



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## Government Vacancy

**JOB REFERENCE NO:**

**JOB TITLE:** Medical Technician

**MINISTRY:** Health and Human Services

**DEPARTMENT:** National Public Health Laboratory

**LOCATION:** Grand Turk

**JOB SUMMARY:**

This is a junior position which has floor level responsibility for providing laboratory results and information to authorized persons. The Laboratory information officer under the direction of the Chief Medical technologist collects, collates, records and disseminates information produced by the laboratory and is deemed to be performing satisfactorily when: client confidentiality is maintained and information is only disseminated to those authorized to have it.

**KEY DUTIES AND RESPONSIBILITIES:**

- Recording all laboratory test from haematology, chemistry, serology, blood banking and microbiology in journals
- Entering data from the laboratory journals into a computerized laboratory information system
- Assisting in the collection of laboratory data from other local health care institutions
- Assisting in the preparation of laboratory performance reports
- Assisting in the upgrading of the laboratory Health Information System
- Providing information to all authorized users of the Health System
- Interfacing between the laboratory technicians and the general public
- Dealing with the administrative functions of the department namely answering the telephone
- Entering statistical information accurately on the database
- Ensuring / maintaining client confidentiality
- Coordinates and participates in specimen collections
- Prepares specimens for testing
- Packages and dispatches specimens to reference laboratories according to IATA training





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- Receives/processes/disseminates/ requests/specimens/ reports/test results as indicated.
- Registers patients/requisitions as needed.
- Answers phone inquiries about tests and specimen requirements from inpatient units and physician offices.
- Performs phlebotomy when needed
- Performing all clerical functions in the laboratory office.
- Coordinating specimen collection, processing and distribution.
- Recording, sorting and distributing test results.
- Receiving and initial processing (under supervision of Medical Technologist of microbiology specimens)
- Processing donor phlebotomies.
- Collects and processes clinical blood and non-blood specimens
- Prepare reagents, media, and other laboratory equipment supplies
- Collects, cleans, and sterilizes glassware
- maintains a safe and professional environment
- Follow good laboratory practices
- Prepare Laboratory for activities and clean up laboratory after activities
- Assist with inventory and ordering supplies
- Assist with maintenance of equipment
- Promote a safe laboratory environment
- Assist with administrative duties
- Adhere to all Public Service codes, rules and regulations
- Other related tasks as assigned.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- High School Diploma or its equivalent is required.
- Medical training, including medical terminology preferred
- Certification in Phlebotomy preferred

## **Experience:**

- The position requires at least 2 years on-the-job experience to adequately respond to the demands of the post.

**SALARY: GRADE 5.1- \$38,691.00 per annum**





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## **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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

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

