

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME

DESCRIPTIVE TITLE OF POST

Secretary (OPS/SS 1)

REPORTING RELATIONSHIP

Medical Technologist

MINISTRY OR AGENCY

Ministry of Health

DEPARTMENT

Microbiology

LOCATION

21 Slipe Pen Road, Kingston

SUMMARY

The role in Microbiology is to sort, record and dispatch clinical reports to Hospitals Health Centres with minimum delay, so that clinicians or other health care personnel can treat and monitor patient care.

DUTIES AND RESPONSIBILITIES

- Type patient information on a daily sheet.
- Receive messages in the absence of supervisor.
- Record and dispatch laboratory test results to various parishes and Health centres.
- Make sure that confidential files are locked away.
- Store securely all confidential file.
- Filing of patient index cards when completed.
- Locate result for all patients as requested from Health Care professional.
- Make and receive telephone calls.
- Type correspondence.
- Prepare bills for private hospitals and laboratories.

- Order stationery on a weekly basis
- Type letter for supervisor.
- Photocopying documents, correspondence as directed.
- Place all completed work sheets for each day in Bench book in numerical order.
- Assisting whenever there is a seminar/workshop.
- Assist in other area as requested.

QUALIFICATION

4 C.X.C subject or its equivalent including English Language plus the Secretary 1 Examination or Certificate in typing plus three (3) month experience in typing, filing and other clerical skills.