



## Statewide Clinical Support Services (SCSS)

### ROLE DESCRIPTION

<b>Role Title:</b>	Medical Scientist (2IC)
<b>Classification Code:</b>	MeS2
<b>LHN/ HN/ SAAS/ DHW:</b>	CALHN, SA Health
<b>Hospital/ Service/ Cluster:</b>	SA Pathology
<b>Division:</b>	Statewide Clinical Support Services (SCSS)
<b>Department/ Section/ Unit/ Ward:</b>	Regional Services
<b>Role reports to:</b>	Laboratory Manager
<b>Role Created/Reviewed Date:</b>	Reviewed Oct 2023
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

### ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The following objectives for a Medical Scientist at the classification level of MeS2 are as follows:</p> <ul style="list-style-type: none"> <li>&gt; Contribute to the provision of a quality, multi-disciplined pathology service provided in a regional laboratory.</li> <li>&gt; Demonstrate increased professional expertise, competence, and experience to perform standard professional tasks within the discipline.</li> <li>&gt; Have attained greater specialised knowledge within the discipline.</li> <li>&gt; Provide professional services to client groups in circumstances requiring increasingly <i>complex</i> practice skills.</li> <li>&gt; Apply scientific <i>specialist</i> knowledge towards the performance, analysis and troubleshooting of standard diagnostic procedures.</li> <li>&gt; Apply professional judgement to select and apply new and existing methods and techniques. Demonstrate expertise obtained through appropriate professional development and operational experience.</li> <li>&gt; Responsible for the validation of Quality Control at the supervisory level under the direction of management.</li> <li>&gt; Responsible for supporting the Laboratory Manager in the Quality Management Systems and assisting with NATA compliance</li> <li>&gt; Will be expected to assist the Laboratory Manager in the day to day running and improvement of laboratory workflow</li> <li>&gt; Display a high level of interpersonal, ethical and leadership skills</li> <li>&gt; Will be expected to undertake Acting Manager roles when the Laboratory Manager is absent</li> </ul>

<b>Direct Reports:</b>
> Nil.

Key Relationships/ Interactions:
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Interacts closely with personnel at all levels daily within SA Pathology regarding specimens, tests, results, quality and equipment.</li> <li>&gt; Forge a close professional relationship with the Laboratory Manager they report to</li> <li>&gt; Close interaction with the local team, forming a positive working relationship, whilst displaying a high level of leadership skills</li> <li>&gt; Other Regional Services and SA Pathology senior staff</li> <li>&gt; Be a focal point for local staff to come to with questions, issues, or ideas</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; Communicate with clients regarding specimens, testing and results.</li> <li>&gt; Exchange of information with requestors and personnel from other Pathology providers to retrieve samples, answer queries and provide test-related information.</li> <li>&gt; Interacts with clinicians and suppliers.</li> <li>&gt; Professional interactions with other senior staff within Regional Services, and SA Pathology</li> </ul>

Challenges associated with Role:
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>&gt; Maintain and foster a culture of high-quality service within the laboratory.</li> <li>&gt; Provide significant contribution to efficient workflow planning and adaption to workload pressures.</li> <li>&gt; Interpret scientific literature to provide a comprehensive investigation of any variants detected.</li> <li>&gt; Extensive intrastate travel requirements to maintain skills and competency.</li> <li>&gt; Working in an isolated laboratory</li> <li>&gt; Balancing the needs of day to day operations with the broader requirements of laboratory accreditation</li> </ul>

Delegations:
<ul style="list-style-type: none"> <li>&gt; As per Statewide Clinical Support Services HR and Financial delegations.</li> </ul>

## Key Result Areas and Responsibilities

Key Result Areas	Major Responsibilities
<b>Service Provision</b>	<p>Contribute to the provision of the reliable and efficient diagnostic regional pathology service by:</p> <ul style="list-style-type: none"> <li>&gt; Participating in the performance of routine testing in the disciplines of Microbiology, Haematology, Clinical Chemistry and Transfusion Medicine.</li> <li>&gt; Perform diagnostic tests as directed and in accordance with established laboratory methods.</li> <li>&gt; Provide high quality and accurate results within a timeframe determined through established KPIs.</li> <li>&gt; Liaise with senior staff as appropriate regarding diagnostic interpretive or scientific / technical problems.</li> <li>&gt; Liaise with clients in relation to specimen and test related enquiries; provision of test results and application of scientific and technical knowledge towards the review, interpretation and reporting of test results.</li> <li>&gt; Test and maintain laboratory equipment in accordance with established maintenance protocols and, resolve and escalate where required.</li> </ul>

	<ul style="list-style-type: none"> <li>&gt; Assist with equipment set-up and optimisation through participation in User Acceptance Testing (UAT) within the framework of established change management governance protocols.</li> <li>&gt; Assist in the development and application of training programs relevant to the discipline and directed towards technical, scientific and medical staff.</li> <li>&gt; Project co-ordination of limited size/or scope which will require organisation and implementation of specific tasks or projects.</li> <li>&gt; May be required to represent SA Pathology/Discipline through participation in internal/external committees and working groups.</li> <li>&gt; May also be required to assist in developing equipment maintenance protocols compliant to relevant regulatory frameworks.</li> <li>&gt; Ensure the effective and efficient use of resources (time, people, equipment) optimising workflow and turnaround times for test results.</li> <li>&gt; Undertake scientific training to enable release of results when appropriate capability has been demonstrated.</li> <li>&gt; Implement new methods and procedures, including evaluation and implementation of new consumables, test procedures and equipment.</li> <li>&gt; Apply inventory management principles so as to facilitate effective consumable utilisation.</li> <li>&gt; Undertake the collection of specimens from patients, including venepuncture and paediatric collections.</li> </ul>
<b>Laboratory Operations</b>	<ul style="list-style-type: none"> <li>&gt; Provide laboratory supervision to technical and scientific staff where appropriate to the requirements of the position and provide support to the Management as required.</li> <li>&gt; Participate in the ordering and receipting of all laboratory consumables.</li> <li>&gt; Undertake routine laboratory housekeeping duties.</li> <li>&gt; Maintain records relating to results and sample storage.</li> </ul>
<b>Quality Management</b>	<ul style="list-style-type: none"> <li>&gt; Actively participate in the application of Quality Management principles in accordance with appropriate regulatory framework. This includes: <ul style="list-style-type: none"> <li>○ Internal audits and reviews as directed</li> <li>○ Implementation of new methods and procedures</li> <li>○ Ensuring acknowledgement of relevant procedural updates</li> <li>○ Ensuring appropriate and immediate reporting of incidents, errors and complaints</li> <li>○ Participate in risk management and continuous quality improvement activities as part of day-to-day work practices.</li> </ul> </li> <li>&gt; Supervise, maintain and apply the principles of internal quality control and external quality assurance programs and contribute to the resolution of problems that may arise.</li> <li>&gt; Conduct staff performance reviews where required.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>&gt; Develop and maintain skills to ensure current knowledge in diagnostic, research and development activities of the laboratory.</li> <li>&gt; Participate in professional development activities via internal/external continuing education programs.</li> <li>&gt; Contribute to the professional societies and remain informed about current developments in the area of expertise.</li> <li>&gt; Under supervision, participate in research and development projects through application of scientific method.</li> <li>&gt; Assist in the preparation of reports for presentation at scientific and laboratory meetings and for refereed publications.</li> <li>&gt; Participate in the research and development activities of the laboratory as appropriate.</li> <li>&gt; Develop and maintain knowledge of current relevant scientific literature.</li> </ul>

<b>Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>&gt; Contribute to Work Health and Safety within SA Pathology by taking reasonable care to protect personal health and safety of other staff, wear protective clothing and use safety equipment as directed.</li> <li>&gt; Report incidents and risks in a timely manner.</li> <li>&gt; Handling and processing of biological hazardous samples.</li> <li>&gt; Collaborate with senior staff in resolution of issues and mitigation of risks.</li> <li>&gt; Complete mandatory training obligations including emergency evacuation and fire training.</li> </ul>
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## Knowledge, Skills and Experience

### ESSENTIAL MINIMUM REQUIREMENTS

#### **Educational/Vocational Qualifications:**

[The Requirements for Supervision in the Clinical Governance of Medical Pathology Laboratories \(Fifth Edition 2018\)](#) by the National Pathology Accreditation Advisory Council (NPAAC), defines a scientist as a person with competence to perform the functions required and who is authorised to perform these functions. A medical scientist must possess one of the following qualifications:

- a. *A degree at Australian Qualifications Framework level 7 awarded from a university in Australia with >70% of subjects relevant to the field of pathology of a 3-year degree*
- b. *A degree at Australian Qualifications Framework level 7 with subjects relevant to the field of pathology awarded by an overseas tertiary institution if the qualification is assessed as equivalent to a degree accredited by the Australian Institute of Medical Scientists*
- c. *An associate qualification conferred by the Australian Institute of Medical Technologists before 1 December 1973.*

#### **Personal Abilities/Aptitudes/Skills:**

- > A high level of relevant scientific expertise.
- > Ability to work under limited supervision.
- > An ability to motivate staff and develop teamwork.
- > A proven ability to acquire and apply technical skills.
- > Ability to operate effectively under pressure and within limited time constraints.
- > Ability to use initiative, prioritise and organise workflow.
- > Ability to perform laboratory testing of high quality, according to standard work policies and procedures.
- > Ability to provide high level of personal, oral and written communication skills with professional and other staff at all levels, from both internal and external sources.
- > Ability to understand and practise good customer service.
- > Ability to maintain, evaluate and trouble-shoot relevant laboratory equipment.
- > Ability to handle confidential and sensitive information in a professional manner.
- > Ability to identify problems and develop practical solutions.
- > A proven ability to carry out routine procedures.

