

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: CHIEF II CYTOTECHNOLOGIST AND TUTOR

GRADE: PMG/MTS 4 (Chief Medical Technologist 2)

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

SCOPE OF POSITION

Under the technical direction of the Director of National Laboratory Services, Cytopathologist and the Administrative Laboratory Manager incumbent is responsible for the general islandwide coordination and technical activities in the Cytology Laboratory; to train Cytotechnician and student Cytotechnologist, conduct training courses and seminars for family planning nurse, family nurse practitioners and medical personnel in general. Responsible for the public aspect of Cytology.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

1. Responsible for training programs in Cytology.
2. Responsible for the provision of advanced courses in Cytology and continuing education program by making administration arrangements, developing course contents, and providing instruction.
3. Responsible for taking Cytotechnology students in technical and administrative skills.
4. Maintains present procedures and techniques related to the pertinent segment of the laboratory.
5. Develops new technology pertaining to Cytology.
6. Gives instruction in Cytotechnology to student technologists, pathology residents and pathologists.
7. Acts as a resource for the Cytopathologist and Cytotechnologists in the design, development, implementation and maintenance regarding computerized laboratory systems. Resolves system irregularities by examining present procedures and recommending alternative solution regarding functioning of the computer system.

8. Coordinates proper communication systems between staff and other allied health workers regionally and Island-wide.
9. Liaises with consultants, clinicians, family planning clinics and all level of Public Health Personnel on work related matters in order to improve the quality of Health care.
10. Interview and selects applicants for the Cytology training programme.
11. To design brochures to help in the education of the public on cervical and other related cancers.
12. Provides venues for seminars and workshops. Coordinate moderators and other manpower requirement for such seminars and workshops.
13. Plans, develop and coordinate the activities of a Convention. Prepare budget and plan of action for such activity. Evaluate and assess the regions need for continuing education re the human resource development of the region.
14. Be the agent for purchasing of all supplies and equipment for the departmental needs within the region. Coordinate plans for installation of equipment and repair and maintenance of equipment. Provide data for purposes of purchasing new or improved equipment.
15. Coordinates systems in the interchange of supplies specimens and reported data between Regional laboratories, clinics, other outposts and Headquarters for the Island Laboratory Services.
16. Implements systems for marketing the organization regionally for the private sector and other health institutions. Review and submit new proposals for costing of specimens or tests to Island-wide Managers.
17. Coordinates and implement guidelines re: professional standards, quality control standards in consultation with the head of department.
18. Monthly travels to hospital laboratory, clinics and other health facility within the region to obtain periodic update of the laboratory function to solve problems and provide update for Management. Periodic dialogue with Senior Medical Officer, Hospital Administrators and other professional managers or coordinators of the Allied Health Team.
19. Gives annual talks/update to different groups of Medical Personnel in Primary and Secondary Health care in the proper technique in cervical sampling for pap smear and non-gynaecology sampling. Interpretation of Cytology reports of new classification and terminology as they arise.
20. Coordinates supplies for emergency use and make provision for the availability of Attendant(s).
21. Coordinates and prepare roster for Cytotechnologist students and interns. Liaise with heads of sections performance, evaluation and interns and Cytotechnology students.
22. Evaluates and review job functions and coordinate all evaluations for submission to administrative and Director of Laboratory Services.
23. Participates and make presentation in local and overseas seminars, workshops and conferences.
24. Management representative for Ministry of Health re Disputes, Tribunal sittings or any other functions as determined by the Ministry of Health.
25. 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.

OR

(B) A Diploma in a specialized area of Medical Technology attained from the Caribbean Association of Medical Technologists (CASMET).

EXPERIENCE

Eight (8) years experience as a Cytotechnologist.

KNOWLEDGE AND SKILLS

- This is the ultimate level of professional Cytotechnology work. An employee in this level exercise responsibilities for the planning development and islandwide management of Cytology Laboratory Services. Responsible for the Government Cytology Training Programmes, and for the Public Relation input of Cytology.
- Demonstrate ability to accept responsibility, make decisions, plan, organize and instruct.
- Demonstrate interpersonal skills including ability to communicate with people at all levels orally and in writing.
- Demonstrate knowledge of research methods and procedures involving computer systems.

RECOMMENDED MEMBERSHIP

- (1) Membership in the Caribbean Association of Medical Technologists (CASMTET)
- (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 :

