



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
MEDICAL LABORATORY TECHNICIAN III	SANGRE GRANDE HOSPITAL	MEDICAL LABORATORY
4. ORGANISATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Medical Laboratory Technician III will report to the Manager-Para Clinical Services.		The Medical Laboratory Technician III is accountable for the daily operation and supervision of all activities in a specialized field of medical laboratory technology. He/She plans, coordinates, directs and monitors technical and administrative activities to ensure the delivery of quality service.
6. SPECIFIC ACCOUNTABILITIES		
The Medical Laboratory Technician III: <ul style="list-style-type: none"><li>Manages all activities in a specialized field of Medical Technology, including but not limited to Hematology, Blood Banking, Biochemistry, Microbiology, Immunology, Cytology, Phlebotomy etc.</li><li>Supervises the work of laboratory personnel engaged in performing technical procedures, including planning laboratory work, evaluating work performed and handling procedural and technical laboratory problems.</li><li>Supervises and mentor laboratory staff in the principles, procedures, methods, techniques and practices of Medical Laboratory Technology.</li><li>Supervises laboratory technician students assigned from the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).</li><li>Prepares technical reports and keep records of progress and production.</li><li>Plans, coordinates, directs and monitors all functional areas including technical and administrative units.</li><li>Manages inventory, in collaboration with lab stores, to ensure cost-effective operations as well as adherence to financial inventory and documentation policies.</li><li>Prepares and update as needed standard operating procedures for all departmental tests, equipment and processes, and ensure all staff receive orientation and (re)sensitization on same.</li><li>Takes steps to ensure that daily departmental operational practices are in keeping with departmental/organizational policies and ISO 15189 accreditation guidelines.</li><li>Develops, implements and monitors departmental continuous quality improvement initiatives.</li><li>Monitors and evaluates all aspects of the Quality Management System.</li><li>Reviews results of One World Accuracy external quality competency testing, initiate corrective actions, and monitor for performance improvements.</li><li>Develops and submits comprehensive departmental reports in accordance with stipulated timelines.</li><li>Conducts performance appraisals for subordinate staff with a focus on staff development and performance improvement, instituting competency-based assessments and performance audits when necessary.</li><li>Conducts monthly staff meetings as well as quarterly stakeholder meetings.</li><li>Attends Heads of Department meeting and other meetings as requested.</li><li>Prepares operational targets for each financial year.</li><li>Prepares staff roster in keeping with effective management of resources and value for money.</li><li>Performs all laboratory tests, as carried out by Medical Laboratory staff, when required.</li><li>Performs related work as may be required by the approved Authority.</li></ul>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"><li>Extensive knowledge of current laboratory procedures and use of laboratory equipment.</li><li>Extensive knowledge of medical laboratory quality control /quality assurance/safety procedures</li><li>Knowledge of lab accreditation standards.</li><li>Knowledge of supervisory management</li><li>Strong critical thinking and problem-solving skills</li><li>Strong clinical correlation skills.</li><li>Good communication skills</li><li>Ability to establish and maintain effective working relationships with other employees and the public.</li></ul>		

<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>□ Associate or Bachelor of Science in Medical Laboratory Technology from a recognized institution.</li> <li>□ Minimum of seven (7) years’ experience in the Medical Laboratory Technology field, of which four (4) were in a supervisory position.</li> <li>□ Registered with the Council for Professions Related to Medicine in Trinidad and Tobago.</li> <li>□ Supervisory Management certification or equivalent would be an asset.</li> <li>□ ISO 15189/accreditation training would be an asset.</li> <li>□ Any equivalent combination of training and experience.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>□ Medical Laboratory Technician II</li> <li>□ Medical Laboratory Technician I</li> <li>□ Phlebotomist</li> <li>□ Cytoscreener</li> <li>□ Laboratory Assistant</li> <li>□ Clerk I</li> <li>□ College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) interns</li> <li>□ Daily Paid</li> <li>□ Any other temporary staff</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><i>Internal:</i></p> <ul style="list-style-type: none"> <li>□ Manager-Para Clinical Services</li> <li>□ Specialist Medical Officer (Microbiology)</li> <li>□ Specialist Medical Officer (Oncology)</li> <li>□ Medical Director</li> <li>□ Manager-Hospital Administration</li> <li>□ Medical Laboratory personnel</li> <li>□ Medical personnel</li> <li>□ Facilities department</li> <li>□ Biomedical Engineering Department</li> <li>□ Procurement Department</li> <li>□ Materials Officer</li> <li>□ Heads of Departments</li> <li>□ Quality Department</li> <li>□ Medical Records Department</li> <li>□ Other members of the health care team in the region</li> </ul> <p><i>External:</i></p> <ul style="list-style-type: none"> <li>□ Other Regional Health Authorities</li> <li>□ Ministry of Health</li> <li>□ Equipment and consumable suppliers (local and foreign)</li> <li>□ Other private laboratories</li> </ul>