

POSITION DESCRIPTION

May 2025

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

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

Organisational Vision

Te Whatu Ora Waitaha's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

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

POSITION TITLE:

Medical Laboratory Technician/Assistant

REPORTS TO (Title):

Section Head – Histology/Cytology

REPORTS ON A DAILY BASIS TO:

Section Head – Histology/Cytology

PRINCIPAL OBJECTIVES:

- To perform routine and non-routine duties within Anatomical Pathology.
- To provide high quality service to clients.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

1	Section Head, Histology/Cytology
2	Anatomical Pathology Service Manager
3	Other staff of Anatomical Pathology
4	Anatomical Pathology Clinical Director
5	Orderlies
6	Staff of CHL and Te Whatu Ora

EXTERNALLY:

1	Clients of Canterbury Health Laboratories
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KEY PERFORMANCE OBJECTIVES:

The Laboratory Assistant/Technician, is responsible for providing high quality service to clients.

- Is polite, courteous and prompt in responding to client's requests or enquiries.
- The Section Head is notified at the earliest opportunity of any problems or complaints.

The Laboratory Assistant/Technician, is responsible for answering telephone queries concerning reports and specimens.

- Enquiries are answered or referred on in a pleasant and efficient manner.
- Accurate information is given when department requirements are met.

The Laboratory Assistant/Technician, is required to prepare and stain specimens.

- Specimens are appropriately received, identified promptly and accurately registered.
- Data is entered accurately.
- Work is carried out in an efficient, accurate and timely manner so as to optimise specimen quality, reporting accuracy and timeliness.
- All specimen preparation and staining is carried out in a safe manner observing the protocols set out in the Departments Safety Manual.
- Slides are ready for microscopic examination within 24 hours of receipt for routine specimens and within two hours for urgent specimens.
- As required, this will include the preparation and staining of non-gynae Cytology specimens.

The Laboratory Assistant/Technician, is responsible for ensuring that all specimen preparation and staining is carried out in a safe manner observing the protocols set out in the departments Safety Manual.

- Safety guidelines and procedures of the Department are adhered to.
- Recognition of unsafe procedures are notified at the earliest opportunity to the Health and Safety Rep and Section Head.
- Routine evaluation and reports received from Health and Safety Rep and Section Head demonstrate adherence to procedures.
- All incidents/accidents are reported.

The Laboratory Assistant/Technician, in conjunction with the Section Head, is responsible for maintaining and developing their own areas of skill.

- To maintain and develop mastery of acquired skills.
- Development of new skills as required.
- If appropriate, goals and objectives are set and agreed to.
- Participate in continuing professional education programmes approved by the Section Head.

The Laboratory Assistant/Technician, is responsible for assisting with the clerical tasks of the laboratory, including filing of slides and blocks and assembling slides for meetings.

- Data is entered accurately.
- Blocks and slides are filed accurately and promptly.
- Meeting slides are ready when required.
- Office staff receive assistance if required.

The Laboratory Assistant/Technician, is responsible for ensuring adequate fixation and safety of specimens over public holiday weekends (required for staff completing non-gynae cytology only)

- Staff are expected to participate in public holiday weekend call backs as required.
- Fresh specimens are identified and fixed for processing on the next working day.

The Laboratory Assistant/Technician, may be requested to undertake any other duties as reasonably directed by the Section Head from time to time.

All duties are performed in the best interests of Canterbury DHB and are done so in a competent and efficient manner.

HEALTH & SAFETY:

- Observe all 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 Te Whatu Ora'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 Te Whatu Ora 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.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Registration, or ability to gain registration, with the New Zealand Medical Sciences Council, as a Medical Laboratory Technician.
- Have an educational standard suitable for registration by the Medical Sciences Council as a Medical Laboratory Technician.

Desirable:

- Previous Histology experience.
- A current Annual Practising Certificate (APC) issued by the Medical Sciences Council.

PERSONAL ATTRIBUTES:

Mandatory:

- Be client focused and committed to providing a high quality service
- Possess effective interpersonal skills
- Be able to work effectively and efficiently under occasional periods of pressure
- 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 perform delicate manual tasks
- Be able to work without direction

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.

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.