

## **POSITION DESCRIPTION**

### **CANTERBURY HEALTH LABORATORIES**

**Canterbury**

District Health Board

Te Poari Hauora o Waitaha

February 2019

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 and respect for others
- Integrity in all we do
- Responsibility for outcomes

#### **POSITION TITLE:**

LABORATORY ASSISTANT

#### **LABORATORY:**

ASHBURTON LABORATORY

#### **INCUMBENT:**

#### **REPORTS TO (Title):**

SECTION HEAD, ASHBURTON LABORATORY

#### **PRINCIPAL OBJECTIVES**

To participate in a quality blood collection, registration, analytical and dispatch service that efficiently and effectively meets client needs at all locations.

#### **FUNCTIONAL RELATIONSHIPS (where applicable):**

(Who are the customer/consumers/patients)

##### **INTERNALLY:**

1	Section Head, Ashburton Hospital Laboratory
2	Core and Micro Service Manager
3	Quality Manager
4	Supervisor, Blood Collection Services
5	General manager CHL
6	Ashburton Hospital Laboratory staff
7	Staff of Canterbury Health Laboratories
8	Staff of the Canterbury District Health Board

##### **EXTERNALLY:**

1	Clients of the Blood Collection Services, Ashburton Hospital Laboratory
---	---

## **KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is required to provide a high quality service to clients from all locations.</b>
Expected Results	<ul style="list-style-type: none"><li>• The service delivered is perceived to be of high quality and standard.</li><li>• The requirements of the Section Head, Ashburton Hospital Laboratory are met.</li><li>• The Section Head, Ashburton Hospital Laboratory is consulted on issues of quality, service delivery and marketing.</li></ul>
<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is responsible for collecting blood samples from inpatients and outpatients.</b>
Expected Results	<ul style="list-style-type: none"><li>• Blood samples are collected with minimum discomfort to the patient.</li><li>• Blood is collected into the correct containers.</li><li>• Blood samples are handled in a manner appropriate to the tests being requested.</li><li>• Blood samples are collected at the appropriate time or within clinically acceptable time constraints.</li><li>• Blood samples are delivered to the appropriate site for further processing within an acceptable time period.</li></ul>
<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is responsible for promoting a favourable image of the service.</b>
Expected Results	<ul style="list-style-type: none"><li>• Patients will be treated in a kind and courteous manner.</li><li>• Clients, other staff and members of the public will be treated with respect.</li><li>• Assistance is provided when required or when the need is perceived.</li><li>• Patients are not subjected to unnecessary questioning and their right to privacy is respected.</li></ul>

<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is required to perform laboratory tests as directed by the Section Head.</b>
Expected Results	<ul style="list-style-type: none"> <li>• Techniques are efficiently performed according to laboratory protocol.</li> <li>• Reagents as described in the laboratory methods manual.</li> <li>• Compliance with methods.</li> <li>• Normal and abnormal results are identified and actioned.</li> <li>• Machine and technical irregularities are recognised and corrected where appropriate and a senior staff member notified.</li> <li>• Specialist procedures are performed accurately and under the guidance of a senior staff member.</li> <li>• Output to meet demands of daily workload and workflow patterns.</li> <li>• Completed results are communicated to the Medical Laboratory Scientist responsible for the laboratory work for approval and release.</li> </ul>
<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is responsible for adhering to safety programmes and procedures.</b>
Expected Results	<ul style="list-style-type: none"> <li>• All procedures carried out follow the safety guidelines and procedures of the Unit.</li> <li>• Recognition and documentation of unsafe procedures and notify the Safety Officer at the earliest opportunity.</li> <li>• In the case of an accident, all documented procedures will be complied with.</li> </ul>
<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory is required to sort, separate and register specimens as needed.</b>
Expected Results	<ul style="list-style-type: none"> <li>• All specimens are accurately coded and sorted.</li> <li>• Specimens are ready for collection by courier or taxi at the allotted times.</li> <li>• Patient's data is accurately entered in the laboratory computer system within an acceptable period of time.</li> </ul>
<b>Task</b>	<b>The Assistant, Ashburton Hospital Laboratory will carry out house calls and rest home visits to collect specimens as necessary.</b>
Expected Results	<ul style="list-style-type: none"> <li>• The task will be performed in an appropriate manner, with courtesy and dignity.</li> <li>• Patient's privacy will be respected.</li> <li>• Specimens will be transported safely to the laboratory within acceptable time limits.</li> </ul>

Task	<b>The Assistant, Ashburton Hospital Laboratory will undertake any other duties as reasonably directed by the Section Head or Operations Manager from time to time.</b>
Expected Results	<ul style="list-style-type: none"> <li>• The incumbent will attend and actively participate in departmental meetings and take on meeting responsibilities as requested.</li> <li>• All duties required are performed in the best interests of Canterbury Health and done so in a competent and efficient manner.</li> </ul>

#### **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 there 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 & PERSONAL ATTRIBUTES:**

- be a holder of a NCEA level 2 or equivalent
- current driver's licence
- have experience in and be able to demonstrate competence in the collection of blood samples from patients
- possess effective interpersonal and organisational skills
- have the ability to initiate and facilitate open communication with staff
- be client focused and committed to quality outcomes
- be committed to teamwork and the fostering of positive team relationships
- possess a willingness to contribute to and improve personal and team performance

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.

<b>INCUMBENT'S SIGNATURE:</b>	<b>DATE:</b>
-----------------------------------	--------------

<b>MANAGER'S SIGNATURE:</b>	<b>DATE:</b>
---------------------------------	--------------