



Health New Zealand Te Whatu Ora	POSITION TITLE	Preanalytical Laboratory Technician/Phlebotomist - Casual		
	DIRECTORATE	Hospital	DEPARTMENT	Laboratory
	REPORTING TO (operationally)	Laboratory Manager	REPORTING TO (professionally)	HOD Preanalytics
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role is based in the Wairoa Laboratory of the Te Whatu Ora - Hawke's Bay Laboratory Services. Staff reporting 0 Direct 0 Indirect			
PURPOSE OF THE POSITION	To receive and process patient samples following the appropriate documented procedures. To follow the policies of the Laboratory as detailed in the Quality Manual			
KEY DELIVERABLES	<p><u>Clinical/Technical Practice</u> Perform a morning phlebotomy ward round Receive and collect patient samples Ensure samples collected are in the appropriate containers and are of sufficient quality and volume that allows full testing of the tests initially requested. Specimen labelling is as per the laboratory protocol Enter the sample details into the laboratory information system Prepare samples for analysis in the laboratory and prepare bins for transport of referred work. Carry out tests/procedures for laboratory specimens in accordance with validated methods, code of ethics and department protocols and Laboratory Quality Manual. Maintain blood stock levels Perform equipment maintenance tasks Involvement with Quality Assurance and POC testing in the laboratory and on the wards. To assist technical / management team in all aspects of the operations to achieve departmental & laboratory goals. Other tasks as required by Hawkes Bay Hospital Laboratory HODs and Quality Management staff.</p> <p><u>Organisation and Management:</u> Co-ordinate and use resources (time, workload, equipment, supplies and support staff) to achieve optimum efficiency and effectiveness for laboratory services. Workload is prioritised to ensure required timeframes are met. Equipment is used and maintained to ensure continued optimum usage with problems and breakdowns identified and resolved. Supplies are maintained according to department requirements</p> <p><u>Communication:</u> To communicate, consult, and co-ordinate appropriately to ensure that a quality service is delivered and maintain good public relations for the Laboratory Phone or face to face queries need to be handled professionally and given the appropriate prioritisation and solved. Accurate, timely and relevant advice and/or reports are provided to the laboratory manager</p> <p><u>Professional Development:</u> 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. Able to teach/coach less experienced staff Complete CPD requirements for annual APC renewal</p> <p><u>Professional Standards</u> 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.</p>			
HEALTH & SAFETY RESPONSIBILITIES	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"> • Not to do anything that puts your own H&S at risk • Not to do anything that puts others H&S at risk • To follow all health and safety policies and procedures • 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).			

KEY WORKING RELATIONSHIPS	INTERNAL <ul style="list-style-type: none"> Laboratory Manager HOD Preanalytical Services Hawkes Bay Laboratory Clinical Director Hawke’s Bay Hospital Laboratory Staff Laboratory Health, Safety and Quality Manager Hawke’s Bay Hospital Laboratory HODs Other hospital staff 	EXTERNAL <ul style="list-style-type: none"> Patients and Caregivers Clinicians Nursing Staff GPs
DELEGATION AND DECISION	A trainee technician works under the supervision of a registered medical laboratory scientist or medical laboratory technician. A registered technician works under the direction of a registered medical laboratory scientist or delegate.	
HOURS OF WORK	Casual	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Allied, Public Health & Technical Workers SECA Medical Laboratory Preanalytical Technician scale Step 1 – 4, according to qualifications and experience	
DATE	September 2024	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	Works within established guidelines to collect, prepare and test quality patient samples for laboratory analysis.	
ESSENTIAL CRITERIA <p>Qualifications</p> <ul style="list-style-type: none"> Registration with the Medical Sciences Council of New Zealand or be working towards this. <p>Experience</p> <ul style="list-style-type: none"> Proven medical laboratory 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. Good computer/data entry skills <p>Key Attributes</p> <ul style="list-style-type: none"> Effective communication skills Positive attitude with problem solving focus Keen interest in science <p>Effectively Engaging with Māori</p> <ul style="list-style-type: none"> 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. <p>Physical requirements for role: Te Whatu Ora - Hawke’s Bay is a fair and equitable employer. As per Te Whatu Ora - 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.</p> <p>Vaccination status for role: Vaccinations as per the current employee immunisation policy including annual influenza vaccinations</p>	DESIRABLE CRITERIA <p>Experience</p> <ul style="list-style-type: none"> Computer and data entry experience Knowledge of the political, legislative or other external influences affecting the health sector <div data-bbox="1107 1021 1273 1137" style="text-align: center;">  </div> <p style="text-align: center;">Our Vision and Values</p> <p style="text-align: center;"><i>Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay</i> Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.</p> <div data-bbox="1011 1335 1369 1438" style="text-align: center;">  </div> <div data-bbox="1027 1487 1337 1621" style="margin-top: 20px;"> <p>HE KAUANUANU RESPECT Showing <i>respect</i> for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> </div> <div data-bbox="1027 1657 1305 1792" style="margin-top: 20px;"> <p>ĀKINA IMPROVEMENT Continuous <i>improvement</i> in everything we do. This means that I actively seek to improve my service.</p> </div> <div data-bbox="1027 1827 1343 1962" style="margin-top: 20px;"> <p>RARANGA TE TIRA PARTNERSHIP Working together in <i>partnership</i> across the community. This means I will work with you and your whānau on what matters to you.</p> </div> <div data-bbox="1027 1998 1359 2132" style="margin-top: 20px;"> <p>TAUWHIRO CARE Delivering high quality <i>care</i> to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p> </div>	