

.NATIONAL LABORATORY SERVICES JOB DESCRIPTION

POST: CHIEF MEDICAL TECHNOLOGIST 2

GRADE: PMG/MTS 4

MINISTRY OF HEALTH

NATIONAL PUBLIC HEALTH LABORATORY

SCOPE OF POSITION

Under the general direction of the Consultant/Supervisor, incumbent is responsible for:

- (a) Managing the clinical and administrative activities of the Laboratory to which her/she is assigned.
- (b) Ensuring that Quality Assurance procedures are maintained at all stages in order to ensure accurate test results.
- (c) Training of interns.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

1. Deploying staff and assigning duties to staff members.
2. Checking work done daily, and ensuring that priorities are met, and that there is no backlog.
3. Initiating new and improved methods of laboratory testing.
4. Providing technical advisory services to Technologists in each section.
5. Supervising special projects.
6. Providing training to staff in any new development and research work.
7. Training of interns in collaboration with the Chief Medical Technologist I in providing formal sessions in addition to bench work.
8. Compiles statistical and other data for presentation by September of each year.

9. Compiling annual figures and utilizing them in preparation of the budget in accordance with the existing format.
10. Checking the sectional heads, prepares weekly register of completed work.
11. Compiling fortnightly data, in preparation for transmittal in the monthly, quarterly and semi-annual reports.
12. In the case of staff shortages he/she should provide bench services to the department under his/her control.
13. Duty Officer for emergency duty and available 24 hours for any emergency that may arise within the department.
14. Representative Officer at staff meeting. Organizes and approves leave schedule.
15. Assessing the needs for material and equipment in each section of the department and submitting recommendations to the supervisors by August of each year.
16. Collecting weekly orders from sectional heads and compiling in format for acquiring supplies.
17. Assessing supplies from stores on a monthly basis.
18. Ensuring that the stocks are distributed to each section and to laboratories under his/her control based on requirement and that they are utilized accordingly.
19. Organizing the servicing of machines and equipment at intervals to prevent time lapse with down machines.
20. in the absence of a Consultant takes responsibility within his/her level of expertise.

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

- Experience in Management and eight (8) 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.
- Extensive 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, and 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 :