

NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: NATIONAL COORDINATOR - TRAINING

GRADE: PROPOSED PMG/MTS 6

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

SCOPE OF THE POSITION

- (A) The supervision of technical staff and the maintenance of established standards at the National Public Health Laboratory.
- (B) Coordination of internship and training programme of Medical Technologists from the University of Technology (UTECH), West Indies College and other institutions.
- (B) Planning and coordination of continued training programme for Medical Technologists and training of Technical Assistants nationally.
- (C) Responsible for the coordination of the Emergency Laboratory Services at the Kingston Public Hospital.

This is the highest level of professional Medical Technologist and is responsible to the Director of the National Laboratory Service for the adequacy and efficiency of the Service.

NATIONAL RESPONSIBILITIES

1. Responsible for planning and organizing the National Internship Programme for Medical Technologists from UTECH and West Indies College.
2. Responsible for planning, organizing and supervising the National Training Programme for Technical Assistants.
3. Responsible for the coordination of training activities to be held at the National Public Health Laboratory.
4. Coordinating the participation of Medical Technologist in the research activities of the National Public Health Laboratory and islandwide health services.

National Coordinator - Training

5. (a) Collaborate with the Regional Directors, Parish Managers, Technical Advisors, Chief Executive Officers, Supervisors and Personnel in the recruitment and placement of technical staff for the Laboratory Service islandwide.
6. Collaborate with Regional Administrators in the implementation of administrative functions governing technical staff.
7. When the need arises, overseas travel to recruit Medical Technologists in collaboration with the national plan.
8. Monitoring of referred samples and coordination of the reports on these samples nationally.
9. Periodic travel to regions to assess, training needs, conduct and participate in training initiatives.
10. Liaise with Medical Officers of Health, Public Health Inspectors, Regional Supervisors and other members of health care team to improve the quality of specimens reaching the National Public Health Laboratory and to improve the quality health care being delivered.
11. Provide advice and recommendation on Laboratory programmes, policies and procedures to users of the National Laboratory Service.
12. Coordinate national emergencies in the event of industrial actions, or other disputes, or national disasters such as hurricanes, earthquake, flooding or other in collaboration with the Ministry of Health and National Disaster Preparedness activities, and be the twenty-four hour on call Duty Officer for the Emergency Service.
13. Evaluate and review job performances of level 5 Medical Technologists and other categories of Medical Technologists when necessary.
14. Assist in the activities related to the improvement and maintenance of safety standards in the National Laboratory Service in collaboration with Regional Supervisors and other Regional Personnel.
15. Acts as reference point for the provision of authoritative technical advice and assistance in the National Laboratory Services and the private laboratories.

DUTIES AT THE NATIONAL PUBLIC HEALTH LABORATORY

1. (a) Responsible for the recruitment, assignment and general supervision of the technical staff which indicates all Medical Technologists, Technical Assistants and Scientific Officers and direct supervision of laboratory attendants and clerical officers.
2. Responsible for reviewing performance evaluation of such staff.
3. Recommend staff for promotion and appointment.
4. Allocate staff to ensure effective use and development of available Medical Technologists and Technical Assistants, providing guidance and assistance to these staff.
5. Develop, set and maintain professional standards among the technical staff.
6. Schedule and recommend leave for staff members in such a manner that the work is not significantly affected during the leave periods.
7. Plan training, and review on-going training programmes.

8. (a) Develop and maintain an efficient system of receiving, recording and dispatching laboratory samples from their sources of origin to their destination in this Laboratory or other external Laboratories.
9. Organize and maintain free and safe flow of specimens from all laboratories to the National Public Health Laboratory in collaboration with the Regional Supervisors.
10. Develop, coordinate and maintain proper systems for dispatching reports from the National Public Health Laboratory to their various destination islandwide.
11. Organize and supervise staff at the reception and dispatch area of the National Public Health Laboratory.
12. (a) Responsible for the efficient operation of the Emergency Laboratory at Kingston Public Hospital.
13. Responsible for the provision and maintenance of adequate supplies for the efficient operation of this service.
14. Access manpower requirements as well as equipment, materials and facilities daily for this service.
15. Prepare weekly duty roster for Medical Technologists, Technical Assistants, Laboratory Attendants and drivers for the Emergency Laboratory Services.
16. Coordinate the transportation of staff for the Emergency Laboratory Services.
17. Supervise the daily dispatch of reports on work done overnight or on public holidays.
18. Liaise with the hospital management and other personnel on the general upkeep of the facilities at the Emergency Laboratory.
19. Keep the Director of Laboratory Service, Consultants and Doctors informed on any problems experienced during the performance of Emergency duty.
20. Compile and prepare the Annual Budget and the rationalization of the orders for the Emergency Laboratory.
21. Act as twenty-four hours (24hrs) on call duty officer for the Emergency Laboratory Service at the Kingston Public Hospital and in cases of crisis such as strikes, national disaster or unavailability of personnel required for emergency duty regionally.
22. Liaise with the biomedical engineer unit for periodic maintenance and repairs of equipment at the Emergency Laboratory.
23. Deploys personnel for the timely execution of work and arranges for their attendance at meetings, training sessions, etc., at designated locations.
24. Evaluate laboratory facilities under supervision to determine the need for additional or better facilities or updating of methods and new equipment.
25. Assume responsibility within his/her level of competence in the absence of consultants.

MINIMUM REQUIREMENTS

(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) or UTECH formerly (CAST).

National Coordinator - Training

EXPERIENCE

- Experience in Management and ten (10) years experience in a Clinical Laboratory, at least two (2) years of which should be in a Supervisory position.
- Any equivalent combination of education and experience

KNOWLEDGE AND SKILLS

- (1) Extensive knowledge of the disciplines of Microbiology, Histology, Haematology, Blood Banking, Cytology, and Clinical Chemistry and knowledge of standard laboratory Techniques and Procedures.
- (2) Extensive knowledge of management practice, budget preparation and control, government health policies and objectives.
- (3) Demonstrate professional conduct and interpersonal communication skills both with patients and health professionals.
- (4) Knowledge and commitment to implement the quality Assurance policy of the National Laboratory Service.
- (5) Ability to coordinate widely-dispersed and varied health professionals.
- (6) Recognizes and acts upon individual needs for continuing education as a function of growth.
- (7) Possess a valid driver's license and be willing to travel.
- (8) Manual and finger dexterity, visual acuity and colour discrimination for laboratory work.
- (9) Thorough knowledge of Staff Orders and Regulations, the Public Health Act of the Government Public Service.
- (10) Demonstrates professional conduct and interpersonal communication skills with other health care professionals, laboratory personnel patients, external clients and the general public.
- (11) Knowledge in Computer Technology, the changes in technology as it applies to the laboratory sciences and the cause and effect of diseases.
- (12) Apply theoretical knowledge and planning, developing and implementing laboratory systems and services.

RECOMMENDED MEMBERSHIPS

- (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.

Sign by:
Director of National Laboratory Service:

Employee:

Date: