

## **POSITION DESCRIPTION**

July 2022

*This document is subject to review from time to time.*

**POSITION TITLE:**

MEDICAL LABORATORY SCIENTIST, GENETICS DEPARTMENT

**INCUMBENT:**

**REPORTS TO (Title):**

SECTION HEAD, GENETICS

**REPORTS TO ON A DAILY BASIS (Title):**

SECTION HEAD, GENETICS

**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**

The organisational vision is to improve the health and wellbeing of the people living in New Zealand.

**Organisational Values**

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

**PRIMARY FUNCTION:**

To provide a high quality service to clients and patients.

To perform routine testing and associated duties in the Genetics Department

**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.

**LOCATION:**

CANTERBURY HEALTH LABORATORIES  
CORNER HAGLEY AVE AND TUAM STREET  
CHRISTCHURCH  
NEW ZEALAND

**KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is responsible for providing a high quality service to clients.</b>
Expected Result	<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></ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is conversant with and responsible for the operation and use of the laboratory information system to register patients, input data and access results.</b>
Expected Result	<ul style="list-style-type: none"><li>• Patient details are entered accurately.</li><li>• Data is entered correctly and information is retrieved efficiently.</li></ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is responsible for performing a variety of duties in the routine areas of the laboratory, including basic troubleshooting, result interpretation and reporting.</b>
Expected Result	<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>• Instrument and technical irregularities are recognised and corrected where appropriate and Section Head notified.</li><li>• Output meets demands of daily workload and workflow patterns.</li></ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics is responsible for adhering to laboratory quality assurance procedure requirements.</b>
Expected Result	<ul style="list-style-type: none"><li>• All tasks are carried out according to standard laboratory procedures and policies.</li><li>• Procedures which are not carried out according to standard laboratory procedures and policies are recognised and notified to the Section Head.</li></ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is responsible for adhering to safety programmes and procedures.</b>
Expected Result	<ul style="list-style-type: none"><li>• All procedures carried out follow the safety guidelines and procedures of the Unit.</li><li>• Unsafe procedures are recognised, documented and the Safety Officer is notified at the earliest opportunity.</li><li>• Documented procedures in the case of accidents are followed.</li></ul>

<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is responsible for maintaining and developing their own areas of skill and professional development.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Acquired skills are maintained.</li> <li>• New skills are developed as required.</li> <li>• Goals and objectives set and agreed to.</li> <li>• A professional development programme is developed (if appropriate).</li> </ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, is responsible for carrying out general duties.</b>
Expected Result	<ul style="list-style-type: none"> <li>• Advice on specimen requirements is provided as required (a database is available).</li> <li>• Work environs are maintained to an acceptably clean, tidy and safe standard.</li> </ul>
<b>Task</b>	<b>The Medical Laboratory Scientist, Genetics, will undertake any other duties as reasonably directed by the Section Head from time to time.</b>
Expected Result	<ul style="list-style-type: none"> <li>• All duties required to be performed in the best interests of Canterbury Health Laboratories are done so in a competent and efficient manner.</li> </ul>
<b>Task</b>	<b>Work in a safe and healthy manner to prevent harm to themselves or others</b>
Expected Results	<ul style="list-style-type: none"> <li>• Be aware of, and comply with, Te Whatu Ora and safety policies and procedures</li> <li>• Be pro-active in identifying and controlling hazards through staff meetings, OSH Accidents are reported directly to their reporting clinical leader, manager or supervisor.</li> </ul>
<b>Task</b>	<b>To strive for quality within all the tasks undertaken to promote an environment of continuous quality improvement</b>
Expected Result	<ul style="list-style-type: none"> <li>• Be conversant, and comply with, Te Whatu Ora quality systems and policies</li> <li>• Be proactive in identifying areas and methods for improvement with regard to quality</li> </ul>

#### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

1	Section Head, Genetics
2	Service Manager, Genetics
3	General Manager
4	Medical and/or Clinical Director
5	Other staff of Genetics Cluster
6	Other staff of Canterbury Health Laboratories
7	Other staff of Te Whatu Ora

#### **EXTERNALLY:**

1	Clients and patients of Canterbury Health Laboratories
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## **QUALIFICATIONS & EXPERIENCE:**

### **Essential**

- Registration with the Medical Sciences Council of New Zealand, formally the New Zealand Medical Laboratory Science Board (MLSB), as a Medical Laboratory Scientist
- 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

### **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 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)

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