

POSITION DESCRIPTION

SECTION HEAD – CHEMISTRY / IMMUNOSEROLOGY



POSITION:	Section Head – Chemistry / Immunoserology
RESPONSIBLE TO:	Head of Department, Laboratory Services
RELIEF WHEN ABSENT:	Head of Department, Laboratory Services
LOCATION:	Whangarei

RESPONSIBILITIES

Responsible to the Head of Department and Pathologists for the day-to-day organisation and performance of pathology tests in Chemistry / Immunoserology. The Section Head is responsible for supervision of other scientists, technicians and laboratory assistants.

1. GENERAL

- Maintain a high quality, team focused, accurate and efficient work environment
- Perform routine laboratory tests and specialised tests with a high degree of competence
- Perform all procedures as documented in the Laboratory Procedure Manuals
- Provide technical and scientific advice to other members of staff
- Assist in maintaining laboratory equipment in a condition that allows optimum performance
- As delegated, take responsibility for Chemistry / Immunoserology and the day-to-day organization of that section.
- Participate in future planning and policy setting for the department
- Assist in developing and introducing appropriate methodology to the laboratory
- Assist HOD (or designate) to organise and prioritise workflow to meet company's and client's requirements
- Attend regularly scheduled Section Head and General Staff meetings in the Department
- Other duties as assigned by the HOD (or designate) or Pathologist

2. QUALITY

- Participate in internal and external Quality Control programs as advised by the HOD or Quality Manager
- Identify and implement potential improvements to the Quality Systems in conjunction with the HOD or Quality Manager
- Perform all QC activities within established timeframes
- Develop and maintain knowledge of the Quality Assurance System in accordance with the appropriate regulatory bodies
- Provide training and support and ensure staff competency records are current
- Review and approve patient results ensuring scientific and clinical credibility
- Ensure significant findings are communicated promptly and accurately to all interested parties or are referred to HOD or pathologist as appropriate
- Report all significant result errors and equipment variations to HOD or designate
- Comply with all Northland Pathology regulations and procedures

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3. MAINTENANCE OF PROFESSIONAL STANDARDS

- Further professional development and improve laboratory standards by contributing to in-house education, attending seminars and training courses as directed.
- Maintain a professional interest in Laboratory Science through an association with relevant professional bodies.
- Keep abreast of current literature relating to the assigned area of interest.

4. BUDGET

- Assist with budgeting and stock control for reagents and laboratory consumables.

5. PERSONNEL

- Day to day supervision of staff allocated to their section of the laboratory.
- Make necessary staff adjustments to cover staff absence or workload fluctuations through the HOD or designate
- Ensure staff are properly trained to perform their assigned tasks
- Participate in Laboratory rosters, including late rosters.
- Contribute to the selection of new scientific and technical staff
- In conjunction with the HOD, initiate counselling and/or the Company's documented disciplinary process where required

6. DEVELOPMENT

- Evaluate and introduce new methods, test kits and instrumentation when necessary and revise current methods periodically.
- Initiate research and development where required or where opportunity exists.

7. OCCUPATIONAL HEALTH AND SAFETY

- Take an active role in maintaining OH&S standards according to company guidelines.
- Report all accidents, incidents, emergencies and near misses
- Ensure Company equipment, premises, vehicles and immediate work areas are kept in a clean, tidy and safe condition
- Identify and eliminate or minimize potential hazards
- Recommend improvements to ensure H&S compliance is achieved

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8. RELATIONSHIPS

Internal

Laboratory Manager
Pathologists
Head of Department.
Core lab 2IC
Other Section Leaders.
Scientists and Senior Scientists
Laboratory Technicians

External

Medical Practitioners / Practice Nurses
Other healthcare professionals
Accreditation bodies

PERSON SPECIFICATION

1. EDUCATION / QUALIFICATIONS

- Tertiary qualification recognised and approved by the NZ Medical Laboratory Science Board
- Registration with the Medical Laboratory Science Board including a current Annual Practicing Certificate

2. SKILLS / EXPERIENCE

- Scientist with experience in an accredited Chemistry / immunoserology laboratory
- Excellent communication, time management and organisational skills
- The ability to work well in a team environment
- Experience in leading teams

Signature: _____

Date: _____

Signed by: _____