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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 VisionThe 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 LABORATORIESCORNER HAGLEY AVE AND TUAM STREETCHRISTCHURCHNEW 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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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).
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| **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.
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| **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.
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| **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.
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| **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)
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| **INCUMBENT’S****SIGNATURE:** |  | **DATE:**  |  |
|  |  |  |  |
| **MANAGER’S****SIGNATURE:** |  | **DATE:**  |  |