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| **POSITION DESCRIPTION** | logo300 |

November 2016

## This document is subject to review from time to time.

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| **POSITION TITLE:** | MEDICAL LABORATORY SCIENTIST, GENETICS DEPARTMENT | |
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| **INCUMBENT:** |  | |
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| **REPORTS TO (Title):** | SECTION HEAD, GENETICS | |
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| **REPORTS TO ON A DAILY BASIS (Title):** | SECTION HEAD, GENETICS | |
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| The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies. | | |
| Organisational Vision The CDHB’s vision is to improve the health and wellbeing of the people living in Canterbury. Organisational Values  * Care & respect for others * Integrity in all we do * Responsibility for outcomes | | |
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| **PRIMARY FUNCTION:** | | |
| To provide a high quality service to clients and patients.  To perform routine testing and associated duties in the Genetics Department | | |
| **SCOPE:** | | |
| The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job related tasks other than those specified. | | |

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| **LOCATION:** |
| CANTERBURY HEALTH LABORATORIES  CORNER HAGLEY AVE AND TUAM STREET  CHRISTCHURCH  NEW ZEALAND |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| **Task** | **The Medical Laboratory Scientist, Genetics, is responsible for providing a high quality service to clients.** |
| Expected Result | * Clients receive polite, courteous and prompt responses to their requests or enquiries. * Client feedback is documented and notified to the Section Head at the earliest opportunity. |
| **Task** | **The Medical Laboratory Scientist, Genetics, is conversant with and responsible for the operation and use of the laboratory information system to register patients, input data and access results.** |
| Expected Result | * Patient details are entered accurately. * Data is input accurately and information retrieved efficiently. |
| **Task** | **The Medical Laboratory Scientist, Genetics, is responsible for performing a variety of duties in the routine areas of the laboratory, including basic troubleshooting, result interpretation and reporting.** |
| Expected Result | * Techniques are efficiently performed according to laboratory protocol. * Reagents are used correctly as described in the laboratory methods manual. * Methods are complied with. * Normal and abnormal results are identified and actioned. * Instrument and technical irregularities are recognised and corrected where appropriate and Section Head notified. * Output meets demands of daily workload and workflow patterns. |
| **Task** | **The Medical Laboratory Scientist, Genetics is responsible for adhering to laboratory quality assurance procedure requirements.** |
| Expected Result | * All tasks are carried out according to standard laboratory procedures and policies. * Procedures which are not carried out according to standard laboratory procedures and policies are recognised and notified to the Section Head. |
| **Task** | **The Medical Laboratory Scientist, Genetics, is responsible for adhering to safety programmes and procedures.** |
| Expected Result | * All procedures carried out follow the safety guidelines and procedures of the Unit. * Unsafe procedures are recognised and documented and the Safety Officer notified at the earliest opportunity. * Documented procedures in the case of accidents are followed. |
| **Task** | **The Medical Laboratory Scientist, Genetics, is responsible for maintaining and developing their own areas of skill and professional development.** |
| Expected Result | * Acquired skills are maintained. * New skills are developed as required. * Goals and objectives set and agreed to. * A professional development programme is developed (if appropriate). |
| **Task** | **The Medical Laboratory Scientist, Genetics, is responsible for carrying out general duties.** |
| Expected Result | * Advice on specimen requirements is provided as required (a database is available). * Work environs are maintained to an acceptably clean, tidy and safe standard. |
| **Task** | **The Medical Laboratory Scientist, Genetics, will undertake any other duties as reasonably directed by the Section Head from time to time.** |
| Expected Result | * All duties required to be performed in the best interests of Canterbury Health Laboratories are done so in a competent and efficient manner. |
| **Task** | **Work in a safe and healthy manner to prevent harm to themselves or others** |
| Expected Results | * Be aware of, and comply with, Canterbury DHB health and safety policies and procedures * Be pro-active in identifying and controlling hazards through staff meetings, OSH Accidents are reported directly to their reporting clinical leader, manager or supervisor. |
| **Task** | **To strive for quality within all the tasks undertaken to promote an environment of continuous quality improvement** |
| Expected Result | * Be conversant, and comply with, Canterbury DHB quality systems and policies * Be proactive in identifying areas and methods for improvement with regard to quality |

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| **FUNCTIONAL RELATIONSHIPS:**  (Who are the customer/consumers/patients) | |
| **INTERNALLY:** | |
| 1 | Section Head, Genetics |
| 2 | Service Manager, Genetics |
| 3 | General Manager |
| 4 | Medical and/or Clinical Director |
| 5 | Other staff of Genetics Cluster |
| 6 | Other staff of Canterbury Health Laboratories |
| 7 | Other staff of the Canterbury District Health Board |

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| **EXTERNALLY:** | |  |  |
| 1 | Clients and patients of Canterbury Health Laboratories | | |

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| **QUALIFICATIONS & EXPERIENCE:** |
| **Essential**   * Registration with the Medical Sciences Council of New Zealand, formally the New Zealand Medical Laboratory Science Board (MLSB), as a Medical Laboratory Scientist * The ability to maintain a high professional standard in line with the Code of Competencies and Standards for the Practice of Medical Laboratory Science (MLSB, 2009) * A current Practising Certificate issued by the Medical Sciences Council of New Zealand   *Personal Specification*   * Maintain a current Annual Practising Certificate by participation in a re-certification programme |

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| **Desirable Personal Attributes:** | | | |
| * Be client and patient focused and committed to providing a high quality service * Possess effective interpersonal skills and be able to work as part of a team * Have effective written and oral communication skills * Be able to work effectively and efficiently * Be adaptable and able to relate well to a wide range of people * Be disciplined, self-motivated and maintain a positive approach to work * Be punctual * Be able to display initiative * Have an ability to take and make decisions * Be aware of and exercise discretion in all patient related and departmental matters (in accordance with the Privacy Act) | | | |
| **INCUMBENT’S**  **SIGNATURE:** | |  | **DATE:** |  | |
|  | |  |  |  | |
| **MANAGER’S**  **SIGNATURE:** | |  | **DATE:** |  | |