

 <p><b>HAWKE'S BAY</b> District Health Board Whakawāteatia</p>	<b>POSITION TITLE</b>	<b>Medical Laboratory Scientist</b>		
	<b>DIRECTORATE</b>	Operations Directorate	<b>DEPARTMENT</b>	Laboratory
	<b>REPORTING TO (operationally)</b>	Laboratory Manager	<b>REPORTING TO (professionally)</b>	HOD Microbiology
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	<p>This role is based in the Microbiology Department of the Laboratory in the Hawke's Bay District Health Board (HBDHB)</p> <p>Staff reporting - 0 Direct 0 Indirect</p>			
<b>PURPOSE OF THE POSITION</b>	<p>To conduct procedures/tests and associated tasks within the Laboratory, to the highest quality standards.</p> <p>To participate in the out-of-hours shift roster for Microbiology.</p> <p>To follow the policies of the Laboratory as detailed in the Quality Manual</p>			
<b>KEY DELIVERABLES</b>	<p><u>Clinical/Technical Practice</u></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><u>Organisation and Management:</u></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><u>Communication:</u></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><u>Professional Development:</u></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><u>Professional Standards</u></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>	<p>HBDHB 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>			

<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>▪ Laboratory Manager</li> <li>▪ HOD Microbiology</li> <li>▪ Hawke’s Bay Hospital Laboratory HODs</li> <li>▪ HBDHB Clinical Director</li> <li>▪ HBDHB Clinical Microbiologist</li> <li>▪ HBDHB Laboratory Quality Manager</li> <li>▪ Hawke’s Bay Hospital Laboratory 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 per fortnight including rostered out of hours shifts	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	Allied, Public Health & Technical Workers MECA - \$56,123 – 80,292 according to qualifications and experience	
<b>DATE</b>	November 2021	
<b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>▪ 0</li> </ul>	
<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 Biochemistry, Haematology and Transfusion Medicine 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

### 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

## DESIRABLE CRITERIA

### Experience

- Microbiology 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.