



# CORNWALL REGIONAL HOSPITAL

## VACANCY



Applications are invited from suitably qualified persons for the position of:

### CHIEF MEDICAL TECHNOLOGIST II (HPC/MTD 5) X2 (Salary Scale \$ 5,863,044.00 - \$ 6,969,317.00 per annum)

The Cornwall Regional Hospital, under the Western Regional Health Authority, requires the services of **Chief Medical Technologists II (HPC/MTD 5)**, for the above location. Under the general supervision of the Manager of Laboratory Services, the Chief Medical Technologist II, oversees the effective functioning of the day-to-day technical and administrative activities of Type B & C Hospital Laboratory, or a Unit in any department of the Regional/Specialist Hospital Laboratory to inform and support patient care decisions and treatment; public health policy decisions, surveillance, monitoring, intervention and control of communicable and non-communicable disease conditions in the healthcare system.

The core responsibilities of the successful candidates will include:

#### CORE RESPONSIBILITIES

##### Administrative

- ✚ Contributes to the preparation of the department's annual budget and operational/unit work plan by preparing and submitting the relevant information for the Unit/department
- ✚ Prepares monthly reports for the assigned Unit of the Laboratory Department
- ✚ Reports to the Supervisor when there is an incident which may cause a service delivery failure
- ✚ Manages the ordering and maintenance of reagents and consumables for the optimal performance of all aspects of the work undertaken in for the assigned Unit of the department/ laboratory
- ✚ Participates in the selection of new laboratory instruments and the development of new technologies to enable an improved and more efficient service
- ✚ Assists in the investigation of revenue-saving procedures and cost analysis of service delivery while maintaining the quality of the laboratory or section of the department/ laboratory operation
- ✚ Prepares costing exercise for the operation of the laboratory or section of the department/ laboratory operation
- ✚ Ensures that the calibration and preventative maintenance schedules of laboratory instruments take place according to laboratory and manufacturer protocols
- ✚ Manages the development and promotion of high-quality service within the Unit of the Laboratory Department
- ✚ Prepares and submits monthly, annual, epidemiological and special reports
- ✚ Attends Management Review meetings and makes representation/presentation for /on behalf of the department

##### Technical

- ✚ Plans, coordinates and conducts the Unit's/department's monthly meeting

- ✦ Manages the day-to-day management of the Laboratory Department/Unit/Section by ensuring high-quality standards are maintained
- ✦ Develops and recommends the implementation of Standard Operating Procedures, Policies, and Test Algorithms within the department of the laboratory
- ✦ Develops and reviews quality objectives, action plans and strategies to achieve and maintain within the department
- ✦ Manages staff compliance to the Department/Laboratory Standard Operating Procedures.
- ✦ Recommends new and additional tests and methods
- ✦ Prepares procurement requisitions for equipment or supplies to maintain and improve the department or laboratory
- ✦ Participates in the procurement evaluation activities (technical advisor) for the selection of equipment, reagents and supplies for the department
- ✦ Monitors the operational functioning and performance of equipment and supplies usage
- ✦ Evaluates expenditure-saving procedures and cost analysis of service leading to its recommendation and implementation
- ✦ Facilitators/assists with technical investigations, and diagnostic procedures, providing expert interpretation on complex cases within a specialized department or laboratory
- ✦ Participates in the organization's internal audit programme under the direction of the Laboratory Quality Assurance Coordinator
- ✦ Evaluates new methodologies leading to implementation or rejection
- ✦ Authorizes the release/dispatch of blood and blood component
- ✦ Monitors quality standards for all analytical procedures, including implementation of procedures to resolve unacceptable method variation
- ✦ Monitors the quality management system within assigned section/laboratory
- ✦ Prepares quality indicator reports quarterly for submission or as required
- ✦ Addresses findings of internal and external audits and ensures the completion of appropriate corrective action as required by the audit report
- ✦ Evaluates the findings of investigations of clinical and non-clinical incidents relating to the specialized department or laboratory
- ✦ Recommends and initiates research/ project proposal to improve test method, turnaround time and the performance of the service
- ✦ Reviews Department/Laboratory Procedure Manual/Policies/Test Algorithms leading to rewriting and/or updating, or writing new procedures
- ✦ Collaborates with the internal and external stakeholders in the planning and implementation of future developments of the Laboratory Service
- ✦ Reviews and submits proficiency test results to the quality assurance office
- ✦ Reviews, discusses and implements appropriate corrective action of the proficiency test report within the department
- ✦ Reports abnormal laboratory findings and trends to the relevant healthcare professionals in accordance with the standard operating procedures and MOH policies

#### **Other Duties**

- ✦ Performs other duties that may be assigned by the Senior Medical Officer

## SKILLS/COMPETENCIES

- ✦ Excellent oral and written communication skills
- ✦ Excellent time management skills
- ✦ Excellent interpersonal skills
- ✦ Excellent teamwork and cooperation skills
- ✦ Proactive work attitude and the ability to work on own initiative
- ✦ Knowledge of standard laboratory techniques and procedures
- ✦ Knowledge of international and local laboratory quality standards
- ✦ Knowledge of the relevant computer applications such as Microsoft Excel, Word and PowerPoint; programmes/software

## QUALIFICATION & EXPERIENCE

- ✦ Bachelor of Science in Medical Technology from a reputable academic institution
- ✦ Five (5) years minimum experience of at least 2 years at the Supervisory level
- ✦ Extensive knowledge in or expertise in one or more of the following disciplines:
  - ✓ Haematology, Clinical Chemistry, Microbiology, Immunohaematology, Histology, Cytology;
- ✦ Training in Laboratory Quality Management Systems and Laboratory Standards (ISO 15189/ISO 17025/ISO 9001) is an asset
- ✦ Training in Supervisory Management would be an asset
- ✦ Licensed Medical Technologists: - Council for Professions Supplementary to Medicine (CPSM)

Application letter along with a detailed resume should be sent no later than **March 16, 2026** to:

**Manager, Human Resource Management and Development  
Cornwall Regional Hospital  
P.O. Box 900  
Mt. Salem  
Montego Bay, St. James**

**Email: [crhjobs@wrha.gov.jm](mailto:crhjobs@wrha.gov.jm)**

**ONLY SHORTLISTED APPLICATIONS WILL BE ACKNOWLEDGED**