

POSITION DESCRIPTION – BACTERIOLOGY MLS

Employee Name:	
Position Title:	Medical Laboratory Scientist
Department:	Bacteriology
Report To (Title):	Technical Lead, Bacteriology Section Head, Microbiology
Report to daily (Title):	Technical Lead, Bacteriology Section Head, Microbiology
Location:	Canterbury Health Laboratories Corner Hagley ave and Tuam street Christchurch New Zealand

Te Whatu Ora, 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

Te Whatu Ora, 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 Bacteriology 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, Bacteriology, is responsible for providing a high-quality service to clients.	• Clients receive polite, courteous and prompt responses to their requests or enquiries. • Any problems or complaints are notified at the earliest opportunity to the Microbiology Section Head or the Bacteriology Technical Lead.
	Depending on the area rostered, the Medical Laboratory Scientist, Bacteriology shall be able to perform the following key tasks whilst adhering to the requirements of the Quality Manual:
<u>Bacteriology</u> • Primary processing of any specimens received • Plate reading of all routine cultures including anaerobes. • Organism identification using any of the kits or systems in use. • Susceptibility testing • Blood cultures including sole charge when rostered on weekend duties. Media preparation if required.	• All specimens are processed according to protocols. • Organisms are correctly recognised and subjected to further identification, sensitivity testing etc. if necessary. • Organism identification and other procedures such as sensitivity testing are performed reliably and with credibility. • Significant organisms are brought to the attention of the area supervisor, Bacteriology Technical Lead and / or the Microbiologist / Registrar. • Participation in on-call roster.
<u>Mycology</u> • Collection of specimens (including scabies) from patients where appropriate. • Primary microscopy and media inoculation. Culture reading and basic identification procedures.	• Specimens are correctly taken from patients • Microscopy performed • Culture or PCR investigation performed • identification of common dermatophytes and yeasts is made. • Sensitivities performed as required
<u>Parasitology</u> • Processing of gastro-enteric specimens for stained films and concentrates. • Microscopic examination and identification of organisms in stained films and concentrates. Processing and examination of blood for malaria.	• Specimens for parasite examination are correctly processed and identification of the common protozoa and helminths is made and reported.
<u>Primary Processing Area</u>	• Gram Stains: The examination and reporting of gram strains and the examination and reporting of routine stains.

When working in the primary processing area, the Medical Laboratory Scientist will be responsible for:	• Education of others working in the area as to specimen requirements, media inoculation, clinical interpretation etc.
<u>Education</u> The Medical Laboratory Scientist, Bacteriology is responsible for assisting in the training of staff when delegated by the Technical Lead or Microbiology Section Head.	• Trainees / students are trained in accordance with syllabi and competency assessment guides. • Health and Safety training, log books (BMLSc) Registrars and new staff.
The Medical Laboratory Scientist, Bacteriology is responsible for maintaining and developing her own areas of skill and professional development.	• 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 Microbiology Service Manager and/or Course and Conference Committee. • Assist or participate in publishing original or developmental project papers. • Participate in developmental procedures and protocols. • A professional development programme is developed in conjunction with the Microbiology Service Delivery Manager (if appropriate).
The Medical Laboratory Scientist, Bacteriology will undertake any other duties as reasonably directed by the Microbiology Section Head and Bacteriology Technical Lead from time to time.	• All duties required to be performed in the best interests of Canterbury Health are done in a competent and efficient manner.
The Medical Laboratory Scientist, Bacteriology will be aware of and comply with Canterbury DHB health and safety policies and procedures.	• 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 Te Whatu Ora, 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 Te Whatu Ora, 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 Te Whatu Ora, 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 Heads, Microbiology
- Technical Lead, Bacteriology
- Service Delivery Manager, Microbiology
- Divisional Lead
- Medical and/or Clinical Director
- Other Staff of Microbiology 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

- hold at least the Certificate level qualification (or equivalent) in Microbiology or have a BMLSc qualification with a major in Microbiology;
- have demonstrated initiative in the field of diagnostic medical bacteriology;
- be enrolled in a re-certification programme in line with the requirements of the MSC

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 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 per award, but required to work 40 hours per week, may be rostered on weekends and public holidays, and any shift as required by the Section Head. Rostered overtime will be involved.

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