

Toxicology MLS POSITION DESCRIPTION

January 2023

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

Te Whatu Ora Waitaha is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

Te Whatu Ora vision is to improve the health and well being of the people living in Waitaha (Canterbury).

Organisational Values

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

POSITION TITLE:

MEDICAL LABORATORY SCIENTIST
– Toxicology

REPORTS TO:

Section Head Toxicology

PRINCIPAL OBJECTIVES:

- To perform routine and specialist testing and associated duties in the Toxicology Laboratory.
- To provide high-quality service to clients and patients.

FUNCTIONAL RELATIONSHIPS:

INTERNALLY:

- 1 Management, Clinical and Laboratory colleagues in Canterbury Health Laboratories
- 2 Te Whatu Ora Clinical staff
- 3 Medical Director
- 4 Staff of the Te Whatu Ora Waitaha
- 5 Te Whatu Ora departments providing services to Toxicology, such as maintenance, supply and IT groups.

EXTERNALLY:

- 1 Clients of Te Whatu Ora Waitaha Laboratories
- 2 Patients of Te Whatu Ora Waitaha Laboratories

KEY PERFORMANCE OBJECTIVES:

Task	Provide high quality service to clients
Expected Result	<ul style="list-style-type: none"> • Clients receive polite, courteous and prompt responses to their requests or enquiries. • Client feedback is documented, and the Section Head notified at the earliest opportunity. • Accurate transmission of requests and information from both internal and external clients.
Task	Knowledgeable and responsible for their own operation and use of the laboratory information system to register patients, input data and access results.
Expected Result	<ul style="list-style-type: none"> • Patients are correctly and accurately registered. • Data input and information retrieval is accurate and efficient. • Overdue lists are reviewed and actioned weekly.
Task	Responsible for performing a variety of duties in the Toxicology laboratory, including basic troubleshooting of tests and equipment relevant to the laboratory's operation.
Expected Result	<ul style="list-style-type: none"> • Techniques are efficiently performed according to laboratory protocol. • Reagents are used correctly as described in the laboratory methods manual. • Methods are complied with. • Normal and abnormal results are identified and actioned. • Machine and technical irregularities are recognised and corrected where appropriate and the Section Head notified. • Output meets the demands of daily workload and workflow patterns. • Basic training is provided for new staff members as required by the Section Head and their deputy. • Special duties assigned from time to time are carried out in a manner consistent with quality standards of the laboratory.
Task	Responsible for adhering to laboratory quality assurance procedure requirements.
Expected Result	<ul style="list-style-type: none"> • All tasks are carried out to standard laboratory procedures and policies. • Procedures 'out of control' are recognised and notified to the Section Head. • There is contribution to and participation in departmental QC programmes.
Task	Responsible for adhering to safety programmes and procedures.
Expected Result	<ul style="list-style-type: none"> • All procedures carried out follow the safety guidelines and procedures of the Unit. • Unsafe procedures are recognised, documented and notified to the Safety Officer at the earliest opportunity. • Documented procedures in the case of an accident are complied with.
Task	Responsible for carrying out general duties, while following all Te Whatu Ora Health and Safety polices and procedures

Expected Result	<ul style="list-style-type: none"> • Advice on specimen requirements for the laboratory is provided as required. • Reagents are prepared according to prescribed standards. • Laboratory consumables are restocked to allow all procedures to be carried out without disruption. • Daily laboratory maintenance and cleaning duties carried out, and rubbish disposed of according to protocols. • Reagents are prepared accurately. • Specimens are registered according to laboratory procedure. • Reports are filed according to laboratory guidelines. • Work environs are maintained to an acceptably clean, tidy and safe standard. • Work in a safe and healthy manner to prevent harm to themselves or others. • Be proactive in identifying and controlling hazards through staff meetings. • OSH accidents are reported directly to reporting clinical leader, manager or supervisor.
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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.

HEALTH & SAFETY:

- Observe all Te Whatu Ora 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 rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within Te Whatu Ora 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.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Must be a Registered Medical Laboratory Scientist

Desirable:

- Have required practical skills to work in a Toxicology laboratory, ie. HPLC, mass spectrometry, gas chromatography, spectrophotometry are preferable but not essential for the right individual. Full training will be provided to those with the right attitude.

PERSONAL ATTRIBUTES:

Mandatory:

Key Behaviours

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accept responsibility for actions.

Desirable:

- Ability to provide inspirational and motivational leadership

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