

Statement of Duties

Position Title: Medical Scientist in Charge - Histopathology	Position Number: 510250	Effective Date: May 2017
Group and Unit: Tasmanian Health Service (THS) – Clinical Support		
Section: Anatomical Pathology	Location: South	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: 4	Classification: General Stream	
Reports To: Medical Scientist in Charge - Anatomical Pathology		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

As part of a team delivering high quality pathology services in accordance with the Agency policy, legal requirements and relevant professional competencies, the Medical Scientist in Charge - Routine Histopathology will provide high level support to the Medical Scientist in Charge - Anatomical Pathology in the provision of:

- Leadership and direction in the strategic development and management of the Routine Histology Laboratory
- Effective management of specified human and physical resources for a team of scientists and technicians delivering a pathology service.
- Day-to-day management of the section, including scientific and technical activity, staff and equipment resources, and is expected to solve the more complex technical and scientific problems as they arise during the routine operation of the section.
- Expert advice to the Department Management Group on matters of staff performance and operational objectives and is expected to facilitate Department objectives.

Duties:

1. Lead, direct and coordinate scientific and technical staff in the Routine Histology Laboratory. Monitor staff work performance and conduct staff performance review and development for the Routine Histology Laboratory.
2. Organise and ensure all quality control procedures are complied with.
3. Ensure compliance of the Routine Histology Laboratory with accreditation requirements.
4. Act as a resource person and deputise for the Medical Scientist in Charge of the Department.

5. Participate in the planning, management and control of the Routine Histology functions of the Department.
6. Evaluate and commission new instrumentation, equipment and diagnostic reagents, and evaluate and develop new techniques.
7. Manage the Kestral Pathology Computing System for the Department of Anatomical Pathology, including maintaining the workload recording database for the Routine Histology Laboratory and assist with the collection and preparation of workload reports and statistics for management purposes.
8. Assist in the maintenance of protocols and equipment, and quality control supplies of consumables to ensure an uninterrupted service as far as possible.
9. Perform routine and specialised histological procedures and participate in the out of hours on call roster.
10. Participate in approved research, development and review studies.
11. Participate in and contribute to Department meetings, and in ongoing education, including participation in the activities of relevant Professional Societies and educational institutions.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
13. 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.

Scope of Work Performed:

The Medical Scientist in Charge - Histopathology will deputise for the Medical Scientist in Charge - Anatomical Pathology and is required to work without supervision and exercise considerable initiative and professional judgement with autonomy in matters relating to both the clinical and day to day coordination of the Histology Laboratory. The occupant is responsible for:

- Providing expert knowledge and experience for all matters related to the Routine Histology Laboratory.
- Setting work standards and monitoring work performance.
- Carrying out significant scientific activities, including method reviews and development within the Routine Histology Laboratory.
- Complying at all times with policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- 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.

Desirable Requirements:

- Five years' experience in Routine Histology or equivalent.
- Relevant post graduate qualification e.g. PhD, FAIMS or MSc.

Selection Criteria:

1. Ability to apply scientific principles in the work environment, with sound theoretical knowledge of all aspects of routine histopathology.
2. Demonstrated leadership and management skills, including the ability to organise, plan and direct staff and their workload.
3. Excellent knowledge of contemporary diagnostic histology, with a good knowledge of modern techniques and instrumentation in a routine histology laboratory.
4. Commitment to continuing education, sufficient to ensure the maintenance of appropriate skills and knowledge along with the promotion of ideas and technology in the workplace.
5. Demonstrated effective communication and interpersonal skills, together with the ability to work in a team environment.
6. Demonstrated ability to develop techniques and solve problems.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Chief People Officer or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) within DoH and THS are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.