



MINISTRY OF
**HEALTH &
WELLNESS**



NORTH-EAST REGIONAL HEALTH AUTHORITY

TECHNICAL ASSISTANT 1 (HTAC/HT 1)

The **North-East Regional Health Authority**, a statutory body under the Ministry of Health & Wellness, with responsibility for the management and delivery of Public Health Services within the parishes of St. Ann, St. Mary, and Portland invites applications from suitably qualified persons to fill the position of **Technical Assistant (HTAC/HT 1)** assigned to the **Port Antonio and Port Maria Hospitals**.

Under the general direction of the **Medical Imaging Practitioner**, the incumbent is responsible to facilitate the production of soft copies of radiographic images and their transmissions in an efficient environment

The ideal candidate will meet the following educational criteria:

- Four (4) CXCs including Mathematics and English Language
- Certificate in Basic Imaging Technology
- Computer literate

Specific Knowledge & Skills Required:

- Excellent customer service skills
- Ability to communicate effectively
- Good organization and time management skills

Key responsibilities will include but not limited to:

- Create daily worklist of patients for radiological examination/ procedures
- Prepare (type) radiology reports from written records, Dictaphone or electronic transmissions
- Type correspondence, rosters and memos for the department
- Facilitate the transfer of images and report requisitions to the consultant radiologist for the generation of written reports for patients
- Facilitate the conversion and transfer of DICOM images to other department within the facility
- Facilitate patient data transfer from the server computer to hard copy for referrals and storage as necessary
- Sorting and maintenance of electronic patient files
- Perform periodic checks on the network connection between the PACS server and workstations/view stations to facilitate the smooth transfer of images among devices

REMUNERATION PACKAGE PER ANNUM:

Salary Scale: \$1,792,163 – 2,130,319 per annum

Applications along with detailed resume should be sent no later than **Tuesday, 2024 December 31 to:**

**The Director,
Human Resource Management & Development
North-East Regional Health Authority
34-38 Ocean Village Shopping Centre, Ocho Rios
St. Ann**

E-mail: jobs@nerha.gov.jm or Fax: (876) 795-2747

WE THANK ALL APPLICANTS FOR RESPONDING, HOWEVER, ONLY SHORT LISTED APPLICANTS WILL BE ACKNOWLEDGED.