

## POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

**Health NZ 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.**

<b>Position Title:</b>	Medical Laboratory Scientist	
<b>Reports To:</b>	Laboratory Manager/Section Head	
<b>Key Relationships/ Customers/consumers/patients</b>	<b>Internal:</b> <ul style="list-style-type: none"> <li>▪ Laboratory staff, Health NZ</li> <li>▪ Staff of Canterbury Health NZ Laboratories</li> <li>▪ Other staff of the Health NZ Board</li> <li>▪ Clinical staff of the Health NZ Te Waipounamu/Te Tai o Poutini West Coast</li> </ul>	<b>External:</b> <ul style="list-style-type: none"> <li>▪ Clients of Te Tai o Poutini West Coast Laboratory</li> <li>▪ Prospective new clients of Te Tai o Poutini West Coast Laboratory</li> <li>▪ Company Representatives</li> </ul>
<b>Organisational Vision:</b>	To improve the health and well being of the people of the West Coast.	
<b>Organisational Values</b>	<ul style="list-style-type: none"> <li>▪ Care and respect for others</li> <li>▪ Integrity in all we do</li> <li>▪ Responsibility for outcomes</li> </ul>	
<b>Role Purpose</b>	To perform routine testing and associated duties as required. To provide a high quality service to clients and patients	

**KEY OBJECTIVES:**

<b>The Medical Laboratory Scientist is responsible for providing 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>▪ Client feedback is documented and notified to the Section Head at the earliest opportunity.</li><li>▪ There is no discrimination in the standard of service to all staff and clients irrespective of ethnicity or gender.</li><li>▪ Sound advice given to users of the Laboratory on test interpretation.</li></ul>
<b>The Medical Laboratory Scientist is conversant with and responsible for his/her own operation and use of the laboratory information system to register patients, input data and access results.</b>
<ul style="list-style-type: none"><li>▪ Patients are correctly and accurately registered.</li><li>▪ Data input and information retrieval is accurate and efficient.</li><li>▪ Overdue lists are reviewed and actioned.</li><li>▪ Results are reported in an accurate and timely manner.</li></ul>
<b>The Medical Laboratory Scientist is responsible for performing a variety of duties in the Laboratory, including basic troubleshooting of tests and equipment relevant to the laboratory's operation.</b>
<ul style="list-style-type: none"><li>▪ Techniques are efficiently performed according to laboratory protocol.</li><li>▪ Reagents are used correctly as described in the laboratory methods manual.</li><li>▪ Methods are complied with.</li><li>▪ Normal and abnormal results are identified and actioned.</li><li>▪ Machine and technical irregularities are recognised and corrected where appropriate and the Section Head notified.</li><li>▪ Output meets the demands of daily workload and workflow patterns.</li><li>▪ Orientation and basic training is provided for new staff members as required by the Section Head.</li><li>▪ New tests are developed and introduced in accordance with the Quality Manual with appropriate documented procedure written.</li><li>▪ Special duties assigned from time to time are carried out in a manner consistent with quality standards of the laboratory.</li></ul>
<b>The Medical Laboratory Scientist is responsible for adhering to laboratory quality assurance procedure requirements.</b>
<ul style="list-style-type: none"><li>▪ All tasks are carried out to standard laboratory procedures and policies.</li><li>▪ Procedures 'out of control' are recognised and notified to Section Head.</li><li>▪ There is contribution to and participation in departmental EQAP.</li><li>▪ Time line planner for checks and Quality deadlines prepared and adhered to.</li><li>▪ Actively participate in the Laboratory Quality team.</li><li>▪ All the relevant written policies and procedures are developed, maintained and reviewed in accordance with the IANZ requirements.</li><li>▪ Quality programmes are participated in and results reviewed.</li></ul>
<b>The Medical Laboratory Scientist is responsible for adhering to safety programmes and procedures.</b>
<ul style="list-style-type: none"><li>▪ All procedures carried out follow the safety guidelines and procedures of the laboratory.</li><li>▪ Unsafe procedures are recognised, documented and notified to the Safety Officer at the earliest opportunity.</li><li>▪ Documented procedures in the case of an accident are complied with.</li></ul>
<b>The Medical Laboratory Scientist is responsible for maintaining and developing his/her own areas of skill and professional development.</b>
<ul style="list-style-type: none"><li>▪ Mastery of acquired skills is maintained.</li><li>▪ New skills are developed as required.</li><li>▪ Attend sufficient educational seminars or conferences to satisfy the CPD requirements and retain APC.</li><li>▪ Goals and objectives set and agreed to.</li><li>▪ A professional development programme is developed (if appropriate).</li><li>▪ Contributions are made to educational meetings</li></ul>

