



Te Marae Ora (TMO) Ministry of Health
GOVERNMENT OF THE COOK ISLANDS

PO Box 109 Rarotonga Cook Islands Phone (682) 29664 Fax (682) 23109 www.health.gov.ck

POSITION SUMMARY

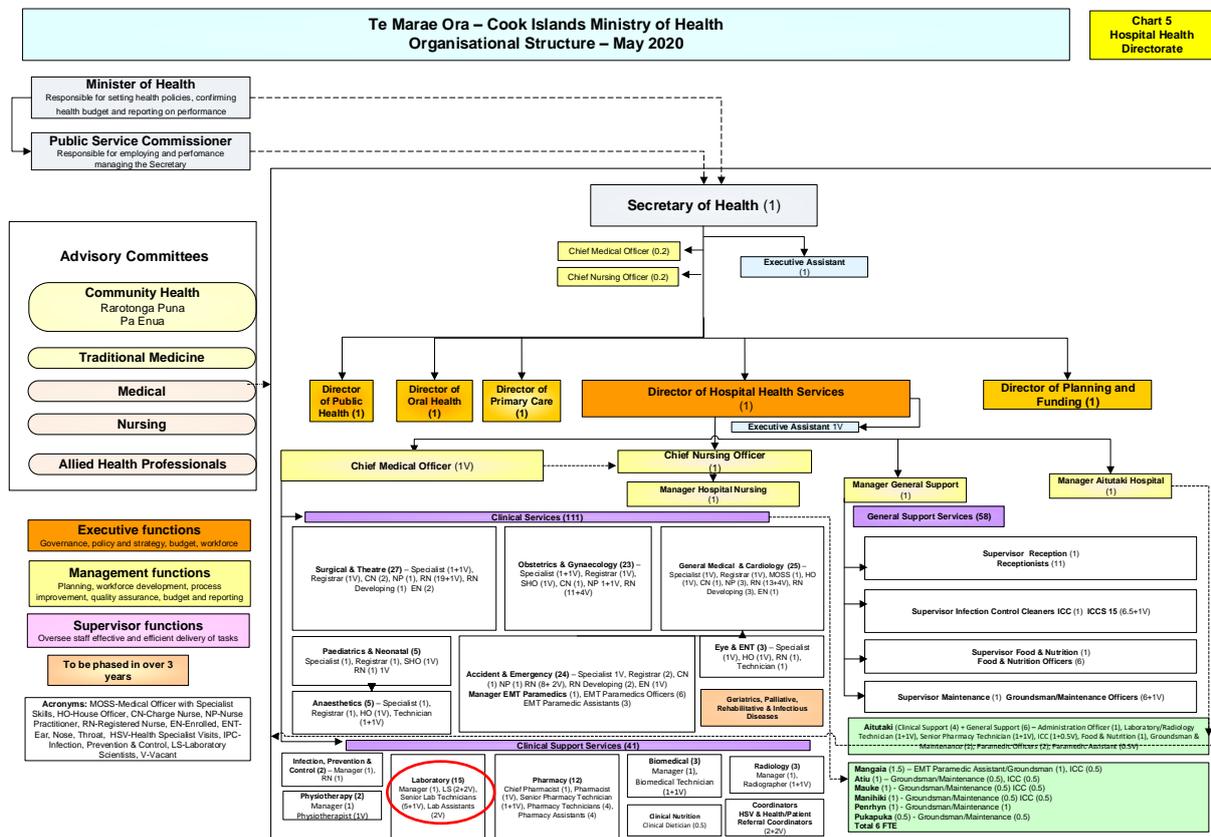
| | |
|-------------------------|---|
| Job Title: | Laboratory Scientist |
| Division: | Hospital Health |
| Responsible To: | Manager Laboratory |
| Responsible For: | Nil |
| Job Purpose: | This role oversees the collection of samples/specimens by technicians/assistants, provides analyses and verifies samples. Their scope of services can cover: haematology (blood), immunology, histopathology, cytopathology, and microbiology. Scientists must be able to perform a range of tests from simple prenatal blood tests to more complex tests for diabetes, cancer and HIV/AIDs. This role also provides strategic and operational advice to the Manager. |
| Job Band: | G – T4 Mid Level Specialist |
| Date updated: | May 2020 |

AGENCY VISION AND VALUES

Vision: All people living in the Cook Islands living healthier lives and achieving their aspirations.

