



CLEARANCE REG NO. PWWF2997 – JD - 26 MAY 2020

SECTION 1 - POSITION IDENTIFICATION

NETWORK	QEII
DEPARTMENT	Haematology
SECTION	Haematology

POSITION TITLE	Registrar – Trainee – Pathology - Haematology
CLASSIFICATION	MP Year 1-7
POSITION NO.	00015689
AWARD	Medical Practitioners Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO

Title:
DIRECTOR OF PATHOLOGY NMHS

RESPONSIBLE TO

Title:
NETWORK HEAD OF DEPARTMENT

THIS POSITION

Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>	<u>FTE</u>

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.

To be an integral part of a team committed to providing the best possible diagnostic and interpretative pathology services to our clients and patients. Provide and promote high quality and patient centred care to all patients under the supervision of Clinical Supervisors within a multi-disciplinary team. Works within ability and according to PathWest's mission & core values.

JOB DESCRIPTION FORM

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REGISTRAR – TRAINEE – PATHOLOGY - HAEMATOLOGY YEAR 1-7, POSITION NO. 00015689

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>Duties</p> <p>1.1 Provides a diagnostic Haematology pathology service as directed by the Head of Department.</p> <p>1.2 Under the supervision of Consultant Haematology Pathologists takes part in:</p> <ul style="list-style-type: none"> • Reporting and interpretative commenting of haematology results. • Validation of Haematology results • Performs bone marrow examinations and microscopic examination of bone aspirate and trephine samples. • Liaising with hospital medical staff in the follow-up of abnormal haematology results and advice on appropriate further investigations. • Provision of advice on blood product administration. • Morphology review and other scientific or case review meetings. <p>1.3 Participates in educational activities within and outside the organisation, as required by the Royal College of Pathologists of Australasia and its Western Australian Branch.</p> <p>1.4 Participates in laboratory administration and management;</p> <ul style="list-style-type: none"> • Involvement in evaluation of laboratory equipment and new methods. • Participation in quality control and quality assurance. <p>1.5 Participates in appropriate research and development projects where requested.</p> <p>1.6 Will be familiar with, and will uphold the vision, mission and values of PathWest and adhere to PathWest’s code of conduct.</p>
2	<p>Education/Training/Research</p> <p>2.1 Participate and engage in continuing professional development and educational activities.</p> <p>2.2 Initiate and participate in the education and training of medical students, interns, residents and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities</p> <p>2.3 Participate in evidence based clinical research and audit activities relevant to speciality.</p> <p>2.4 Participate in mandatory training activities to ensure compliance with PathWest Laboratory Medicine WA Service policy.</p> <p>2.5 Complete an end-of-term and annual professional development review of performance with the Head of Department or Departmental Supervisor of Training.</p>
3	<p>Other</p> <p>3.1 Performs duties in accordance with organisational Policies and Procedures</p> <p>3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation</p> <p>3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA</p> <p>3.4 Participates in Performance Planning and Review.</p> <p>3.5 Performs other duties as directed</p>

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SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated commitment to a career in laboratory haematology.
2. Demonstrated clinical and procedural experience in a range of medical disciplines.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support.
4. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with medical staff, scientific staff, patients, their families, medical students, junior doctors and staff at all levels.
5. Demonstrated organisational and time management skills.
6. Knowledge and understanding of continuous quality improvement principles.
7. Effective participation in a multi-disciplinary team.
8. Commitment to PathWest's Vision, Mission and Values.

DESIRABLE REQUIREMENTS

1. Registration as a Trainee with the Royal College of Pathologists of Australasia.
2. Demonstrated commitment to ongoing education and research in Western Australia hospitals.
3. Monitors and reviews own clinical effectiveness, noting limitations and putting in place strategies to address these.
4. Shows commitment to continuous improvement of patient outcomes.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

SECTION 6 – APPOINTMENT FACTORS

- Evidence of Registration by the Medical Board of Australia must be provided prior to commencement.

ALLOWANCES/SPECIAL CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:

- **Successful criminal record clearance** as per Department of Health's Criminal Record Screening Policy.
- **Completion of identification check required.**
- **Successful Pre-Employment Health Assessment required.**
- **Successful Pre-Employment Integrity checks required.**

SPECIALISED EQUIPMENT OPERATED

CERTIFICATION

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

DIRECTOR OF PATHOLOGY NMHS

CHIEF PATHOLOGIST

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