

## POSITION DESCRIPTION – VIROLOGY/SEROLOGY MLS

<b>Position Title:</b>	Medical Laboratory Scientist
<b>Department:</b>	Virology/Serology
<b>Report To (Title):</b>	Section Head, Virology/Serology
<b>Report to daily (Title):</b>	Section Head, Virology/Serology
<b>Location:</b>	Canterbury Health Laboratories Corner Hagley Ave and Tuam street Christchurch New Zealand

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Te Whatu Ora, Health New Zealand is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### 1. Organisational Vision

Te Whatu Ora, Health New Zealand's vision is to improve the health and wellbeing of the people living in New Zealand.

### 2. Organisational Values

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

### 3. Primary Function:

To provide a high-quality service to clients and patients.  
To perform routine testing and associated duties in the Virology/Serology Department.

### 4. 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.

## 5. Key Performance Objectives:

Task	Expected Result
<b>The Medical Laboratory Scientist, Virology/Serology, is responsible for providing a high-quality service to clients.</b>	<ul style="list-style-type: none"> <li>• Clients receive polite, courteous and prompt responses to their requests or enquiries.</li> <li>• Any problems or complaints are notified at the earliest opportunity to the Virology/Serology Section Head.</li> </ul>
<b>The Medical Laboratory Scientist is responsible for performing serology procedures as directed by the Section Head, Virology/Serology. Use of automated analysers Manual laboratory procedures</b>	<ul style="list-style-type: none"> <li>• Appropriate controls are used and documented.</li> <li>• All documentation is accurate and complete.</li> <li>• All serology protocols are adhered to at all times.</li> <li>• All results are documented accurate and reported.</li> <li>• All serology tests are performed in consultation with Section Head</li> <li>• All test failures are reported to the Section Head, documented in the troubleshooting log and cause of test failure thoroughly investigated.</li> </ul>
<b>The Medical Laboratory Scientist, Virology/Serology is responsible for performing molecular testing as directed by the Section Head.</b> <ul style="list-style-type: none"> <li>• Nucleic acid extraction using various methodologies as stated in protocols.</li> <li>• Premix preparation.</li> <li>• Assisting in development of molecular assays.</li> <li>• Processing PCR products.</li> </ul> <b>Interpretation of results.</b>	<ul style="list-style-type: none"> <li>• All extractions are performed as per section protocols.</li> <li>• Appropriate controls are used and documented.</li> <li>• All documentation is accurate and complete.</li> <li>• All PCR and molecular technique protocols are adhered to at all times.</li> <li>• All results are documented accurate and reported.</li> <li>• All molecular tests are performed in consultation with Section Head/Virologist/Technical Specialist</li> <li>• All test failures are reported to the Section Head, documented in the troubleshooting log and cause of test failure thoroughly investigated.</li> </ul>
<b>The Medical Laboratory Scientist, Virology/Serology is responsible for obtaining and reporting results through the laboratory information system and by telephone as per laboratory protocol.</b>	<ul style="list-style-type: none"> <li>• Correct operation of system and accurate retrieval of information.</li> <li>• Recognition and identification of inconsistent data and notification to Section Head.</li> </ul>

<p><b>The Medical Laboratory Scientist, Virology/Serology is responsible for general housekeeping duties.</b></p>	<ul style="list-style-type: none"> <li>• Maintenance of working reagents, disinfectants and media stocks.</li> <li>• Daily cleaning/disinfection of benches, biohazard cabinets, sinks, incubators, are carried out efficiently, and perform any other cleaning duties when required.</li> <li>• All equipment is maintained to the required levels and any equipment failure or damage is reported to the Section Head.</li> <li>• All consumable stocks are maintained to the required levels and the Section Head is notified in a timely manner when stock ordering is required.</li> <li>• Rostered area is kept to an acceptably clean and safe standard.</li> </ul>
<p><b>The Medical Laboratory Scientist, Virology/Serology is responsible for assisting in the training of staff when delegated by the Section Head.</b></p>	<ul style="list-style-type: none"> <li>• Trainees / students are trained in accordance with syllabi and competency assessment guides.</li> <li>• Staff are trained in accordance with protocols.</li> </ul>
<p><b>The Medical Laboratory Scientist, Virology/Serology is responsible for maintaining and developing their own areas of skill and professional development.</b></p>	<ul style="list-style-type: none"> <li>• Mastery of acquired skills is maintained.</li> <li>• Show a willingness to keep abreast of new developments by regular reading of journals, textbooks etc. and attendance at courses, seminars and conferences as approved by the Microbiology Service Manager and/or Course and Conference Committee.</li> <li>• Participate in developmental procedures and protocols.</li> <li>• A professional development programme is developed in conjunction with the Section Head and Microbiology Service Manager (if appropriate).</li> </ul>
<p><b>The Medical Laboratory Scientist, Virology/Serology will undertake any other duties as reasonably directed by Virology/Serology Section Head from time to time.</b></p>	<ul style="list-style-type: none"> <li>• All duties required to be performed in the best interests of Canterbury Health are done in a competent and efficient manner.</li> </ul>

## 6. Health and Safety

- Observe all Te Whatu Ora, Health New Zealand's 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 employee's 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 Te Whatu Ora, Health New Zealand'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

## 7. Quality

Every staff member within Te Whatu Ora, Health New Zealand 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.

## 8. Functional Relationships

### Internally

- Section Heads, Microbiology
- Technical Lead, Bacteriology
- Service Manager, Microbiology
- General Manager
- Medical and/or Clinical Director
- Other Staff of Microbiology Department
- Other Staff of Canterbury Health Laboratories
- Other Staff of Health New Zealand.

### Externally

- Outpatients of Canterbury Health Laboratories
- Clients and patients of Canterbury Health Laboratories

## 9. Qualifications and 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

## 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 able to work effectively and efficiently under occasional periods of pressure
- 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)

## 10. Hours of Employment

As per award, but required to work 40 hours per week, may be rostered on weekends and public holidays, and any shift as required by the Section Head.

<b>Incumbent's Signature:</b>	<b>Date:</b>
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<b>Manager's Signature:</b>	<b>Date:</b>
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