Values: Respect, People focused, Equity, Quality, Integrity and Accountability

ORGANISATIONAL STAFFING STRUCTURE



KEY RESULT AREAS (KRA'S)/OUTPUTS

| KRAs for this position (maximum of 6) Jobholder is accountable for: | Key Performance Indicators (SMART) Jobholder is successful when: |
|---|--|
| <p>Strategic and Operational Excellence</p> <ul style="list-style-type: none"> • Provide strategic and operational advice to the Manager • Supervise technicians/assistants and ensure work meets established quality standards • Ensure health information systems are robust and inform quality laboratory services and patient care • Ensure protocols and guidelines promote quality services/care • Maintain competencies to provide quality medical laboratory services • Treat complaints as an opportunity to improve and implement changes required • Perform other duties as required | <ul style="list-style-type: none"> • Quality reports submitted in a professional and timely manner • Quality service delivery maintained • Health information systems are robust and support informed decision making • Protocols and guidelines implemented effectively • Clinical competencies adhered to • Innovative solutions implemented to strengthen practice/service delivery • Service area and TMO functions effectively |
| <p>Quality Care</p> <ul style="list-style-type: none"> • Apply critical thinking/research to develop innovative solutions to improve services • Maintain/ update professional knowledge base to strengthen service delivery • Support the accreditation process of the Cook Islands laboratory • Report incidents/breaches to management • Apply TMO infection control procedures when handling specimens • Ensure specimens are safely prepared, dispatched and transported to overseas laboratories for further testing • Calibrate and perform routine maintenance for laboratory equipment | <ul style="list-style-type: none"> • Innovative solutions are developed • Build knowledge base for self/others • Accredited laboratory • Complaints resolved in a timely manner • TMO infection control procedures implemented effectively • Safe transfer of specimens overseas • Laboratory equipment is clean, well maintained and operates at peak levels |
| <p>Patient care</p> <ul style="list-style-type: none"> • Collect blood, specimens/samples for laboratory testing and analyses • Analyse samples/specimens and note problems/anomalies • Report unusual findings to clinicians • Ensure safe collection of blood whether through tasks such as Mantoux test, bone marrow collection and sweat testing • Ensure patients are prepared and briefed on laboratory procedures • Interpret results including consulting with colleagues and those in overseas networks to assist in interpretation | <ul style="list-style-type: none"> • Blood, specimens/samples collected safely • Quality analysis of samples/specimens • Unusual findings reported promptly • Safe collection of blood • Quality patient care • Accurate laboratory tests providing better interpretation |
| <p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrate the Public Service and TMO values and contribute to positive team culture • Participate in relevant training and professional development opportunities • Contribute to the division's goals with great ideas and excellent performance | <ul style="list-style-type: none"> • Embrace Public Service and TMO values • Training contributes to improved performance • Division achieves its targets • Performance appraisals submitted on time |

| | |
|--|--|
| <ul style="list-style-type: none"> • Complete performance appraisals in a timely manner • Continuously improve work performance • Monitor performance and always keep Manager informed of work progress | <ul style="list-style-type: none"> • Always seeking and implementing better ways of doing work • Manager reports excellent performance |
|--|--|

WORK COMPLEXITY

Indicate most challenging problem solving duties typically undertaken (3-4 examples):

| | |
|---|--|
| 1 | Analyse and troubleshoot complex problems |
| 2 | Seek clinical/technical advice where required to interpret and verify results |
| 3 | Apply evidence-based research and critical thinking to improve practice and services |

AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

| | |
|--------------------|-----|
| Financial | Nil |
| Staff | Nil |
| Contractual | Nil |

FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

| Internal | Nature of Contact | External | Nature of Contact |
|--|---|---|--|
| TMO Executive and Manager Laboratory staff Clinicians, nurses, allied health staff | Reporting, service delivery <i>(Liaising-Medium)</i> Reporting, service delivery, referrals <i>(Liaising-Medium)</i> | Patients and families Visiting specialists Overseas laboratories Allied Health Council Development partners | Service delivery <i>(Interact/Serve)</i> Referrals, testing <i>(Incidental)</i> Registration, review and investigation <i>(Incidental)</i> Reporting, training, health advocacy <i>(Incidental)</i> |

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

| Essential: (least qualification to be competent) | Desirable: (other qualifications for job) |
|---|--|
| <ul style="list-style-type: none"> • Bachelor of Medical Laboratory Science • Current Annual Practising Licence | <ul style="list-style-type: none"> • Postgraduate qualification in Medical Laboratory Science or equivalent |

EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

| Essential: (least number of years to be competent) | Desirable: (target number of years you are looking for) |
|--|---|
| <ul style="list-style-type: none"> • Minimum five years' experience working in an approved laboratory | <ul style="list-style-type: none"> • Over five years' experience working in an approved laboratory |

KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

| Level of ability required for the job | |
|---------------------------------------|---|
| Expert | <ul style="list-style-type: none"> • TMO protocols and guidelines • Adheres to accreditation and compliance standards/guidelines |
| Advanced | <ul style="list-style-type: none"> • Ability to interpret results and consult overseas networks where required • Understanding of national legislation: Health Act • Excellent standard of written and spoken English and Cook Islands • Ability to consult and interact with colleagues to obtain critical information to ensure patient care meets standard requirements • Ability to empathise with patients in serious emotional distress • Interpret laboratory results to a high degree of accuracy • Ability to undertake research to find information not easily available • Excellent working relationships with clinicians, nurses and others |
| Working | <ul style="list-style-type: none"> • Able to articulate TMO's vision through service delivery • Ability to analyse situations where there may not be sufficient information, apply critical thinking and provide medical solutions • Ability to use a range of technical equipment for patient care • Ability to troubleshoot difficulties when providing services • Excellent interpersonal, communication and accurate report writing skills • Up to date with modern laboratory processes and protocols • Proficient user of Microsoft office and information systems |
| Awareness | <ul style="list-style-type: none"> • Population health trends in the Cook Islands • Clinical services provided in country |

CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

Approved:

Secretary of Health

Date

Employee

Date