

Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

Title	Laboratory Assistant – Specimen Services		
Reports to	Section Head		
Location	Canterbury Health Laboratories		
Department	Registration		
Direct Reports	0		Total FTE 0.6
Budget Size	Opex	NA	Capex NA
Delegated Authority	HR	NA	Finance NA
Date	28/11/2024		
Job band (indicative)	Step 1 to 5 (Group A)		

The Health System in Aotearoa is to provide all tangata (people) equity of health care. The Pae Ora/Healthy Futures vision is where people live longer in good health, have improved quality of life, and there is equity between all groups.

We are building a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best, be safe and feel proud when they go home to their whānau, friends and community.

Our shared values are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

Te Mauri o Rongo – The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – as organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.

Whanaungatanga – we are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities.

Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do
- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

About the role

The primary purpose of the role is to:

- Register patients add tests and access results
- Unpacking and storing of laboratory consumables
- Sorting and data entry of samples onto the computer system
- Interpretation and input of request forms
- Checking of data for accuracy and information
- Answering telephone enquiries in our Lab line call centre

Key Result Area	Expected Outcomes / Performance Indicators
Professional Responsibilities	<ul style="list-style-type: none"> • Actively supports and participates in all aspects of training • Appropriately challenges and addresses behaviours of team members • Together with Section Head develops and maintains a professional development plan for themselves
Routine laboratory	<ul style="list-style-type: none"> • Responsible for performing a set number of duties in the laboratory • Knowledgeable and responsible for their own operation and use of the laboratory information system to register patients, input data and access results. • Participate with the Quality lead/Quality Group [EQG] to maintain accreditation to ISO 15189 • If requested, provide support to wider Canterbury Health Laboratories

CPD and professional development	<ul style="list-style-type: none"> • Required to maintain competence in MLA scope of practice. • Have a drive to learn and develop within the role
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori. • Respects the cultural values and aspirations of Māori workers, employers and communities • Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership.
Equity	<ul style="list-style-type: none"> • Commits to helping all people achieve equitable health outcomes. • Help create a workplace that allows everyone to achieve their full potential. • Shows a willingness to personally take a stand for equity. • Supports Māori-led and Pacific-led responses.
Innovation & Improvement	<ul style="list-style-type: none"> • Is open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table. • Tries new approaches, willing to learn, and able to adapt.
Collaboration and Relationship Management	<ul style="list-style-type: none"> • Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same.
Health & safety	<ul style="list-style-type: none"> • Exercises due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives. • Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes. • Willing to support continual improvement in health and wellbeing to create a healthy and safe culture.
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place. • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit. • Understands, and operates within, the financial & operational delegations of their role.

Matters which must be referred to the Section Head or Technical Lead

- Any such activity that is outside of the Medical Science Councils scope of practise
- Any such activity that is outside of day to day operations and cannot be reasonably handled within designated authority.

Relationships

External	Internal
<ul style="list-style-type: none"> • Staff of other national and international laboratories • Medical research facilities, both nationally and internationally 	<ul style="list-style-type: none"> • Section Staff • Section Head/ Technical Lead • Service Manager • General Manager • Medical Director/ Clinical Director • Staff within CHL and Health NZ

About you – to succeed in this role

You will have

Essential:

- Registration or ability to register with the Medical Sciences Council of New Zealand as a Medical Laboratory Scientist
- The ability to maintain a high professional standard in line with the competence standards for MLS practitioners
-

You will be able to

Essential:

- Demonstrate an understanding or willingness to learn the significance of and obligations under Te Tiriti o Waitangi
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance.
- Establish and maintain positive working relationships with people at all levels with all communities (internal and external)
- Demonstrate a strong drive to deliver and take personal responsibility.
- Demonstrate self-awareness of your impact on people
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity.

Desired:

- A keen attitude to grow and develop within the role
- Ability to question and show an inquisitive mind to challenge the routine to find better pathways forward.

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.