Job Description

Chemical Pathologist – Biochemistry

Surgical and Support Services Directorate

Position Title:	Chemical Pathologist – Biochemistry
Organisation Unit:	Surgical and Support Services
Location:	Whangārei Hospital, Te Whatu Ora Te Tai Tokerau
Responsible to:	Clinical Director, Pathology, Te Whatu Ora Te Tai Tokerau
Primary Functions of the Position:	To complete oversight of the Biochemistry within Northland • Reporting and procedure work including consultation/liaison/ methodology • Service planning • Quality assurance and documentation • Clinical pathway development • Liaison with other departments (local and regional) • Departmental audit and research

Functional Relationships

The Chemical Pathologist – Biochemistry will develop and maintain excellent relationships with:

Internal	External
• Pathology Services Manager • Laboratory Team • Pathologists • Laboratory Clinical Director • Laboratory Quality Facilitator	• **Clinicians, Clinical hospital staff & GPs** - Communication and delivery of laboratory testing • **Patients** – Service delivery and Communication regarding results and report policies • Staff in other laboratories

Key Responsibilities and Expected Outcomes

Te Whatu Ora Te Tai Tokerau has established a set of values by which the organisation will respond, in part, to achieving its goals and objectives through their workforce. The following Values and supporting statements are expected behaviours of each individual employed with Te Whatu Ora Te Tai Tokerau:

Values	Supporting Statement
Tāngata i te tuatahi People First	He whakapapa, he mokopuna, he tamariki, he mātua, he tūpuna. He aha te mea nui. He tāngata, he tāngata, he tāngata Our people are central to all we do
Whakaute (tuku mana) Respect	He whakaaro nui ki ētahi atu We treat others as they would like to be treated
Manaaki Caring	Ko te manaaki – he whāngai, he kākahu, he ropiropi. Akona e te whānau whānui We nurture those around us, and treat all with dignity and compassion
Whakawhitiwhiti Kōrero Communication	Whakawhitiwhiti kōrero i runga te tika, te pono me te We communicate openly, safely and with respect to promote clear understanding and aroha
Te Hiranga Excellence	Kia kaha, kia māia, kia manawa nui Our attitude of excellence inspires confidence and innovation

The position of Chemical Pathologist – Biochemistry encompasses the following major Key accountability result areas:

- Te Tiriti o Waitangi
- Organisation management and strategic leadership
- Instrumentation
- Quality assurance and improvement
- Education
- Person and professional development
- Treaty of Waitangi and engaging with Māori
- Telehealth
- Health & Safety
- Privacy & Confidentiality

The outcome requirements of the above key responsibility areas are outlined below:

Key Responsibility Area	Expected Outcomes
Te Tiriti o Waitangi	• Contribute to the promotion of the articles and principles of Te Tiriti o Waitangi and the involvement of Māori within the decision-making process for their health and independence, within Te Tai Tokerau management processes and procedures • Include the articles and principles of Te Tiriti o Waitangi within all aspects of the role and its outcomes • Ensure that consultation and engagement processes include appropriate mechanisms to meet the need of Māori in a culturally appropriate and safe manner • Attend the Te Tai Tokerau Te Tiriti o Waitangi Training
• Routine service provision • Contribute to: • Service development • Technology development and change • Business plan preparation	• All incidents and non-conformances are sufficiently resolved. • Evidence of leading changes to meet clinical demands
Staff are given appropriate suport, leadership with clear instructions to ensure quality of work is of the required standard	• Service demands met.
• All laboratory practices/procedures, that are conducted, comply with protocols and Code of Ethics and are in accordance with validated methods. • To maintain personal competency in all areas of work undertaken to meet the requirements of accreditation and statutory bodies such as IANZ, QHNZ, RCPA and MLSB. • To participate, contribute to or deliver 'in-house' and/or external professional competency and training programs, as appropriate.	• Procedures are conducted in accordance with validated methods and appropriate quality control to produce timely, accurate and reliable results. • Work is conducted within ethical guidelines, hospital policies and department protocols. • Initiative in using clinical knowledge and experience to anticipate and identify problems and make judgments/decisions as appropriate to solve problems and improve the quality of service is demonstrated. • Work practices comply with health and safety guidelines and infection control protocols for storage, handling and disposal of materials. • Equipment is properly maintained, and adequate supplies are maintained.
• As per Local Laboratory Emergency Response Plan and IT Contingency Plans • Utilise Information Technology	• Minimal down time for instrumentation. • Appropriate training has been carried out.

