

Job Description

Job Title: Level 1V (Chief) Medical Laboratory Technologist

Job Grade: HPC/MDT 4

Location: NPHL/NBTS

Responsible To: Chief II Medical Laboratory Technologist

Accountable To: Supervisory Medical Laboratory Technologist

Job Summary

Under the supervision of Chief II Medical Laboratory Technologist the incumbent, supervise the performance of the scientific/technical activities in a department of National Public Health Laboratory or National Blood Transfusion Service to inform and support patient care decisions and treatment; public health policy decisions, surveillance, monitoring, intervention and control of communicable and non-communicable disease conditions in the healthcare system.

MAIN RESPONSIBILITIES

1. Supervise the day-to-day duties and responsibilities staff in accordance with established goals.
2. Ensures that the workload is processed in a timely and efficient manner, and that performance targets are met.
3. Review Standard Operating Procedures leading to updating and rewriting of its procedures.
4. Review testing algorithms for laboratory or section of the department/ laboratory leading to its updating and rewriting, or writing of new testing algorithms.
5. Appraise staff performance and competency within the laboratory or section of the department/ laboratory.
6. Review, interpret, authorize and release laboratory reports covering the laboratory or section of the department/ laboratory, provided that they have met quality criteria
7. Participate in clinical audits of the laboratory or section of the department/ laboratory.

8. Initiate research and development projects and their introduction to the laboratory or section of the department/ laboratory.
9. Advise laboratory attendants in the management of glassware and waste disposal
10. Train the Laboratory's staff in quality principles and practice.
11. Train Medical Technology Interns and Technical Assistants
12. Participate in equipment method evaluation, verification and validation
13. Respond to enquiries and liaise with laboratory personnel and external staff re operational problems.
14. Report all key performance indicators to supervisor for laboratory or section of the department.
15. Monitor quality control measures within the laboratory or section of the department or laboratory.
16. Prepare monthly report for the laboratory or section of the department or laboratory in a timely fashion.
17. Participate in the selection of new laboratory instruments and the development of new technologies to enable an improved and more efficient service.
18. Participate in the procurement and maintenance of supplies and services, maintaining stock levels necessary for the optimal performance of all aspects of the work undertaken in the laboratory or section of the department/ laboratory.
19. Assist in the investigation of revenue saving procedures and cost analysis of service delivery while maintaining the quality of the laboratory or section of the department/ laboratory operation.
20. Undertake routine, specialized and highly complex investigation using complex analyzers, or performing complex techniques, leading to the reporting and clinical interpretation of results in accordance with agreed policies and standard operating procedures
21. Perform any other related duties assigned by supervisor.
22. Perform duties of a Chief II Medical Technologist in a department where such position does not exist.

MINIMUM REQUIREMENTS

1. A degree in Medical Technology attained from NCU or UTECH or any other reputable institutions within the Region or Internationally PLUS completion of the prescribed period of Internship.
2. Knowledge of Computer applications and usage
3. Acquired the twelve(14) levels of competencies of a Medical Technologists
4. Six (6) years experience in a clinical laboratory, at least two (2) of which should be in a supervisory position.
5. Training with certification in Management, procurement and quality system
6. Extensive knowledge in one or more of the following disciplines; haematology, clinical chemistry, microbiology, immunohaematology, histology and cytology
7. Registration by the Council of Professions, Supplementary to Medicine (PSM)

COMPETENCY LEVELS

1. **Professional responsibility-** the Medical Technologist meets the legal and ethical requirements of practice and protects the patient's right to a reasonable standard of care. The Medical Technologist projects a professional image and follows generally accepted practices regarding interactions with clients/patients and colleagues.
2. **Safe work practices-** the Medical Technologist conducts professional practice according to established protocols, safety guidelines and national guidelines.
3. **Communication, teamwork and interactive skills-** the Medical Technologist interacts with clients/patients in a professional and competent manner, using effective listening, verbal, nonverbal and written communication in interactions with laboratory colleagues, clients/patients and other health professionals. The Medical Technologist interacts with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
4. **Critical thinking, problem solving and decision making-** the Medical Technologist employs constructive" habits of the mind" within his/her work environment. This is demonstrated through his/her ability to solve problems and make decisions in the

management of his/her own workload, the workload of the team and in interactions with clients/patients and members of the health care team

