



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB REFERENCE NO:

JOB TITLE: Chief Medical Technologist

MINISTRY: Health & Human Services

DEPARTMENT: National Public Health Laboratory

LOCATION: Providenciales

JOB SUMMARY:

The Chief Medical Technologist is responsible for coordinating, monitoring and evaluating laboratory activities to ensure quality patient care and management and is expected to generate results that are deemed satisfactory when laboratory results are accurate, reliable and timely and client confidentiality is maintained.

KEY DUTIES AND RESPONSIBILITIES:

1. Plans and coordinates the activities of the Government Public Health Laboratory
2. Reviews and revises laboratory procedures and policies
3. Responsible for budget request for supplies and equipment
4. Monitors the cost effectiveness of all Public Health Laboratory Services
5. Responsible for the dissemination and enforcement of Policies relates to the protection of clients and the general public, the environment and employees
6. Coordinates and conducts on site and off site educational health and laboratory presentations
7. Report communicable disease findings as required
8. Assists in the investigation of public health issues
9. Develops the standard operating procedures for all staff
10. Serves as chief technician for the blood bank, haematology, and histology laboratory; supervises and participates in the performance of all standard clinical laboratory tests and procedures; provides clerical, supply, and administrative support required in laboratory administration.





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11. Arranges schedules for subordinate technicians; assists in revision of methodology; supervises the maintenance of laboratory records and reports.
12. Participates in the selection and training of personnel; order supplies.
13. Supervises and participates in obtaining samples
14. Analyses laboratory findings to check the accuracy of the results.
15. Sets up, cleans, and maintains laboratory equipment.
16. Enters data from analysis of medical tests or clinical results into computer for storage.
17. Operates, calibrates, or maintains equipment used in quantitative or qualitative analysis or computer-controlled analysers.
18. Establishes or monitors quality assurance programs or activities to ensure the accuracy of laboratory results.
19. Conducts chemical analysis of body fluids, including blood, urine, or spinal fluid, to determine presence of normal or abnormal components.
20. Provides technical information about test results to physicians or to other health professionals
21. Supervises, trains or direct lab assistants, medical and laboratory technicians or technologists, or other medical laboratory workers engaged in laboratory testing.
22. Develops, standardizes, evaluates, or modify procedures, techniques, or tests used in the analysis of specimens
23. Collect and study blood samples to determine the number of cells, their morphology, or their blood group, blood type, or compatibility for transfusion purposes, using microscopic techniques.
24. Obtains, cuts, stains, and mounts biological material on slides for microscopic study and diagnosis, following standard laboratory procedures.
25. Cultivates, isolates, or assists in identifying microbial organisms or perform various tests on these microorganisms.
26. Selects and prepares specimens and media for cell cultures, using aseptic technique and knowledge of medium components and cell requirements.
27. Maintains patient confidence and protects the Department by keeping information confidential.
28. Assists in the upgrade of laboratory services
29. Ensures the necessary equipment and materials are in place for proper functioning of the unit





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30. Produces statistical reports on test results for interest groups
31. Keep laboratory staff up dated with all the latest testing procedures and new developments in the medical laboratory field
32. Assists in the counselling of patients undergoing life changing laboratory investigations
33. Delivers professional lectures to health professionals, students and other interest groups
34. Adheres to all TCI Public Service codes, rules and regulations
35. Performs other related tasks assigned by the supervisor.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

Bachelor's degree in Medical Technology or equivalent field.

Experience:

The position requires at least five (5) years on the job experience and five (5) years post degree training to acquire the necessary expertise to effectively respond to the challenges of the function.

SALARY: Grade 8.1 - \$73,525.00 per annum plus allowances

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed**

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

