

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>	<b>Preanalytical Laboratory Technician (Phlebotomist)</b>		
	<b>DIRECTORATE</b>	Hospital	<b>DEPARTMENT</b>	Laboratory
	<b>REPORTING TO (operationally)</b>	Laboratory Manager	<b>REPORTING TO (professionally)</b>	HOD Preanalytics
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role covers the phlebotomy requirements in Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay Staff reporting - 0 Direct -0 Indirect			
<b>PURPOSE OF THE POSITION</b>	To collect patient samples following the appropriate documented procedures  To follow the policies of the Laboratory as detailed in the Quality Manual			
<b>KEY DELIVERABLES</b>	<p><b><u>Clinical/Technical Practice</u></b></p> <ul style="list-style-type: none"> <li>▪ The collection of blood and other patient specimens</li> <li>▪ The venepuncture is carried out with minimal discomfort to the patient</li> <li>▪ Ensure samples collected are in the appropriate containers and are of sufficient quality and volume that allows full testing of the tests initially requested</li> <li>▪ Specimen labelling is as per the laboratory protocol</li> <li>▪ Perform skin prick testing in a competent manner</li> <li>▪ Other tasks as required by Hawkes Bay Hospital laboratory Charge Scientists and Quality Management staff.</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 Hawke's Bay District Health Board'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>	Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In <b>this role, your duties</b> are: <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> (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			

<b>KEY WORKING RELATIONSHIPS</b>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Laboratory Manager</li> <li>▪ HOD Preanalytical Services</li> <li>▪ Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke’s Bay Clinical Director</li> <li>▪ Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke’s Bay Laboratory Staff</li> <li>▪ Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke’s Bay Laboratory Quality Coordinator</li> <li>▪ Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke’s Bay Assistant Laboratory Manager</li> <li>▪ Te Whatu Ora - Health New Zealand, Te Matau a Māui, Hawke’s Bay Laboratory HODs</li> <li>▪ Other hospital staff</li> </ul>	<p><b>EXTERNAL</b></p> <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>	<p>A trainee phlebotomist works under the supervision of a registered medical laboratory scientist or medical laboratory technician. A registered phlebotomist works under the direction of a registered medical laboratory scientist or delegate</p>	
<b>HOURS OF WORK</b>	<p>Casual, as required</p>	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	<p>In accordance with the Allied, Public Health &amp; Technical Workers MECA, Step 3 – Step 5 according to qualifications and experience.</p>	
<b>DATE</b>	<p>Augst 2022</p>	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<p>N/A</p>	
<b>SCOPE &amp; COMPLEXITY</b>	<ul style="list-style-type: none"> <li>▪ Works within established guidelines to collect quality patient samples for laboratory analysis.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

- Registration with the Medical Sciences Council of New Zealand

### Experience

- Proven phlebotomy experience is preferable, but training will be offered to the right candidate
- Highly developed communication skills.
- Ability to learn and follow protocols and guidelines precisely.

### Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus
- Keen interest in science/phlebotomy

### 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:

Nil

### Vaccination status for role:

COVID-19 in accordance with current mandate

## DESIRABLE CRITERIA

### 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.