

POSITION DESCRIPTION – Core Biochemistry MLS

Position Title:	Medical Laboratory Scientist (MLS)
Department:	Core Biochemistry
Report To (Title):	Section Head, Core Biochemistry
Report to daily (Title):	Section Head, Core Biochemistry Technical Lead, Core Biochemistry
Location:	Canterbury Health Laboratories Corner Hagley Ave and Tuam St Christchurch New Zealand

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

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 Core Biochemistry 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
The Medical Laboratory Scientist (Core Biochemistry) is responsible for providing a high-quality service to clients.	<ul style="list-style-type: none"> • Patient data and results are entered without error. • Clients receive polite, courteous, and prompt responses to their requests or enquiries. • Any problems or complaints are conveyed at the earliest opportunity to the Core Biochemistry Section Head or Technical Lead.
Depending on the area rostered, Medical Laboratory Scientists (Core Biochemistry) shall be able to perform the following key tasks whilst adhering to the requirements of the Quality Manual:	
<p><u>Separating & “Manual” Testing</u></p> <ul style="list-style-type: none"> • Processing of short & paediatric samples • Processing of samples with test-specific requirements • Blood gas sample analysis • “Manual” testing and result entry • Answering the phones • Test adds (Cortex & via the phone) • Processing referral samples/manning the AutoMate. • DxA 5000 track Input & Output modules <p><u>Analysers</u></p> <ul style="list-style-type: none"> • Analytical equipment is maintained and operated in accordance with manufacturer and departmental guidelines. • Instrument performance issues are recognised and addressed where possible - Section Head is informed. • Internal quality control material is analysed and recorded as directed, and IQC issues are raised with Quality Officer, Technical Lead or Section Head • Staff participate in enrolled EQA schemes. • Abnormal results are queried, accessed, and dealt with in a timely and appropriate manner. • Critical results are phoned to the requesting clinician. • Outstanding requests are checked regularly. • Results are manually authorised in accordance with protocols (as required – staffed assessed as competent only) 	<ul style="list-style-type: none"> • All tasks are carried out in accordance with standard laboratory procedures and policies. • Unsafe procedures, practices and hazards are recognised and conveyed to the Safety Officer or Section Head • Section Head or Service Manager is kept informed of current operational, technical, or other issues that may have an impact on the section and/or patient care. • Work environment is maintained to an acceptably clean, tidy, and safe standard. • All duties are performed in a competent and efficient manner, and within the scope of practice appropriate to staff grade.
The Medical Laboratory Scientist (Core Biochemistry) is responsible for assisting in the training of staff as delegated by the Section Head.	<ul style="list-style-type: none"> • Trainees/students are trained in accordance with syllabi or competency assessment guides. • Supervision of trainee MLTs.

<p>The Medical Laboratory Scientist (Core Biochemistry) is responsible for maintaining and developing their own areas of skill and professional development.</p>	<ul style="list-style-type: none"> • Show a willingness to keep abreast of new developments by regular reading of journals, textbooks etc. and attendance at courses, seminars and conferences as approved by the Core/Blood Service Manager and/or Course and Conference Committee. • Assist or participate in publishing original or developmental project papers. • Mastery of acquired skills is maintained. • Goals and objectives are set and agreed to
<p>The Medical Laboratory Scientist (Core Biochemistry) will undertake any other duties as reasonably directed by the Core Biochemistry Section Head or Technical Lead.</p>	<ul style="list-style-type: none"> • All duties are required to be performed in the best interests of Canterbury Health Laboratories and are done so in a competent and efficient manner.
<p>The Medical Laboratory Scientist (Core Biochemistry) will be aware of, and comply with, Health New Zealand health & safety policies and procedures.</p>	<ul style="list-style-type: none"> • Work in a safe and healthy manner to prevent harm to themselves or others. • All procedures carried out follow the safety guidelines and procedures of the Unit. • Unsafe procedures are recognised, documented, and notified to the Section Head at the earliest opportunity. • Documented procedures in the case of an accident are complied with.

6. Health and Safety

- Observe all 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 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 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 Head, Core Biochemistry
- Technical Lead, Core Biochemistry
- Quality Officer, Core Biochemistry
- Service Delivery Manager, Core/Blood Services
- Divisional Lead
- Medical and/or Clinical Director
- Other staff of the Core Biochemistry department
- Staff of the Point of Care department
- 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 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

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 outlined in employment terms of agreement.

Incumbent's Signature:	Date:
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Manager's Signature:	Date:
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