<b>The Medical Laboratory Scientist is responsible for carrying out general duties.</b>
<ul style="list-style-type: none"> <li>▪ Advice on specimen requirements for the laboratory is provided as required.</li> <li>▪ Authorisation of results.</li> <li>▪ Reagents are prepared according to prescribed standards.</li> <li>▪ Consumable supplies levels are maintained above a predetermined level.</li> <li>▪ Daily laboratory maintenance and cleaning duties carried out, and rubbish disposed of according to protocols.</li> <li>▪ Reagents are prepared accurately.</li> <li>▪ Specimens are registered according to laboratory procedure.</li> <li>▪ Reports are filed according to laboratory guidelines.</li> <li>▪ Work environs are maintained to an acceptably clean, tidy and safe standard.</li> <li>▪ Participate in regular staff meetings.</li> <li>▪ Participation in on-call out of hours roster and Microbiology weekend roster if appropriately qualified.</li> </ul>
<b>The Medical Laboratory Scientist is responsible for the communication of accurate and timely information to the Section Head, Laboratory Manager or Operations Manager.</b>
<ul style="list-style-type: none"> <li>▪ The Section Head, Laboratory Manager or Operations Manager are kept informed of current operational, technical and other issues that might have an impact on the section.</li> </ul>
<b>The Medical Laboratory Scientist will undertake any other duties as reasonably directed by the Section Head/Laboratory Manager from time to time.</b>
<ul style="list-style-type: none"> <li>▪ All duties required to be performed in the best interests of WCDHB Laboratory are done so in a competent and efficient manner.</li> </ul>
<b>The Medical Laboratory Scientist is responsible for maintaining knowledge of and promoting West Coast District Health Board health and safety systems and policies to staff ensuring that all employees are given information in the hazards and controls that could be encountered while they are at work.</b>
<ul style="list-style-type: none"> <li>▪ Attend relevant health and safety committee meetings.</li> <li>▪ Ensure health and safety programmes are sustained.</li> <li>▪ All employees are given in a manner they understand, information on the hazards they will encounter at work.</li> <li>▪ Ensure all accidents are reported and investigated and ensure relevant documentation is completed accurately, and forwarded to H&amp;S Advisor in accordance with and within timeframe stipulated in the Health and Safety Policy and Procedures Manual.</li> <li>▪ All new staff have been inducted in health and safety policies and procedures relevant to their position.</li> <li>▪ Liaise with H&amp;S Advisor and senior management on health and safety programmes and initiatives.</li> <li>▪ Ensure regular audits are carried out to monitor hazard controls and to identify new hazards.</li> </ul>

<b>Qualifications, Skills and Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Have a relevant Medical Laboratory Science degree.</li> <li>▪ Able to maintain confidentiality and use discretion.</li> <li>▪ Able to work unsupervised and prioritise workloads.</li> <li>▪ Able to work cooperatively and efficiently to meet deadlines.</li> <li>▪ Have a working knowledge of laboratory information systems.</li> <li>▪ Possess effective interpersonal skills.</li> <li>▪ Be accountable and reliable.</li> <li>▪ Have the ability to initiate and facilitate open communication with staff.</li> <li>▪ Be client focused and committed to quality outcomes.</li> <li>▪ Be committed to teamwork and have the ability to delegate, consult and build an effective work team.</li> <li>▪ Possess excellent organisation and time management skills.</li> <li>▪ Have the ability to supervise and train staff.</li> <li>▪ Be able to write and collate technical documents.</li> <li>▪ Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi.</li> </ul>

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.