

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

July 2018

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

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 well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

Medical Laboratory Technician: Histology

REPORTS TO (Title):

REPORTS ON A DAILY BASIS TO:

Section Head – Histology/Cytology

PRINCIPAL OBJECTIVES:

To perform routine and non-routine duties in the Histology Laboratory of the Anatomical Pathology unit.

To provide a high quality service to clients.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Section Head, Histology
2	Other staff of the Histology laboratory
3	Medical Director and other staff of the Anatomical Pathology department
4	Office and other staff of Canterbury Health Laboratories
5	Orderlies
6	Staff of the Canterbury District Health Board

EXTERNALLY:

1	Clients of Canterbury Health Laboratories
---	---

KEY PERFORMANCE OBJECTIVES:

Task	The Laboratory Technician, Histology is responsible for providing a high quality service to clients.
Expected Result	<ul style="list-style-type: none">▪ Clients receive polite, courteous and prompt responses to their requests or enquiries.▪ Any problems or complaints are notified at the earliest opportunity to the Section Head.
Task	The Laboratory Technician, Histology is responsible for participating in the preparation of stained slides and the various laboratory procedures involved.
Expected Result	<ul style="list-style-type: none">▪ Specimens appropriately received, identified and accurately registered.▪ Tissues are processed and embedded in wax as requested.▪ Embedding area is clear and tidy when work is completed.▪ All sections cut are of high quality and available for staining when required.▪ Histology slides are ready for microscopic examination as soon as possible.▪ Errors/faults are immediately reported to the Section Head
Task	The Laboratory Technician, Histology is responsible for giving immediate technical assistance when required for the reception, processing, cutting and staining of urgent paraffin and urgent fresh sections.
Expected Result	<ul style="list-style-type: none">▪ Urgent and frozen sections receive immediate and appropriate treatment.
Task	The Laboratory Technician, Histology is responsible for assisting with the clerical tasks of the laboratory; data entry for charging purposes; filing of blocks and slides; assembling slides for meetings.
Expected Result	<ul style="list-style-type: none">▪ Data is entered accurately.▪ Blocks and slides are filed accurately and promptly.▪ Meeting slides are ready when required.
Task	The Laboratory Technician, Histology will be aware of and comply with Canterbury District Health Board health and safety policies and procedures.
Expected Result	<ul style="list-style-type: none">▪ All procedures carried out follow the safety guidelines and procedures of the Unit.▪ All incidents/accidents are reported.▪ Work in a safe and healthy manner to prevent harm to themselves or others.▪ Be proactive in identifying and controlling hazards. OSH Accidents are reported directly to the Section Head.
Task	The Laboratory Technician, Histology is responsible for carrying out general housekeeping duties including general equipment maintenance.
Expected Result	<ul style="list-style-type: none">▪ Work environments are maintained to an acceptably clean, tidy and safe standard.▪ Equipment is clean and operational.▪ Laboratory has adequate stocks of fluids and wax for processing/staining.

Task	The Laboratory Technician, Histology, is responsible for maintaining and developing their own areas of skill.
Expected Result	<ul style="list-style-type: none"> ▪ To maintain mastery of acquired skills. ▪ Development of new skills as required. ▪ If appropriate, goals and objectives are set and agreed to. ▪ Participate in ongoing education schemes approved by the Section Head. ▪ Complete the required number of CPD hours to maintain an Annual Practising Certificate.
Task	The Laboratory Technician, Histology will undertake any other duties as reasonably directed by the Section Head from time to time.
Expected Result	<ul style="list-style-type: none"> ▪ All duties are required to be performed in the best interests of Canterbury District Health Board, and are done so in a competent and efficient manner.

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Registration, or ability to gain registration, with the New Zealand Medical Sciences Council, as a Medical Laboratory Technician.
- Have an educational standard suitable for registration by the Medical Sciences Council as a Medical Laboratory Technician.

Desirable:

- Previous Histology experience.
- A current Annual Practising Certificate (APC) issued by the Medical Sciences Council.

PERSONAL ATTRIBUTES:

Mandatory:

- Be client focused and committed to providing a high quality service
- Possess effective interpersonal skills
- Be able to work effectively and efficiently under occasional periods of pressure
- 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 able to perform delicate manual tasks
- Be able to work without direction

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

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.