

<b>Te Whatu Ora</b> Health New Zealand Te Matau a Māui Hawke's Bay	<b>POSITION TITLE</b>		<b>Part time Preanalytical Laboratory Technician or Trainee (Phlebotomist)</b>	
	<b>DIRECTORATE</b>	Hospital	<b>DEPARTMENT</b>	Laboratory
	<b>REPORTING TO (operationally)</b>	Laboratory Manager	<b>REPORTING TO (professionally)</b>	Phlebotomy Supervisor
<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 Hawke's 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 Te Whatu Ora – 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>	Te Whatu Ora – Hawke's Bay is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties 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> </ul>			

	<ul style="list-style-type: none"> <li>To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).</li> </ul>	
<b>KEY WORKING RELATIONSHIPS</b>	<b>INTERNAL</b> <ul style="list-style-type: none"> <li>Laboratory Manager</li> <li>Phlebotomy Supervisor</li> <li>HOD Preanalytical Services</li> <li>Te Whatu Ora – Hawke’s Bay Clinical Director</li> <li>Quality Manager</li> <li>Hawke’s Bay Hospital Laboratory HODs</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 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	
<b>HOURS OF WORK</b>	Part time, 24 hours per week including regular rostered weekend morning shifts.	
<b>EMPLOYMENT AGREEMENT &amp; SALARY</b>	Allied, Public Health & Technical Workers MECA Medical Laboratory Preanalytical Technician scale Step 1 – 3, according to qualifications and experience	
<b>DATE</b>	August 2022	
<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>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

## 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.