



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

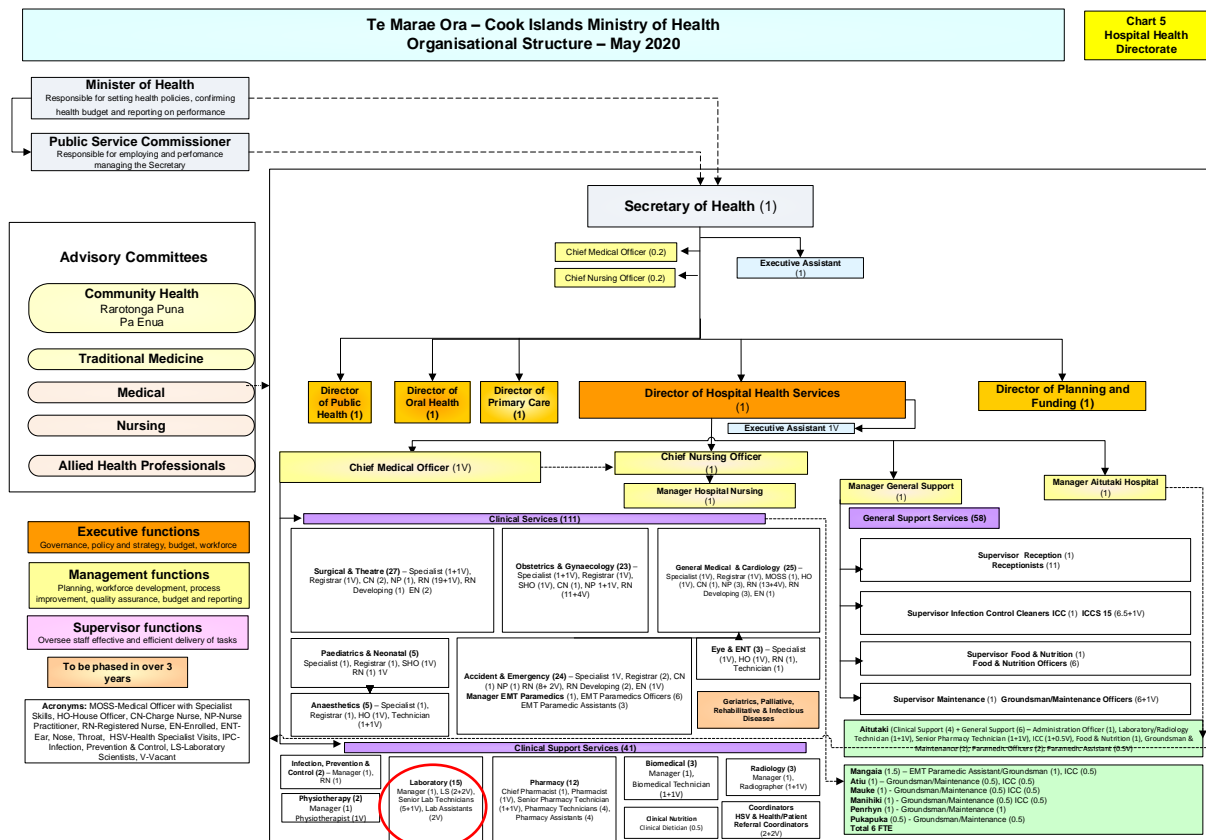
Job Title:	Senior Laboratory Scientist
Division:	Hospital Health
Responsible To:	Manager Laboratory
Responsible For:	Nil
Job Purpose:	This role oversees the collection of samples/specimens by technicians/assistants, provides analyses and verifies samples. Their scope of services can cover: haematology (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 Classification:	H – T5 Senior 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
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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>(Relating-Medium)</i> Reporting, service delivery, referrals <i>(Relating-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, post graduate and Masters qualification in Medical Laboratory Science or equivalent • Current Annual Practising Licence 	<ul style="list-style-type: none"> • Doctorate in Medical Laboratory Science or other specialty

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 eight years' experience working in an approved laboratory 	<ul style="list-style-type: none"> • Over eight 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 • Ability to interpret results and consult overseas networks where required
Advanced	<ul style="list-style-type: none"> • Understanding of national legislation: Health Act • Excellent standard of written and spoken English and Cook Islands • Excellent interpersonal, communication and accurate report writing skills • 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 analyse situations where there may not be sufficient information, apply critical thinking and provide medical solutions • Ability to undertake research to find information not easily available • Ability to lead, manage, train, mentor, coach and counsel staff • Prepare and implement strategic, operational and tactical plans • 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 use a range of technical equipment for patient care • Ability to troubleshoot difficulties when providing services • 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