5. **Computer skills-** the Medical Technologist uses computer skills to manage data efficiently using available software packages(Microsoft word ,excel, SPSS) and Laboratory Information Management Systems
6. **Quality Management System-** the Medical Technologist practices and promotes the principles of a quality management system and the efficient utilization of resources.
7. **Pre-examination processes-** the Medical Technologist verifies relevant data and ensures that appropriate specimens are collected according to established protocols.
8. **Examination processes-** the Medical Technologist analyzes specimens and validates results using established protocol
9. **Examination procedures-** the Medical Technologist understands the principles and performs analytical techniques on specimens that originate from a variety of sources
10. **Post examination processes-** the Medical Technologist, using knowledge as the basis, interprets, communicates and documents confidential data.
11. **Disease prevention and control-** the Medical Technologist applies the principles of disease prevention and control to health promotion in their role as partners in the delivery of public health services
12. **Research-** the Medical Technologist applies the appropriate methodologies and tools to initiate and conduct a research based study of public health or professional interest
13. **Management-** the Medical Technologist applies the principles of management to ensure the efficient and effective delivery of laboratory information in the provision of quality health care.
14. **Leadership-** the Medical Technologist exercises leadership when placed in an environment or situation which requires it.

MANAGEMENT SKILLS: The Medical Technologist must demonstrates the following skills and qualities

- Performance Management
- Project Management
- Coaching
- Supervision
- Quality Management

- Results Driven
- Developing Budgets
- Developing Standards
- Foster Teamwork
- Handles Pressure
- Giving Feedback

PERSONAL CONTACTS

As Chief I Medical Technologist, personal contacts are made with;

- ✓ Supervisory Medical Technologists
- ✓ Chief II Medical Technologist
- ✓ Co-workers
- ✓ Directorate
- ✓ Consultants
- ✓ Medical Technologists
- ✓ Physicians and other health care workers
- ✓ Health Clinics
- ✓ Blood Collection Centers
- ✓ Regional Medical Technologists
- ✓ Patients
- ✓ Private and Public laboratories

SUPERVISORY CONTROLS

DIRECT SUPERVISION: Chief 1 Medical Technologist (Level IV)

Specialist Medical Technologist (Level III)

Senior Medical Technologist (Level II)

Medical Technologist (Level I)

Medical Technologist Interns

Technical Assistants

Laboratory Attendants & Clerical

WORKING CONDITIONS

- The work is performed in a clinical laboratory
- For technical analysis; the work involves high risks with regular and recurring exposure to body fluids which may contain Category A to Category B infectious substances. Infectious substances are substances which are known or are reasonably expected to contain pathogens. Pathogens are defined as micro-organisms (including bacteria, viruses, rickettsiae, parasites, fungi) and other agents such as prions, which can cause disease in humans or animals.
- The work involves high risk with regular and recurring exposure to carcinogenic materials from chemicals and reagents

- The Level 11 Medical Technologists are required to wear protected clothing such as laboratory coats, gloves, close-toe foot wear and masks(face shield)
- The incumbent is also exposed to external environment which by nature is tribal and individual is subjected to high risk occasioned with violence, gun fire and even death.

PHYSICAL REQUIRMENTS

- The work requires regular and recurrent physical exertion such as prolonged standing, long hours at viewing infectious substances under different types of microscopes.
- There is a great deal of lifting heavy materials for reagent preparation and machine operation.
- The work involves great deal of finger dexterity and acuity
- The work involves a great deal of mental concentration especially in multi-task operations and numerous meetings.

RECOMMENDED MEMBERSHIP

1. Membership in the Medical Technology Association Of Jamaica (MTAJ) and Caribbean Association of Medical Technologist(CASMET)
2. Other membership in similar professional association(AMT, etc)

Signed by:

Director National Laboratory Services: _____ Date: _____

Supervisory Medical Technologist: _____ Date: _____

Employee: _____ Date: _____