVEL B 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. Carries out special/complex tests and ensures that the results are complete and reliable.
2. Participates in the performance in routine tests in all departments in the laboratory.
3. Reviews tests and makes decision if problems arise.
4. Gives guidance and assistance to Medical Technologists, Technical Assistants and Laboratory Assistants to ensure that:
 5. work is carried out according to established rules and procedures;
 6. new and improved methods of laboratory testing adopted;
 7. tests are done with accuracy and promptness;
 8. emergency cases are dealt with expeditiously.
5. Assists the Chief Medical Technologist 2 in the overall planning and management of the laboratory by:-
 6. recommending new and improved methods of laboratory testing;

7. coordinating and implementing guidelines regarding professional standards and quality control standards;
 8. coordinating the human resource requirements in the laboratory to ensure adequate manpower at all times;
 9. coordinating personnel/manpower and equipment for emergency laboratory system specifically in the laboratory and generally in the region;
 10. providing data/information on supplies requirements and ensures that stocks are not depleted before re-order takes place;
 11. making routine checks of machines and equipment and report any aspect of malfunctioning;
 12. keeping daily register and other records to ensure the proper compilation and supply of important data/information;
 13. assisting with the preparation of the budget for the laboratory.
6. Dialogues with Clinicians, Public Health Inspectors and other Health Workers regarding test results.
 7. Compiles and makes submissions for ordering of new stocks.
 8. Compiles and submits annual statistics and other data.

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 :