

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
3 Brumalia Road, Mandeville, Manchester, Jamaica WI
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position at the **Mandeville Regional Hospital**:

Technical Assistant - Radiology (HTAC/HT 1) - 1 Position Vacant

(Salary range \$1,792,163 - \$2,130,319 per annum plus any allowance (s) attached to the post)

Job Summary

Under the direction of the Medical Imaging Practitioner the incumbent shall facilitate production of soft copies of radiographic images and their transmission. Maintain an efficient environment for production of the images.

Qualification and Experience

- Four (4) subjects in CXC or GCE O'Level including English, Biology, Mathematics and another subject;
- Certificate in Basic Imaging Technology.

Specific Knowledge and Required Skills

- Excellent knowledge of the Principles and Practices of a Technical Assistant (Radiology)
- Excellent knowledge of the Standard Operating Procedures of the XRAY Department
- Excellent knowledge of the Infection Control
- Excellent knowledge of the Safety Measures
- Knowledge of the use of Radiology Equipment
- Knowledge of the Data Protection Act
- Excellent Teamwork & Cooperation skills
- Ability to communicate effectively both written and orally
- Ability to control operations of systems or equipment.
- Excellent knowledge of Computer Applications.
- Excellent time management skills
- Excellent customer quality focus skills

Key Responsibilities will include:

Technical/Professional

- Creating daily worklists of patients for X-ray examinations/procedures.
- Creating, maintaining and extrapolating patient worklists.
- Ensuring radiology information systems are periodically updated.

- Facilitating the conversion and transfer of dicom images to other departments within the hospital, health centres and referral sites.
- Attending to radiology information system server queries throughout the hospital.
- Facilitating patient data transfer from server computer to hard copy for referrals and storage as necessary.
- Sorting and maintenance of electronic patient files.
- Scanning and saving all patient requests/referrals to the digital files for record keeping as regulations may require.
- Ensuring that the digital detector plate batteries are kept charged and calibrated.
- Performing periodic checks on network connection between PACS server and Workstations/View stations to facilitate the smooth transfer of images among devices.
- Facilitating the transfer of images and requisition cards to the consultant radiologist for the generation of written reports for patients from health centres, private doctors and the hospital.
- Relaying network issues to the MIS personnel for the Region/Hospital and performing trouble shooting exercises under the supervision of same.
- Reporting to the Medical Imaging Practitioner as soon as any equipment malfunction is detected.
- Reporting to the Medical Imaging Practitioner should any improper handling of equipment or accessories be observed in the X-Ray department by staff or visitors.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Normal working XRAY environment within the public sector
- Expected to work beyond normal working hours, on weekends and Public Holidays when the need arises.

Applications along with resume should be sent **no later than September 25, 2026** to:

Senior Human Resource Officer
Mandeville Regional Hospital
32 Hargreaves Avenue
Mandeville P.O., Manchester
FAX (876) 625-8493
E-Mail - jobsmrh@gmail.com

****IMPORTANT NOTE: WE WILL ONLY ACCEPT APPLICATIONS BY EMAIL****

PLEASE INDICATE IN THE 'SUBJECT LINE' OF YOUR EMAIL THE NAME OF THE POSITION FOR WHICH YOU ARE APPLYING**

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED