



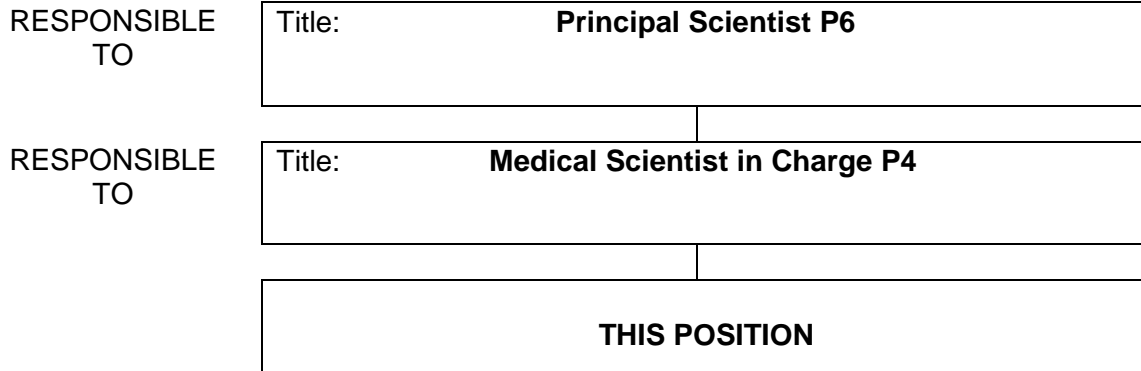
<CLEARANCE REG NO. PWWF2353 – DG02JUN2017>

SECTION 1 - POSITION IDENTIFICATION

NETWORK	FSH
SITE	FSH
DEPARTMENT	Clinical Immunology
SECTION	Molecular Immunogenetics

POSITION TITLE	Medical Scientist in Charge
LEVEL	P3
POSITION NO	00010100
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>
	Medical Scientist	P2	2.0
	Medical Scientist	P1	4.0
	Laboratory Technician	G3/4	2.0
	Laboratory Assistant	G1/2	1.0

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 e.g. Controls, Maintains, etc.

- Manages the Molecular Immunogenetics section of the laboratory in the Immunology Department.
- Develops, applies and reviews new and approved procedures and practices, both routine and complex, to examine clinical specimens within the Immunology Laboratory.
- Provides specialised services and scientific advice in relation to the Immunology Laboratory.



MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION NO. 00010100

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>PROFESSIONAL</p> <p>1.1 Initiates, develops and performs new and approved procedures and practices, both routine and complex, to examine clinical specimens within the Immunology Laboratory.</p> <p>1.2 Provides specialised services and expert scientific advice in relation to the Molecular Immunogenetics laboratory.</p> <p>1.3 Investigates, evaluates and reviews existing practices and methodology and implements improvements to ensure current quality standards are maintained, evaluated and improved.</p> <p>1.4 Signs off assays and reports and validates reports for laboratory release.</p> <p>1.5 Participates and coordinates staff development and continuing education programmes for laboratory staff and students.</p> <p>1.7 Conducts and research and assay development in line with Departmental research programs.</p> <p>1.8 Studies scientific literature to maintain knowledge of current Molecular Immunogenetics techniques and theories.</p> <p>1.9 Ensures service delivery meets clinical governance requirements.</p>
2.	<p>MANAGEMENT</p> <p>2.1 Coordinates the operation of the Molecular Immunogenetics section within the Immunology Laboratory, including service development and planning.</p> <p>2.2 Coordinates training of laboratory staff and students within the Immunology Laboratory.</p> <p>2.3 Prepares laboratory statistics.</p> <p>2.4 Deputises for other senior laboratory staff as required.</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 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>



MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION NO. 00010100

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary Qualifications in Medical Science and eligibility for membership of relevant professional body.
2. Extensive post graduate experience as a medical scientist in an Immunology laboratory especially with respect to Molecular Immunogenetics techniques.
3. Demonstrated ability to manage people effectively and provide leadership.
4. Demonstrated ability to undertake research and development.
5. Demonstrated high standard of negotiation, organisational and liaison skills.
6. Demonstrated high standard of written and verbal communication skills, including preparation of scientific reports and presentations.
7. Demonstrated high standard of analytical and problem solving skills.
8. Demonstrated continued professional and leadership skill development.
9. Current knowledge of legislative obligations to Occupational Health & Safety, Disability Services and Equal Opportunity and how these impact on aspects of employment and service delivery.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, an appropriate post-graduate qualification.
2. Demonstrated knowledge of computer applications pertinent to medical sciences.
3. Evidence of continued professional development.

SECTION 6 – APPOINTMENT FACTORS

1. Membership of relevant professional body must be provided prior to commencement.
2. Availability for after hours and rostered duties as required.

LOCATION	FSH	ACCOMMODATION	N/A
ALLOWANCES/SPECIAL CONDITIONS:			
- Criminal Record Clearance required. The Criminal Record Screening is processed by Health Support Services (HSS) 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.			
SPECIALISED EQUIPMENT OPERATED			
N/A			

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