



# CIRCULAR MEMORANDUM NO. 50 OF 2022

**MY REF:** STAFF/GEN/13/09/22 (55)

**FROM:** Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers, and Heads of Department

**SUBJECT: VACANCY NOTICE – DIRECTOR OF LABORATORY SERVICES,  
MINISTRY OF HEALTH AND WELLNESS**

**DATE:** 23<sup>rd</sup> June 2022

Applications are invited from suitably qualified persons to fill the post of **Director of Laboratory Services, Ministry of Health, and Wellness.**

## **1. ACCOUNTABILITY OBJECTIVE:**

Responsible for the overall operation and administration of the Central Medical Laboratory and all other public laboratories, including the recruitment of competent qualified personnel, equipment, safety, quality assurance, laboratory policies, all testing and test reports.

## **2. DIMENSIONS OF POSITION:**

### **A. NATURE AND SCOPE:**

The Director of Laboratory Services is responsible for the overall operation and administration of the Central Medical Lab and for all other public laboratories. The Director liaises with stakeholders within the Ministry of Health and Wellness (MOHW) to plan and direct laboratory operations to ensure compliance with relevant regulations. The incumbent is technically sound and ensures timely processing and reporting of laboratory test results.

The incumbent must ensure the development of operational plans and procedures and help to enforce all safety and quality assurance systems for all public laboratories. The Director must ensure that testing methodologies meet industry standards for effective patient care. In addition, the incumbent must produce monthly, quarterly, and annual reports on performance and productivity and plan visits to district laboratories to monitor quality of services.

The Director of Laboratory Services must have proficient knowledge of managing a clinical laboratory and have experience with regulatory and accreditation of laboratory operations. The incumbent is expected to have excellent oral and written communication skills, demonstrate excellent interpersonal and team building skills, and be able to efficiently organize work for the achievement of set goals and objectives.

## **3. ANALYSIS OF POSITION**

## **A. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. **MANAGES** the operations of the Central Medical Laboratory by preparing and directing operational plans, developing budget proposals and monitoring budget expenditure, prepares reports and oversees all administration function of the unit including all personnel and evaluation issues.
2. **LIAISES** with Ministry of Health & Wellness administrators in planning, organizing, and directing laboratory operations within the Ministry and ensures compliance with all accreditations and required safety practices as stipulated by regulatory agencies.
3. **OVERSEES** the development of the organization's laboratory plans and programs that aims to evaluate of the ministry's short, medium, or long-term planning and regulatory action on operational performance and ensures that an approved procedural manual is available to all personnel.
4. **PROVIDES** technical and managerial oversight over the Central Medical Laboratory and ensures timely processing, recording, and reporting of laboratory test results, following policies, regulations and procedures of the Ministry of Health and Wellness, Medical Laboratory Services and Central Medical Laboratory.
5. **ASSISTS** the Licensing and Accreditation Unit with conducting inspection of laboratories seeking to acquire license and certification from the Ministry.
6. **ADVISES** the Ministry of Health and Wellness on laboratory procedures and methodologies, norms and practices and develop guidelines and protocols in collaborations with the Licensing and Accreditation Unit.
7. **OVERSEES** the development and revision of approved operational plans and procedural manuals and Standard Operating Procedures in concurrence with all public laboratories.
8. **ENFORCES** safety procedures in compliance with the laboratory safety policy manual and ensure that all Laboratory Supervisors are knowledgeable and are following the approved policy procedures.
9. **ENSURES** the development of quality assurance testing systems for each test performed in accordance with quality control procedures for all aspects of test performance, which includes the pre-analytic, analytic, and post analytic phases for testing.
10. **ENSURES** that the physical facilities and environmental conditions of all laboratories are appropriate for testing and that there is a safe environment in which employees are protected from physical, chemical, and biological hazards.
11. **EVALUATES** and ensures that testing methodologies selected provides the quality of results required for efficient patient care, ensuring verification procedures used are adequate to determine the accuracy, precision, and other pertinent performance characteristics of the methods.
12. **PREPARES** monthly, quarterly, and annual reports on performance and productivity of all ministry laboratories and ensures that workplans are developed to address identified work weaknesses and gaps.
13. **ENGAGES** staff member involvement in focusing on laboratory surveillance activities to improved quality of health care in Belize to better manage population health and outbreak response.

14. **ENSURES** that laboratories are enrolled in an external approved proficiency testing program for the test performed and that the proficiency testing samples are tested as required by the Ministry of Health and Wellness and regulations governing medical laboratories confirming that results are returned within the established time frame; evaluates and identifies proficiency testing results that are unacceptable and requires corrective action.
15. **CONDUCTS** regular visits to district laboratories to inspect and monitor performance and quality control standards and making sure to implement and monitor performance improvement activities.
16. **ESTABLISHES** and maintain standards of performance for all medical lab staff to ensure competency and appropriate licencing attainment; ensures operational adherence to currently accepted technical service standards, applicable policies, and procedures for laboratory medicine by all technical and operational staff.
17. **IDENTIFIES** and design training and learning programmes/workshops for laboratory staff within the ministry conducting research, networking, and developing proposals to secure training/learning opportunities and/or specialist/technical assistance to enable continuous learning and to build an effective and highly motivated team.
18. **DEVELOPS** annual projections for laboratory services, supplies and reagents and ensures proper inventory of supplies is kept to avoid a depletion in stock.
19. **SETS** major job objectives for subordinates and appraises performance against same through the timely completion of mid-year and End-of-Year performance appraisal based on each officer's incremental date; develops and implements performance improvement plan for each subordinate.

## **B. QUALIFICATION AND EXPERIENCE**

Recognized Medical Degree Specialization in Pathology, Medical Laboratory Services. A minimum of five (5) years' experience in related field such as Laboratory Technologists or Supervisor.

## **C. COMPETENCIES/SKILLS**

- Knowledge in clinical laboratory services.
- Strong organizational and interpersonal skills.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work.
- Ability to maintain confidentiality of all medical, financial, and legal information.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner.

## **4. REPORTING RESPONSIBILITY**

The Director of Laboratory Services will report to the Deputy Director of Hospital Services and Allied Health, Ministry of Health, and Wellness.

**5. SALARY**

Government Pay Scale 23 of \$36,554 x 1480 -\$64,674 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> **no later than Friday, 8<sup>th</sup> July 2022.**



**ROLANDO ZETINA (MR)**  
**CHIEF EXECUTIVE OFFICER**

**c:** *Director, CITO,*  
*President, Public Service Union of Belize President,*  
*Association of Public Service Senior Managers*