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| <b>Health New Zealand</b><br>Te Whatu Ora                | <b>POSITION TITLE</b>  | <b>Medical Laboratory Scientist Histology</b> |                                      |               |
|  | <b>DIRECTORATE</b>   | Hospital                                      | <b>DEPARTMENT</b>                    | Laboratory    |
|  | <b>REPORTING TO (operationally)</b>  | Laboratory Manager                            | <b>REPORTING TO (professionally)</b> | HOD Histology |
| <b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b> | <p>This role is primarily based in the Histology Department of the Laboratory in Health New Zealand   Te Whatu Ora, Te Matau a Māui Hawke’s Bay.</p> <p>Staff reporting - 0 Direct<br/>0 Indirect</p>  |   |                                      |               |
| <b>PURPOSE OF THE POSITION</b>                           | <p>To conduct procedures/tests and associated tasks within the Histology Department, to the highest quality standards.</p> <p>To follow the policies of the Laboratory as detailed in the Quality Manual</p>   |   |                                      |               |
| <b>KEY DELIVERABLES</b>                                  | <p><b><u>Clinical/Technical Practice</u></b></p> <ul style="list-style-type: none"> <li>▪ Carry out tests/procedures for laboratory specimens in accordance with validated methods, code of ethics and department protocols and Laboratory Quality Manual.</li> <li>▪ To assist technical / management team in all aspects of the operations to achieve departmental &amp; laboratory goals’</li> </ul> <p><b><u>Organisation and Management:</u></b></p> <ul style="list-style-type: none"> <li>▪ Co-ordinate and use resources (time, workload, equipment, supplies and support staff) to achieve optimum efficiency and effectiveness for laboratory services.</li> <li>▪ Workload is prioritised to ensure required timeframes are met.</li> <li>▪ Equipment is used and maintained to ensure continued optimum usage with problems and breakdowns identified and resolved.</li> <li>▪ Supplies are maintained according to department requirements</li> </ul> <p><b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>▪ To communicate, consult, and co-ordinate appropriately to ensure that a quality service is delivered and maintain good public relations for the Laboratory</li> <li>▪ Phone or face to face queries need to be handled professionally and given the appropriate prioritisation and solved.</li> <li>▪ Accurate, timely and relevant advice and/or reports are provided to the laboratory manager</li> </ul> <p><b><u>Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>▪ Active participation in teaching/training staff members and for personal development to ensure commitment to continuing development of the laboratory service and the Medical laboratory profession.</li> <li>▪ Able to teach/coach less experienced staff</li> <li>▪ Complete CPD requirements for annual APC renewal</li> </ul> <p><b><u>Professional Standards</u></b></p> <ul style="list-style-type: none"> <li>▪ To meet Health NZ – Hawke’s Bay’s standards (i.e. Legislative, Professional, Contractual, Ethical and Organisation) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge.</li> </ul> |   |                                      |               |
| <b>HEALTH &amp; SAFETY RESPONSIBILITIES</b>              | <p>Health NZ – Hawke’s Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>  |   |                                      |               |

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| <b>KEY WORKING RELATIONSHIPS</b>               | <b>INTERNAL</b> <ul style="list-style-type: none"> <li>▪ Laboratory Manager</li> <li>▪ HOD Histology</li> <li>▪ Anatomical Pathologists</li> <li>▪ Laboratory HODs</li> <li>▪ Laboratory Clinical Director</li> <li>▪ Hawke’s Bay Hospital Laboratory Staff</li> <li>▪ Quality, Health &amp; Safety Manager</li> <li>▪ Other hospital staff</li> </ul> | <b>EXTERNAL</b> <ul style="list-style-type: none"> <li>▪ Patients and Caregivers</li> <li>▪ Clinicians</li> <li>▪ Nursing Staff</li> <li>▪ Other Hospital Staff</li> <li>▪ GPs</li> </ul> |
| <b>DELEGATION AND DECISION</b>                 | A registered Medical Laboratory Scientist works within their gazetted scope of practice  |   |
| <b>HOURS OF WORK</b>                           | 80 hours per fortnight   |   |
| <b>EMPLOYMENT AGREEMENT &amp; SALARY</b>       | Allied, Public Health & Technical Workers MECA according to qualifications and experience (Intern to Step 7)   |   |
| <b>DATE</b>                                    | April 2024   |   |
| <b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b> | Nil  |   |
| <b>SCOPE &amp; COMPLEXITY</b>                  | <ul style="list-style-type: none"> <li>▪ Carry out tests/procedures for laboratory specimens in accordance with validated methods, code of ethics and department protocols and Laboratory Quality Manual</li> </ul>  |   |

## ESSENTIAL CRITERIA

### Qualifications

- Registration with the Medical Sciences Council of New Zealand as a Scientist

### Experience

- Proven experience in Histology
- Highly developed communication skills.
- Ability to learn and follow protocols and guidelines precisely.

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role:

Health NZ - Hawke's Bay is a fair and equitable employer. As per Health NZ - Hawke's Bay commitment to the National Disability Strategy it will ensure the ongoing support, guidance and tools are provided to support people with disabilities within the workplace.

### Vaccination status for role:

Vaccinations as per the current employee immunisation policy including annual influenza vaccinations

## DESIRABLE CRITERIA

### Experience

- Histology experience
- Computer and data entry experience
- Knowledge of the political, legislative or other external influences affecting the health sector



## Our Vision and Values

*Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay*

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



### HE KAUANUANU RESPECT

Showing **respect** for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

### ĀKINA IMPROVEMENT

Continuous **improvement** in everything we do. This means that I actively seek to improve my service.

### RARANGA TE TIRA PARTNERSHIP

Working together in **partnership** across the community. This means I will work with you and your whānau on what matters to you.

### TAUWHIRO CARE

Delivering high quality **care** to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.