Key Responsibility Area	Expected Outcomes
Develop/maintain protocols and procedures for departmental management	• ISO 15189
• To communicate, consult, and co-ordinate appropriately to ensure that a quality service is delivered, and maintain good public relations. • 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	• Direct reports are up to date in the quality management system. Written and verbal communication with patients/clients, laboratory staff members and other health care workers is timely, appropriate, clear and relevant. • Information and instructions to laboratory staff, and other health professionals are appropriate, clear and relevant to their requirements. • All communication is sensitive to patient (including cultural) needs and contributes to creating a positive climate within the laboratory. • The laboratory manager is kept fully informed as appropriate.
• Clinical oversight of department • Ensure all staff understand the aims, principles and practice of Quality Assurance • Method development • Instrument commissioning • Ensure continuous quality improvement by contribution to the management of departmental quality goals.	• Internal/external quality program performance • Ensure Internal and External quality audits are completed as required and address all non-compliance(s). • Respond to and/or develop prevention strategies to complaints / incidents involving the regional laboratory, according to Te Tai Tokerau policy. Record any incidents/adverse events affecting patient safety using Datix IPSS. • Participation in all internal and external Te Tai Tokerau Quality Assurance Programs & processes to ascertain and apply the principal of CQI (Continuous Quality Improvement) to service delivery, in collaboration with the Specialist Pathologist, Clinical Director and Pathology Services Manager. • Referral of IANZ related matters to the Quality Facilitator as the authorised Te Tai Tokerau representative, for all communications.
Awareness of technology changes relevant to management planning.	• Department includes current and future technology in planning reviews • Feedback from Laboratory Management • Evidence of active participation of internal in-service programs and external programs as appropriate.

Key Responsibility Area	Expected Outcomes
Assume responsibility for your own personal and professional/work education and development	• Maintains and/or extends knowledge and skill base required for effective performance • Identifies any learning needs • Negotiates with management to attend appropriate education and training • Participates in own performance review annually • Professional conduct conforms to the code of ethics and department protocols. • A professional image and positive role model is presented. • Professional support and guidance is gained where necessary. • Adheres to the accepted code of conduct and ethics of the Medical Council and RCPA standards.
Telehealth	• It is the expectation of this organisation that SMO's are aware of the benefits of Digital Health (including Telehealth) and how it supports healthcare delivery and reduces inequity including for our Māori and rural people. SMOs will openly adopt and practice digital health delivery as part of the role either within existing services or future planned services.
Health & Safety	• Ensure compliance with designated responsibilities detailed in Te Tai Tokerau Health and Safety Policy and annual objectives • Promote an environment of physical, occupational, cultural, ethical and legal safety • Participate in the organisation's Health and Safety Management training programme. • Observe and promote safe work practices, rules and instructions relating to work, and be pro-active in hazard management • Willingly co-operate in the achievement of all health and safety goals and initiatives by: • Practicing and observing safe work methods; • The use of safety equipment; • Reporting unsafe conditions or equipment; and • Reporting and documenting all accidents or incidents
Privacy and Confidentiality	• Undertake all duties and responsibilities in accordance with the Privacy Act 2020, Health Information Privacy Code 2020, and Privacy Policies and Procedures of Te Whatu Ora Te Tai Tokerau • Complete mandatory induction training on Privacy responsibilities

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in any way the scope or functions of the position. Duties and responsibilities may be amended from time to time, in consultation with the employee, to meet any changing conditions and service requirements.

Person Specification

Education and Qualifications

Essential	Desirable
• Fellowship of the Royal College of Pathologists of Australasia (FRCPA), or equivalent • Registered or eligibility to be registered as a Pathologist in NZ • Current Annual Practicing Certificate or eligibility to be registered with the NZ Medical Council	• Experience in the NZ health system as a pathologist • Quality assurance and governance roles/experience • Clinical leadership and understanding of medical administration • Understanding of pathology and public health interaction • Understanding of regional systems in NZ and public-private laboratory services interaction

Experience

Essential	Desirable
• Extended experience within the Biochemistry testing environment. • Highly developed communication skills • Proven Clinical expertise	• Advanced knowledge in Quality Assurance and quality control processes and procedures

Awareness and Understanding of

Essential	Desirable
• Te Tiriti o Waitangi and its application to the health setting • Privacy Act (2020) and Health Information Privacy Code (2020)	• Health and Safety at Work Act 2015 • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996) • New Zealand Council of Healthcare Standards • IANZ Accreditation requirements

Skills & Personal Attributes

Skills
• Understanding a situation by breaking it apart into smaller pieces, or tracing the implications of a situation in a step-by-step causal way • Organising the parts of a problem or situation in a systematic way • Making systematic comparisons of different features or aspects • Setting priorities on a rational basis • Identifying time sequences • The mastery of job-related knowledge

Personal Attributes
• Motivation to expand, use, and distribute work-related knowledge to others. • The ability to adapt to and work effectively with a variety of situations, individuals, or groups • Understand and appreciate different and opposing perspectives on an issue • Adapt an approach as the requirements of a situation change • Change or easily accept change in one's own organisation or job requirements.

Performance Development Review

An initial review of performance will be conducted after three months, with an annual review thereafter.

An individual Development Plan will be developed to reflect the contribution this position is expected to make towards achieving the team's objectives and measures. Key result areas will be developed and agreed at this time.

Authorised by: _____

Signature: _____

Date: _____

Acceptance

Acceptance of the position implies acceptance of this position description.

Position Title: _____

Signature of employee: _____

Date: _____