





 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Preanalytical Laboratory Technician		
	DIRECTORATE	Operations Directorate	DEPARTMENT	Laboratory
	REPORTING TO (operationally)	Laboratory Manager	REPORTING TO (professionally)	HOD Preanalytics
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role is based in the specimen reception area of the Hawke's Bay District Health Board (HBDHB) laboratory 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></p> <ul style="list-style-type: none"> ▪ To receive 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 ▪ Other tasks as required by Hawkes Bay Hospital laboratory Charge Scientists and Quality Management staff. <p><u>Organisation and Management:</u></p> <ul style="list-style-type: none"> ▪ 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><u>Communication:</u></p> <ul style="list-style-type: none"> ▪ 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><u>Professional Development:</u></p> <ul style="list-style-type: none"> ▪ 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><u>Professional Standards</u></p> <ul style="list-style-type: none"> ▪ To meet Hawke's Bay District Health Board'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. 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB 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 ▪ HBDHB Clinical Director ▪ Hawke’s Bay Hospital Laboratory Staff ▪ HBDHB Laboratory Quality Coordinator ▪ HBDHB Assistant Laboratory Manager ▪ Hawke’s Bay Hospital Laboratory HODs ▪ Other hospital staff 	EXTERNAL <ul style="list-style-type: none"> ▪ Patients and Caregivers ▪ Clinicians ▪ Nursing Staff ▪ Other Hospital Staff ▪ GPs
DELEGATION AND DECISION	A trainee pre-analytical technician works under the supervision of a registered medical laboratory scientist or medical laboratory technician. A registered pre-analytical works under the direction of a registered medical laboratory scientist or delegate	
HOURS OF WORK	Full Time	
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Allied, Public Health & Technical Workers MECA \$39,908 - \$54,044 per annum, according to qualifications and experience and prorated for hours worked.	
DATE	March 2020	
EXPENDITURE & BUDGET ACCOUNTABILITY	N/A	
SCOPE & COMPLEXITY	Works within established guidelines to collect 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: Nil</p> <p>Vaccination status for role: Nil</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 style="text-align: center;">  <p>Our Vision and Values</p> <p><i>Te hauora o te Matau-ā-Māui: Healthy Hawke's Bay</i></p> <p>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> <div style="text-align: center;">  </div> <div style="text-align: center;">  <p>HE KAUANUANU RESPECT Showing respect for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.</p> </div> <div style="text-align: center;">  <p>ĀKINA IMPROVEMENT Continuous improvement in everything we do. This means that I actively seek to improve my service.</p> </div> <div style="text-align: center;">  <p>RARANGA TE TIRA PARTNERSHIP Working together in partnership across the community. This means I will work with you and your whānau on what matters to you.</p> </div> <div style="text-align: center;">  <p>TAUWHIRO CARE Delivering high quality care to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.</p> </div>	