

## POSITION DESCRIPTION – BACTERIOLOGY MLT

<b>Position Title:</b>	Medical Laboratory Technician
<b>Department:</b>	Bacteriology
<b>Report To (Title):</b>	Technical Lead, Bacteriology Section Head, Microbiology
<b>Report to daily (Title):</b>	Technical Lead, Bacteriology Section Head, Microbiology
<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 Bacteriology 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 Technician is responsible for the reception and primary processing of specimens received in the laboratory.</b>	<ul style="list-style-type: none"> <li>• Urgent specimens are given priority for processing and interim results are conveyed to relevant wards or clinicians.</li> <li>• Specimens are inoculated onto correct media as per written protocols.</li> <li>• Processing of urines through the automated urinalysis and dipstick machines</li> <li>• Microscopy of urines - enumeration of WBC, RBC (including dysmorphic types), casts, crystals and other urinary sediments.</li> <li>• Gram stains are correctly prepared and stained.</li> <li>• Blood cultures are loaded correctly into the BacTec machine.</li> </ul>
<b>The Medical Laboratory Technician is required, at times, to process blood cultures.</b>	<ul style="list-style-type: none"> <li>• Positive blood cultures are unloaded and processed as for bench protocols (i.e. preliminary ID and sensitivity testing carried out).</li> <li>• The supervising scientist and / or the laboratory registrar / microbiologist are notified promptly.</li> <li>• Quality Control sub-culturing, and other blood culturing duties as reasonably directed by the supervising scientist, are carried out as per the protocols.</li> </ul>
<b>• The Medical Laboratory Technician is required to participate and work in the weekend and on-call roster as required.</b>	
<b>• The Medical Laboratory Technician is required to adhere to safety programmes and procedures.</b>	<ul style="list-style-type: none"> <li>• All procedures carried out follow the safety and quality control guidelines and procedures of the Unit.</li> <li>• Any unsafe procedures, accidents or incidents, spillages etc. are promptly notified to the Safety Officer.</li> <li>• Routine evaluation and reports received from the Safety Officer, Quality Control Officer and Section Head demonstrate adherence to procedures.</li> </ul>
<b>The Medical Laboratory Technician is required to carry out general housekeeping duties in the rostered area.</b>	<ul style="list-style-type: none"> <li>• Maintenance of working stains, reagents, disinfectants, and working media stocks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cleaning / disinfection of benches, biohazard cabinets, sinks etc. are carried out regularly and efficiently.</li> <li>• Rostered area is kept to an acceptably clean and safe standard.</li> </ul>
<b>The Medical Laboratory Technician is responsible for using the Laboratory Information System for result entry and enquiries, specimen checks and faxing and specimen registration if necessary.</b>	<p>Test results are entered into the Delphic Micro reporting system.</p> <p>Errors are kept within acceptable limits.</p>
<b>The Medical Laboratory Technician, in conjunction with the supervising scientist, is responsible for maintaining and developing his/her own areas of skill and competence.</b>	<ul style="list-style-type: none"> <li>• Mastery of acquired skills is maintained.</li> <li>• New skills, as required, are developed.</li> <li>• If appropriate, goals and objectives are set and agreed to.</li> <li>• Teaching sessions are attended.</li> </ul>
<b>The Medical Laboratory Technician is required to provide 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 supervising scientist, Technical Lead and/or Microbiology Cluster Manager.</li> </ul>
<b>The Medical Laboratory Technician will undertake any other duties as reasonably directed by the supervising scientist or Section Head from time to time.</b>	<ul style="list-style-type: none"> <li>• All duties required to be performed in the best interests of Canterbury Health Laboratories 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 Managers, Microbiology
- General Manager
- Medical and/or Clinical Director
- Other Staff of Microbiology Cluster
- 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 Technician.
- 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
- hold at least the Certificate level qualification (or equivalent) in Microbiology or have a BMLSc qualification with a major in Microbiology;
- have demonstrated initiative in the field of diagnostic medical bacteriology;
- be enrolled in a re-certification programme in line with the requirements of the MSC

### 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. Rostered overtime may be involved.

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