

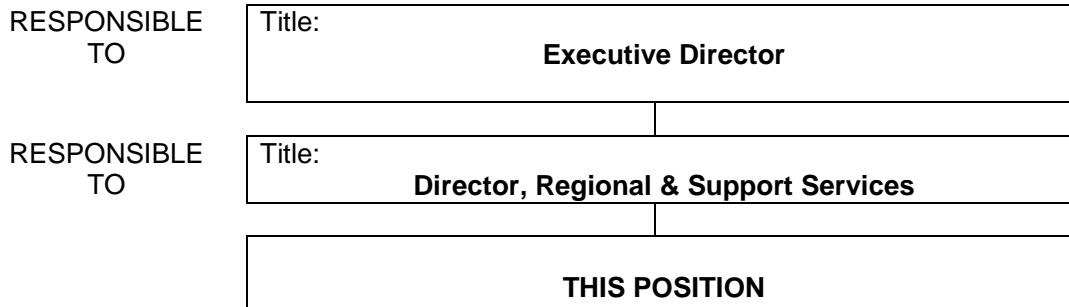


CLEARANCE REG NO. PWWF2099 – TLH15SEP2015

SECTION 1 - POSITION IDENTIFICATION

NETWORK	Regional & Support Services	POSITION TITLE	Medical Scientist in Charge
DEPARTMENT	Regional Services	LEVEL	P-3
SECTION	Port Hedland	POSITION NO	00002846
		AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS



Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>	<u>FTE</u>
00002848, 00002849	Technical Assistant	Level G-2 or G-3) 2.0
00002850, 00004612	Technical Assistant	Level G-2 or G-3) 1.0
00002775, 00002776	Technical Assistant	Level G-2 or G-3) 1.2
00003397, 00004640	Technical Assistant	Level G-2 or G-3) 0.5
00002777, 00003132	Laboratory Assistant	Level G-1/2) 1.16
00004614, 00004600	Laboratory Assistant	Level G-1/2) 0.0
00004616	Laboratory Assistant	Level G-1/2) 0.0
00002847	Medical Scientist	Level P-1) 1.0
00003611	Medical Scientist	Level P-1) 1.0
00004645	Medical Scientist	Level P-1) 0.0

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

- Responsible for the development and maintenance of a customer service focussed laboratory, operating to best practice standards.
- Provides expert and specialist consultancy to both internal and external clients.
- Applies advanced procedures and techniques, both routine and complex, in the examination of specimens within the laboratory and contributes to the development of improved processes.
- Responsible for the day to day management of human, financial, information technology and physical resources.

JOB DESCRIPTION FORM

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MEDICAL SCIENTIST IN CHARGE, LEVEL P-3, POSITION NO 00002846.

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>Within an assigned area or laboratory and in accordance with quality assurance and safety standards:</p> <p>PROFESSIONAL</p> <p>1.1 Applies advanced procedures and techniques to examine both routine and complex specimens. 1.2 Provides expert and specialist consultancy to both internal and external clients. 1.3 Investigates, evaluates and reviews existing practices and methodology and implements improvements to ensure current quality standards are maintained, evaluated and improved. 1.4 Is accountable for the provision of results and their interpretation and validation. 1.5 Determines further evaluation of equivocal results. 1.6 Supervises quality assurance programmes. 1.7 Prepares statistical data and other reports as necessary. 1.8 Participates in and contributes to educational activities both internal and external to the Department. 1.9 Initiates, participates in and determines the appropriateness of research and developmental projects and procedures in consultation with other health professionals.</p> <p>2. MANAGEMENT</p> <p>2.1 Manages a separate business unit. 2.2 Develops and maintains a customer focussed laboratory, operating to best practice standards.</p> <p>3. SUPERVISORY</p> <p>3.1 Supervises and provides training for professional and laboratory staff, and students. 3.2 Conducts and applies an approved performance management process. 3.3 Implements and reviews staff development and continuing education programs. 3.4 Assigns tasks to/supervises staff.</p> <p>4. OTHER</p> <p>4.1 Performs duties in accordance with organisational Policies and Procedures. 4.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation. 4.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA. 4.4 Participates in Performance Planning and Review. 4.5 Performs other duties as directed.</p>

MEDICAL SCIENTIST IN CHARGE, LEVEL P-3, POSITION NO 00002846.

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualifications in Medical Science and eligibility for Membership of the Australian Institute of Medical Scientists (AIMS).
2. Demonstrated ability to manage people effectively and provide team leadership.
3. Demonstrated ability to prepare scientific reports and presentations.
4. Experience in financial, human and physical resource management.
5. Demonstrated high level of analytical and problem solving skills.
6. Advanced standard of negotiation, organisational and liaison skills.
7. Demonstrated high standard of written and verbal communication skills.
8. Experience in Haematology, Transfusion Medicine and multi-disciplinary laboratories.
9. Demonstrated continued professional and leadership skill development.
10. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, an appropriate post-graduate qualification.

SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility for Membership of the Australian Institute of Medical Scientists (AIMS) must be provided prior to commencement.
2. Working arrangements include 152 hours over 28 consecutive days, including Saturday and Sunday.

LOCATION	Port Hedland	ACCOMMODATION	Access to GROH available
ALLOWANCES/SPECIAL CONDITIONS:			
Criminal Record Clearance Required The Criminal Record Screening is processed by Health Corporate Network (HCN) under the Department of Health's Criminal Record Screening Policy.			
- Completion of 100 point identification check required.			
- Successful Pre-Employment Health Assessment required.			
- Successful Pre-Employment Integrity check required.			
- District Allowance			
- Air-conditioning Allowance			
SPECIALISED EQUIPMENT OPERATED			

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST

EXECUTIVE DIRECTOR

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE