

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Scientist in Charge - Histopathology
Position Number:	510250
Classification:	General Stream Band 4
Award/Agreement:	Health and Human Services (Tasmanian State Service) Award
Group/Section:	Hospitals South – Royal Hobart Hospital Anatomical Pathology
Position Type:	Permanent, Full Time
Location:	South
Reports to:	Medical Scientist in Charge - Anatomical Pathology
Effective Date:	May 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Satisfactory completion of an appropriate course of study at a recognised tertiary institution</p> <p><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Five years' experience in Routine Histology or equivalent</p> <p>Relevant post graduate qualification e.g. PhD, FAIMS or MSc</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

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 in the development and implementation of safety systems, improvement initiatives and related training.
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.

Key Accountabilities and Responsibilities:

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.
- Where applicable, exercising 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.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

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, 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 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](#).