

# STATEMENT OF ACCOUNTABILITY

## Section Head, Core Biochemistry and Point of Care Testing, Canterbury Health Laboratories

<b>TEAM</b>	Core Services Team, Canterbury Health Laboratories
<b>POSITION TITLE</b>	Section Head, Core Biochemistry and Point of Care Testing
<b>REPORTS TO</b>	Service Manager, Core & and Blood Services

### OUR TEAM ACCOUNTABILITY

As a member of the Core Services Team, this role has shared accountability for:

- Engaging the CHL team and our health systems to build trust, common understanding and ownership.
- Growing the understanding and engagement of the CHL team with the vision and goals of the Canterbury and West Coast Health systems
- Ensuring clarity of CHL purpose, developing clear direction, plans, alignment and priority and making sure all teams and roles know their accountability and responsibility
- Building the capability of the Core Services function to make it happen and the process capability to do it effectively and efficiently
- Communicating, in order that within the Core Services team, the Canterbury and West Coast Districts and our health systems, everyone remains aligned with and informed about our plans, priority and progress

### MY ROLE RESPONSIBILITY

The Section Head Core Biochemistry and Point of Care Testing will lead the team responsible for delivering the Core Biochemistry and Point of Care Testing services, in keeping with the agreed strategic direction, in response to referrer, client and patient requirements and within the financial parameters.

The Section Head Core Biochemistry and Point of Care Testing is responsible for developing the operational capabilities of the team and establishing a collaborative and functional team focus within a culture that reflects a willingness to embrace quality service delivery, innovation and change.

The Section Head Core Biochemistry and Point of Care Testing is responsible for developing and maintaining an effective working relationship with the Service Manager and clinical staff through communication of accurate and timely information and attendance at relevant meetings.

Specifically the role is responsible for:

- Working with the Service Manager and designated Pathologist on the medical, technical and scientific strategic direction of the section and on key operational issues including planning for the acquisition of new tests, the exiting of obsolete tests, and changes to test delivery methodologies.

- Working closely with the Service Manager and designated Pathologist to ensure that the laboratory provides appropriate support to clinical medicine with the provision of reliable and timely test results.
- Liaising with internal and external clients and with other scientific/medical agencies to ensure aligned service delivery.
- In situations where the technical quality of service provided by the Section is likely to be compromised or the business position of CHL is likely to be threatened, the Section Head will work closely with the designated Service Manager and Pathologist in finding solutions.
- Ensuring the provision of an efficient and timely analytical service to clinicians.
  - Implementing the agreed section operating plan including budget preparation and workload forecasting.
  - Reporting against agreed measures eg Turn Around Time, Budget, test development pipeline
  - Providing a high quality service to clients.
  - Meeting the IANZ requirements and the standards of other regulatory bodies.
  - Developing staff as appropriate and promoting H&S wellbeing.
- Working with the Service Manager and designated Pathologist on key operational issues.

## MY CAPABILITY

Display self-knowledge  
 Take self-responsibility  
 Be a person of value to others and the organisation  
 Think and act strategically  
 Develop clear direction and plans aligned to vision and goals  
 Build and sustain organisational innovation  
 Foster a culture of responsibility and commitment

## MY RELATIONSHIPS TO NURTURE

### Internal

Core & Blood Services Manager  
 Clinical Director, Medical Directors  
 and Clinical staff, CHL  
 Quality Manager, CHL  
 Section Heads, CHL  
 Key personnel and staff of  
 CHL and Canterbury District  
 Referrers and clients within  
 Canterbury

### External

Current and potential referrers, clients and  
 patients of CHL  
 Suppliers to CHL