

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Scientist – Cytology
Position Number:	510255
Classification:	Allied Health Professional Level 1-2
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Critical Care, Clinical Support and Investigations / Pathology
Position Type:	Permanent/Fixed-Term/Casual, Full Time/Part Time/Casual
Location:	South
Reports to:	Medical Scientist in Charge – Cytology
Effective Date:	March 2015
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	Satisfactory completion of a Bachelor of Applied Science or Bachelor of Science from a recognised tertiary institution.
Desirable Requirements:	CT(ASC) Competency Certificate in Gynaecological and Non-Gynaecological Cytology ThinPrep Liquid-based Cytology Certificate of Completion Experience participating in a Fine Needle Aspirate Service

Primary Purpose:

The primary focus of Medical Scientist – Cytology is professional involvement in the routine preparation and diagnosis of gynaecological and non-gynaecological cytology specimens for inpatient and outpatient services at the Royal Hobart Hospital.

The Medical Scientist – Cytology has a secondary focus of working in the Routine Histology laboratory when the workload of the Cytology department permits.

Duties:

1. Participate in the preparation and routine diagnostic cytological examination of gynaecological and non-gynaecological cytology specimens, and in the Fine Needle Aspirate Service, including attendance and preparation of Fine Needle Aspirate specimens in a clinical setting.
2. Adhere to laboratory procedures, quality control procedures and national guidelines when reporting results.
3. Participate in internal review processes, continuing education, and external quality assurance programs. This requires independent, self-motivated participation, and team participation working with scientists, registrars, and pathologists.
4. Assist the Medical Scientist in Charge – Cytology to educate and providing advice to staff and users of the laboratory services.
5. Assist in the evaluation and commissioning of new equipment and diagnostic reagents, including approved research and method development.
6. Assist in the maintenance of equipment and supply of consumables to maintain an uninterrupted service.
7. Perform out of hours diagnostic cytology when necessary.
8. Perform routine histology procedures on biopsy and necropsy specimens as required.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

- Responsible for assisting the Medical Scientist in Charge - Cytology with the routine Cytology Laboratory work and the efficient operation of the Cytology Services.
- Provide supervision to less experienced staff.
- Professional judgement is expected in meeting the set objectives and in the resolution of novel or complex problems in the specialised field.
- Responsible for the efficient and accurate performance of the duties of the position.
- Supervision is received primarily from the Medical Scientist in Charge – Cytology.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Ability to apply scientific principles in the work environment. Sound theoretical knowledge of gynaecological and non-gynaecological cytology is considered a significant advantage.
2. Good knowledge of the nature of work performed in a contemporary diagnostic Cytology Laboratory.
3. Capacity to develop leadership and management skills.
4. Demonstrated effective communication and interpersonal skills, together with the ability to work in a team environment.
5. Commitment to continuing education, sufficient to ensure the maintenance of appropriate skills and knowledge.
6. Ability to demonstrate initiative and self-motivation.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).