

POSITION DESCRIPTION

January 2026

This document is subject to review from time to time.

POSITION TITLE:

MEDICAL LABORATORY SCIENTIST
SURFACE MARKERS

INCUMBENT:

REPORTS TO (Title):

TECHNICAL LEAD
SURFACE MARKERS

Health NZ is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

PRIMARY FUNCTION:

To perform routine testing and associated duties in the Surface Markers Laboratory.

To provide a high quality service to clients and patients.

Organisational Vision

Health New Zealand (HNZ), Canterbury's vision is to improve the health and well-being of the people living in Canterbury.

Organisational Values

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

LOCATION:

SURFACE MARKERS LABORATORY
CANTERBURY HEALTH LABORATORIES
CORNER HAGLEY AVE AND TUAM STREET
CHRISTCHURCH

KEY PERFORMANCE OBJECTIVES:

Task	The Medical Laboratory Scientist, Surface Markers is responsible for providing a high quality service to clients
Expected Result	<p>Clients receive polite, courteous and prompt responses to their request or enquiries.</p> <p>Client feedback is documented and notified the Technical Lead at the earliest opportunity.</p>
Task	The Medical Laboratory Scientist, Surface Markers 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.
Expected Result	<p>Patients are correctly and accurately registered.</p> <p>Data input and information retrieval is accurate and efficient.</p> <p>Overdue lists are reviewed and actioned weekly.</p>
Task	The Medical Laboratory Scientist, Surface Markers is responsible for performing a variety of duties in the Surface Markers laboratory, including basic troubleshooting of tests and equipment relevant to the laboratory's operation.
Expected Result	<p>Techniques are efficiently performed according to laboratory protocol.</p> <p>Reagents are used correctly as described in the laboratory methods manual.</p> <p>Methods are complied with.</p> <p>Normal and abnormal results are identified and actioned.</p> <p>Machine and technical irregularities are recognised and corrected where appropriate and the Technical Lead notified.</p> <p>Output meets the demands of daily workload and workflow patterns.</p> <p>Basic training is provided for new staff members as required by the Technical Lead.</p> <p>Special duties assigned from time to time are carried out in a manner consistent with quality standards of the laboratory.</p>

Task	The Medical Laboratory Scientist, Surface Markers is responsible for adhering to laboratory quality assurance procedure requirements.
Expected Result	<p>All tasks are carried out to standard laboratory procedures and policies.</p> <p>Procedures 'out of control' are recognised and notified to Technical Lead.</p> <p>There is contribution to and participation in departmental QC programmes.</p>
Task	The Medical Laboratory Scientist, Surface Markers is responsible for adhering to safety programmes and procedures.
Expected Result	<p>All procedures carried out follow the safety guidelines and procedures of the Unit.</p> <p>Unsafe procedures are recognised, documented and notified to the Safety Officer at the earliest opportunity.</p> <p>Documented procedures in the case of an accident are complied with.</p>
Task	The Medical Laboratory Scientist, Surface Markers is responsible for maintaining and developing his/her own areas of skill and professional development.
Expected Result	<p>Mastery of acquired skills is maintained.</p> <p>New skills are developed as required.</p> <p>Teaching sessions are attended.</p> <p>Goals and objectives set and agreed to.</p> <p>A professional development programme is developed (if appropriate).</p> <p>Contributions are made to educational meetings.</p>

Task	The Medical Laboratory Scientist, Surface Markers is responsible for carrying out general duties.
Expected Result	<p>Advice on specimen requirements for the laboratory is provided as required.</p> <p>Reagents are prepared according to prescribed standards.</p> <p>Laboratory consumables are restocked to allow all procedures to be carried out without disruption.</p> <p>Daily laboratory maintenance and cleaning duties carried out, and rubbish disposed of according to protocols.</p> <p>Reagents are prepared accurately.</p> <p>Specimens are registered according to laboratory procedure.</p> <p>Reports are filed according to laboratory guidelines.</p> <p>Work environments are maintained to an acceptably clean, tidy and safe standard.</p>
Task	The Medical Laboratory Scientist, Surface Markers is responsible for the communication of accurate and timely information to the Technical Lead or Section Head.
Expected Result	The Technical Lead or Section Head is kept informed of current operational, technical and other issues that might have an impact on the section.
Task	The Medical Laboratory Scientist, Surface Markers is responsible for being aware of and complying with HNZ health and safety policies and procedures.
Expected Result	<p>Work in a safe and healthy manner to prevent harm to themselves or others.</p> <p>Be pro-active in identifying and controlling hazards through staff meetings, OSH accidents are reported directly to their reporting clinical leader, manager or supervisor.</p>
Task	The Medical Laboratory Scientist, Surface Markers will undertake any other duties as reasonably directed by the Technical Lead or Section Head from time to time.
Expected Result	<p>The incumbent will attend and actively participate in departmental meetings and take on meeting responsibilities as requested.</p> <p>All duties required are performed in the best interests of HNZ (CHL) and done so in a competent and efficient manner.</p>

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Technical Lead, Surface Markers
2	Section Head, Haematology
3	Service Manager, Core Cluster
4	Divisional Lead, Laboratory Services
5	Medical Director, Haematology
6	Other staff of the Surface Markers Laboratory
7	Other staff of Canterbury Health Laboratories
8	Other staff of Health New Zealand, Canterbury

EXTERNALLY:

1	Clients of Canterbury Health Laboratories
2	Patients of Canterbury Health Laboratories

QUALIFICATIONS & EXPERIENCE:

Essential

- Must be a registered Medical Laboratory Scientist

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, efficiently and unsupervised
- 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 and have the 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)

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.

INCUMBENT'S SIGNATURE:	DATE:
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MANAGER'S SIGNATURE:	DATE:
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