



CLEARANCE REG NO. PWWF 2750 – LL – 22AUG2019

SECTION 1 - POSITION IDENTIFICATION

SITE Department of Anatomical Pathology	POSITION TITLE Principal Medical Scientist
DEPARTMENT Anatomical Pathology	LEVEL P9
SECTION	POSITION NO. 00014602
	AWARD Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE
TO

Title:

**Executive Director
Operations**

RESPONSIBLE
TO

Title:

Director Pathology Anatomical Pathology

THIS POSITION

Positions under direct Supervision:

<u>Position No.</u>	<u>Title</u>	<u>Classification</u>
00003032	Senior Medical Scientist in Charge	P5
00009121	Medical Scientist in Charge	P4
00003051	Medical Scientist in Charge	P4
00007933	Senior Medical Scientist	P4
00003025	Senior Medical Scientist	P2
00003614	Senior Medical Scientist	P2
00003021	Secretary	G3

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.

Provides efficient, effective and innovative operational and strategic leadership of the Anatomical Pathology (AP) Single Service, PathWest Laboratory Medicine WA, at a state-wide level.

Applies contemporary management practices and takes responsibility for the planning and provision of adequate human and material resources for all the diagnostic and research laboratories of PathWest Anatomical Pathology. Ensures the effective operation of service delivery and develops a high quality Anatomical Pathology (AP) Single Service for PathWest Laboratory Medicine WA on a state-wide level.

Provides expert advice to the Director Pathology Anatomical Pathology (AP) and PathWest Executive, Chief Executive and state-wide stakeholders and other Health Service Providers (HSPs) on emerging trends and any critical risk exposures and proposes strategies to address these to improve service delivery at a state-wide level.

JOB DESCRIPTION FORM

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PRINCIPAL MEDICAL SCIENTIST ANATOMICAL PATHOLOGY, LEVEL P9, POSITION NO. 00014602

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	PROFESSIONAL <ul style="list-style-type: none">1.1 Provides efficient, effective and innovative operational and strategic leadership of the Anatomical Pathology AP Single Service, PathWest Laboratory Medicine WA, at a state-wide level.1.2 Contributes to the development and achievement of the strategic aims and objectives of the AP Single Service within PathWest Laboratory Medicine WA, in the areas of service delivery, research and development, and educational activities as applied to a state-wide service.1.3 Provides expert advice to the Director Pathology AP and PathWest Executive, Chief Executive and state-wide stakeholders including other Health Service Providers (HSPs) on emerging trends and any critical risk exposures and proposes strategies to address these to improve service delivery at a state-wide level.1.4 Provides leadership, coordination and direction to scientific staff in multidisciplinary specialised team setting in order to meet the needs of health care providers and other clients1.5 Identifies develops and implements strategies to support and enhance the transfer of expertise across all laboratories within PathWest AP.1.6 Reviews, manages and directs the development and standardised implementation of new processes and practices across PathWest AP to enhance delivery of laboratory services.1.7 Provides expert advice to internal and external agencies on AP scientific and service delivery matters across PathWest AP.1.8 Ensures service delivery meets clinical governance requirements, including continuous improvements and risk assessment.1.9 Accountable for Quality Improvement Programs that meet internal and external quality control standards and ensures accreditation of services across PathWest AP.1.10 Standardises laboratory practices across PathWest Anatomical Pathology, monitors research programs and ensures maintenance of an adequate workforce and continued medical education for scientists across PathWest AP.
2.	MANAGEMENT <ul style="list-style-type: none">2.1 Applies contemporary management practices and takes responsibility for the planning and provision of adequate human and physical resources for all the diagnostic and research laboratories of PathWest Anatomical Pathology. Ensures effective operation of service delivery and develops a high quality Anatomical Pathology direct Single Service for PathWest Laboratory Medicine WA on a state-wide level.

JOB DESCRIPTION FORM

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PRINCIPAL MEDICAL SCIENTIST ANATOMICAL PATHOLOGY, LEVEL P9, POSITION NO. 00014602

SECTION 4 – STATEMENT OF DUTIES

Duty No.	Details
2.	MANAGEMENT (<i>Continued</i>) 2.2 Manages and coordinates the financial, human, information management systems and physical resources across PathWest AP to meet professional standards in service delivery in liaison with the Director Pathology AP. 2.3 Prepares expert level business reports, budget and scientific reports for presentation to the Director Pathology AP and the PathWest Executive. 2.4 Ensures the provision, as far as practicable, a safe working environment in accordance with the relevant Occupational Health and Safety and Equal Opportunity Legislation. 2.5 Manages, conducts and participates in approved performance management processes.
3.	OTHER 3.1 Performs duties in accordance with the organisational Policies and Procedures. 3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation. 3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA. 3.4 Participates in Performance Planning and Review. 3.5 Performs other relevant duties as directed.

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PRINCIPAL MEDICAL SCIENTIST ANATOMICAL PATHOLOGY, LEVEL P9, POSITION NO. 00014602

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in medical science relevant to Anatomical Pathology and eligible for membership of relevant professional body.
2. Demonstrated expert professional knowledge of, and extensive experience, in Anatomical Pathology.
3. Demonstrated capacity to plan, lead and coordinate strategic priorities to develop best practice standards in service delivery in a complex multidisciplinary system.
4. Demonstrated ability to achieve outcomes for effective service delivery consistent with service needs and defined expectations.
5. Demonstrated expert level of organisational, negotiation and liaison skills, with an ability to work with complex team structures.
6. Demonstrated expert standard of written and verbal communication skills.
7. Demonstrated advanced and successful leadership and management experience, including skills in human resource and financial management, strategic planning, clinical governance and the maintenance and evaluation of professional standards.
8. Demonstrated advanced ability to prepare and present expert level of business reports and scientific reports.
9. Demonstrated expert level of conceptual, analytical and problem solving skills, with a proven ability to provide collaborative and consultative solutions to complex issues of service delivery in multidisciplinary specialisations.
10. Demonstrated applied knowledge of legislative obligations for Occupational Safety and Health, Disability Services and Equal Opportunity, and how these impact on employment and service delivery.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, an appropriate post-graduate qualification.
2. Possession of, or progress towards a relevant tertiary qualification in a management field.
3. Member of relevant professional body.

SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility for or current professional membership of the relevant professional body must be provided prior to commencement.

LOCATION	QEII/FSH	ACCOMMODATION
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		

CERTIFICATION

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

DIRECTOR PATHOLOGY AP

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