#### **Experience:**

- > Experience in the interpretation, monitoring and evaluation of quality control and assurance.
- > Experience in the use of various software applications.
- > General Laboratory experience.
- > Experience in the provision of quality pathology services.

**Knowledge:**

- > Extensive knowledge in a relevant medical laboratory discipline.
- > A High level of knowledge in basic laboratory principles and concepts.
- > A High level of general knowledge in science and laboratory practice.
- > Knowledge of quality procedures.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications:**

- > BAppSc (Med Lab Sc) or equivalent qualification accepted as suitable for full professional membership of an appropriate professional society (AIMS- professional membership, HGSA – full membership, ASC - non-medical membership, AACB- Associate Member, ASM - professional membership).
- > Post Graduate qualifications in a relevant field.

### **Personal Abilities/Aptitudes/Skills:**

- > Ability to train, supervise and implement routine instructions and procedures to all other laboratory personnel.
- > An ability to motivate staff and develop teamwork.
- > Ability to solve problems.
- > The ability to understand the interdependencies within SA Pathology.
- > High level of interpersonal skills, a natural leader able to bring out the best in people, not autocratic

### **Experience:**

- > Experience in the provision of a quality client service and dealing with client requirements.
- > Experience in the supervision and training of staff.
- > Experience in the provision of complex pathology services.
- > Experience in leadership

### **Knowledge:**

- > A broad knowledge of routine diagnostic pathology testing procedures.
- > High level of skill with new technology including computing skills and analyser skills.
- > High level of knowledge in QMS
- > Knowledge of current accreditation and legislative requirements as applied to Pathology Laboratories.
- > Knowledge of Work Health and Safety practices.
- > Knowledge of legislation, policies and guidelines relating to privacy.

### Special Conditions:

- > The incumbent will be required to participate in out of hours roster including weekends, public holidays and shift work. The incumbent will be required to participate in a 24-7 roster if applicable to the local site.
- > Must reside within 30 minutes of the laboratory for after hours on-call response.
- > Intrastate travel requiring overnight absences will be required.
- > The incumbent is required to hold an unrestricted Driver's Licence.
- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > *For appointment in a Prescribed Position* under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For '*Prescribed Positions*' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for '*Approved Aged Care Provider Positions*' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008* and the *SA Health (Health Care Act) Human Resources Manual*.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the *South Australian Government's Risk Management Policy* to work as appropriate.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.



## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians.

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### SA Pathology/Regional Services:

The Regional laboratories provide a diagnostic pathology and collection service to the local community in both the hospital and private GP sector. The SA Pathology laboratories are part of the community and strive to meet the needs of the local population and Country Health SA Local Health Network by delivering a service that is timely, accessible and of a high standard to ensure the best outcomes for all patients.

## Values

### Statewide Clinical Support Services Values

Within SCSS our people are at the heart of what we do. We are committed to building a strong, vibrant culture and place to work, and to providing high-quality care to our patients and consumers that demonstrates our values in action. Our five core values are Integrity, Compassion, Accountability, Respect and Excellence (ICARE):

<b>Integrity:</b>	We are honest, consistent and act fairly. We make evidence-based decisions that are in the best interests of the South Australian community.
<b>Compassion:</b>	Patients and consumers are front of mind in everything we do, and we approach care for others with empathy and kindness. We provide an environment that is safe and caring and we will support each other at all times.
<b>Accountability:</b>	We take ownership of our responsibilities and actions. We own our mistakes and take proactive measures to find effective solutions. We demonstrate our values in our actions and behaviours
<b>Respect:</b>	We foster a culture that is respectful of our consumers, patients and each other. We value diversity and everyone's input and demonstrate trust in each other.

**Excellence:**

We complete and promote work of the highest standard. We challenge the normal way of doing things to ensure continuous improvement and we seek consumer input to represent the diversity of our community.

**Code of Ethics**

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees.

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity - Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.


The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

**Approvals**

**Role Description Approval**

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** Mark Hancock **Role Title:** Directorate Manager, Regional Services

**Signature:**  **Date:** 17 October 2023

**Role Acceptance**

**Incumbent Acceptance**

I have read and understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:** **Signature:** **Date:**

**Version control and change history**

Version	Date from	Date to	Amendment
V1	10/01/2023		Original SCSS version.
V2	18/03/2024		Must reside within 30 minutes of the laboratory for after hours on-call response.