Date: July 2014

Job Title: Medical Laboratory Scientist
Department: Haematology and Transfusion Medicine
Location: North Shore and Waitakere Hospitals
Reporting To: Service Leads Haematology and Transfusion Medicine
               Team Leader: Transfusion Medicine, Haematology and Patient Services
Direct Reports: Laboratory Assistants, Laboratory Technicians

Functional Relationships with:
Internal: Internal Laboratory Manager
          Core Team Leader
          Quality Managers
          Pathologists
          Service Leads
          Laboratory staff in other departments.
          Medical, nursing and support staff.
          Patients admitted to Waitemata Health facilities
External:
Outpatients attending Waitemata Health facilities
Technical staff of other hospital laboratories
Medical and nursing staff at Private hospitals in the Waitemata DHB catchment area
GP’s in Waitemata DHB catchment area
Suppliers
Couriers/Taxis

Purpose:
To accurately sample, analyse and report results from patient specimens in acceptable and documented TAT’s.
To work as a member of the laboratory team in more than one technical area.
Rostered and rotating 24 hour / 7 days at either North Shore or Waitakere Hospital Laboratory sites

<table>
<thead>
<tr>
<th>KEY TASKS</th>
<th>EXPECTED OUTCOMES</th>
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<tbody>
<tr>
<td>Routine Technical Work</td>
<td>• To operate laboratory equipment according to documented protocols.</td>
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<td>• To process and analyse specimens within</td>
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## Job Title: Medical Laboratory Scientist

### Haematology and Transfusion Medicine

**Position Description**

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<td>documented turnaround times and quality standards defined in laboratory manuals.</td>
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<td>- To ensure that documented quality control procedures are followed, test results are checked where technically appropriate, and results are reported correctly.</td>
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<td>- To ensure that all clinically abnormal test results (as defined by Service Leads and or Pathologist) are sent promptly to the requesting clinician.</td>
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<td>- To ensure that equipment and work areas where the Scientist is working have sufficient stocks of reagent and consumable items for normal operations</td>
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### Communication and Key Relationships

- To foster and demonstrate clear and open communication with staff at all levels
- To ensure that instructions from Service Leads are clearly understood and communicated to other staff where necessary
- Key issues are escalated to Service Lead where appropriate. For example, significant assay and instrument problems and engineer callout.

### Supervision and Training

- To participate in staff training programmes and WDHB mandatory training.
- To assist with staff training in the routine use and maintenance of equipment, test methods and procedures.
- To supervise any work carried out by Laboratory Assistants or graduate trainees
- To maintain up to date knowledge of technological and scientific developments, and propose possible changes to Service Leads.

### Team Work

To work co-operatively and supportively with staff in all departments.

### Other Tasks

To assist with other tasks as delegated by the Service Leads
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### Haematology and Transfusion Medicine

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| Statutory & Treaty of Waitangi obligations                                | • Ensures the professional and political integrity of WDHB by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the treaty alive.  
• Shows sensitivity to cultural complexity in the workforce and patient population |
| To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992 | • Company health and safety policies are read and understood and relevant procedures applied to their own work activities  
• Workplace hazards are identified and reported, including self management of hazards where appropriate  
• Can identify health and safety representative for area |
Our Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.

**everyone matters**
- Every single person matters, whether patients, clients, family members or staff members.
  - Welcoming and friendly
  - Respect and value each individual
  - Take time to listen and understand
  - Speak up for others

**connected**
We need to be connected within our work community, as well as with patients, their families and our communities.
- Communicate and keep people informed
- Explain so people understand
- Teamwork with patients, whānau, and colleagues
- Give and receive feedback

**better, best, brilliant**
We seek continuous improvement in everything we do. We will become the national leader in health care delivery.
- Positive we can make a difference
- Improve our service and ourselves
- Clean and safe practice
- Timely, efficient and organised

**with compassion**
We see our work in health as a vocation and more than a job. We are aware of the suffering of those entrusted to our care. We are driven by a desire to relieve that suffering. This philosophy drives our caring approach and we will strive to do everything we can to relieve suffering and promote wellness.
- Compassionate for your suffering
- Attentive, helpful and kind
- Protect your dignity
- Reassuringly professional

Note: This job description forms part of an individual’s contract of employment with WDHB and must be attached to that contract.
PERSON SPECIFICATION

POSITION TITLE: Medical Laboratory Scientist Transfusion Medicine Haematology

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<th>Minimum</th>
<th>Preferred</th>
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<tr>
<td><strong>Qualification</strong></td>
<td>NZ registered Medical Laboratory Scientist – Haematology or Transfusion Medicine Qualification</td>
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<td><strong>Experience</strong></td>
<td>One year specialising in Haematology or Transfusion Medicine with some experience in the other discipline</td>
<td>Greater than 2 years experience in a Haematology or Transfusion Medicine with recent experience in the other discipline.</td>
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| **Skills/Knowledge/Behaviour** | • Motivated and focused  
• Well developed interpersonal skills  
• Developed computer skills  
• Innovative  
• Excellent time management skills  
• Independent  
• Honest  
• Friendly  
• Integrity  
• Maturity |
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Haematology and Transfusion Medicine

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