

POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs

Te Tai o Poutini West Coast is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Position Title:	WCDHB Medical Laboratory Technician – Specimen & Patient Services	
Reports To:	Laboratory Manager/Supervisor MLT Pre-analytical and Phlebotomy	
Key Relationships/ Customers/consumers/patients	Internal: <ul style="list-style-type: none"> ▪ Laboratory staff, Te Tai o Poutini West Coast ▪ Staff of Canterbury Health Laboratories ▪ Other staff of Te Tai o Poutini West Coast ▪ Clinical staff of Te Tai o Poutini West Coast 	External: <ul style="list-style-type: none"> ▪ Clients of Te Tai o Poutini West Coast Laboratory ▪ Prospective new clients of Te Tai o Poutini West Coast Laboratory ▪ Company Representatives
Organisational Vision:	To improve the health and well being of the people of the West Coast.	
Organisational Values	<ul style="list-style-type: none"> ▪ Manaakitanga – showing respect, valuing others ▪ Kōrero Pono – integrity, be honest ▪ Tika – fairness, accountability 	
Role Purpose	<p>To receive, register and prepare samples ready for distribution to the Laboratory and to external Laboratories</p> <p>To perform phlebotomy and associated duties as required in the Patients Services area of the laboratory</p> <p>To provide a high quality service to clients and patients</p>	

KEY OBJECTIVES:

<p>The Medical Laboratory Technician is responsible for providing a high quality service to clients.</p> <ul style="list-style-type: none"> ▪ Clients receive polite, courteous and prompt responses to their requests or enquiries. ▪ Client feedback is documented and notified to the Section Head at the earliest opportunity. ▪ There is no discrimination in the standard of service to all staff and clients irrespective of ethnicity or gender.
<p>The Medical Laboratory Technician is conversant with and responsible for his/her own operation and use of the laboratory information system to register patients, input data and access results – Grey Base Hospital staff only.</p> <ul style="list-style-type: none"> ▪ Patients are correctly and accurately registered. ▪ Data input and information retrieval is accurate and efficient. ▪ Results are reported in an accurate and timely manner.
<p>The Medical Laboratory Technician is responsible for collecting blood samples from inpatients and outpatients.</p> <ul style="list-style-type: none"> ▪ Blood samples are collected according to laboratory protocols.
<p>The Medical Laboratory Technician is responsible for performing a variety of duties, including basic troubleshooting of relevant equipment.</p> <ul style="list-style-type: none"> ▪ Techniques are efficiently performed according to laboratory protocol. ▪ Reagents are used correctly as described in the laboratory methods manual. ▪ Methods are complied with. ▪ Normal and abnormal results are identified and actioned. ▪ Machine and technical irregularities are recognised and corrected where appropriate and the Section Head notified. ▪ Output meets the demands of daily workload and workflow patterns. ▪ Special duties assigned from time to time are carried out in a manner consistent with quality standards of the laboratory.
<p>The Medical Laboratory Technician is responsible for adhering to laboratory quality assurance procedure requirements.</p> <ul style="list-style-type: none"> ▪ All tasks are carried out to standard laboratory procedures and policies. ▪ Procedures 'out of control' are recognised and notified to Section Head. ▪ Quality programmes are participated in and results reviewed.
<p>The Medical Laboratory Technician is responsible for adhering to safety programmes and procedures.</p> <ul style="list-style-type: none"> ▪ All procedures carried out follow the safety guidelines and procedures of the laboratory. ▪ Unsafe procedures are recognised, documented and notified to the Safety Officer at the earliest opportunity. ▪ Documented procedures in the case of an accident are complied with.
<p>The Medical Laboratory Technician is responsible for maintaining and developing his/her own areas of skill and professional development.</p> <ul style="list-style-type: none"> ▪ Mastery of acquired skills is maintained. ▪ New skills are developed as required. ▪ Attend sufficient educational seminars or conferences to satisfy the CPD requirements and retain APC. ▪ Goals and objectives set and agreed to. ▪ A professional development programme is developed (if appropriate). ▪ Contributions are made to educational meetings
<p>The Medical Laboratory Technician is responsible for carrying out general duties.</p> <ul style="list-style-type: none"> ▪ Advice on specimen requirements for the laboratory is provided as required. ▪ Consumable supplies levels are maintained above a predetermined level. ▪ Daily laboratory maintenance and cleaning duties carried out, and rubbish disposed of according to protocols. ▪ Specimens are registered according to laboratory procedure. ▪ Reports are filed according to laboratory guidelines. ▪ Work environs are maintained to an acceptably clean, tidy and safe standard. ▪ Participate in regular staff meetings.

<p>The Medical Laboratory Technician is responsible for the communication of accurate and timely information to the Section Head, WCDHB Laboratory Manager.</p>
<ul style="list-style-type: none"> ▪ The Section Head or Laboratory Manager are kept informed of current operational, technical and other issues that might have an impact on the section.
<p>The Medical Laboratory Technician will undertake any other duties as reasonably directed by the Section Head/Laboratory Manager from time to time.</p>
<ul style="list-style-type: none"> ▪ All duties required to be performed in the best interests of Te Tai o Poutini West Coast Laboratory are done so in a competent and efficient manner.
<p>The Medical Laboratory Technician is responsible for maintaining knowledge of and promoting Te Tai o Poutini West Coast health and safety systems and policies to staff ensuring that all employees are given information in the hazards and controls that could be encountered while they are at work.</p>
<ul style="list-style-type: none"> ▪ Attend relevant health and safety committee meetings. ▪ Ensure health and safety programmes are sustained. ▪ All employees are given in a manner they understand, information on the hazards they will encounter at work. ▪ Ensure all accidents are reported and investigated and ensure relevant documentation is completed accurately, and forwarded to H&S Advisor in accordance with and within timeframe stipulated in the Health and Safety Policy and Procedures Manual. ▪ All new staff have been inducted in health and safety policies and procedures relevant to their position.
<p>Qualifications, Skills and Experience</p>
<p>Essential</p> <ul style="list-style-type: none"> ▪ Be a holder of NCEA Level 2 or equivalent. ▪ Hold or working towards MLT or ML-PAT registration. ▪ Able to maintain confidentiality and use discretion. ▪ Able to work unsupervised and prioritise workloads. ▪ Able to work cooperatively and efficiently to meet deadlines. ▪ Possess effective interpersonal skills. ▪ Be accountable and reliable. ▪ Have the ability to initiate and facilitate open communication with staff. ▪ Be client focused and committed to quality outcomes. ▪ Be committed to teamwork and have the ability to delegate, consult and build an effective work team. ▪ Possess excellent organisation and time management skills. ▪ Be culturally sensitive, with an understanding of the Principles and Articles of the Treaty of Waitangi.

This position description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Signed on behalf of Te Tai o Poutini West Coast

I accept the terms and conditions as outlined in this Position Description

Signature

Signature

Date _____

Date _____

Name

Name

Position: Laboratory Manager

Job Title: Medical Laboratory Technician

Te Tai o Poutini West Coast

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