

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Medical Scientist in Charge - Cytogenetics
Position Number:	510226
Classification:	Allied Health Professional Level 5 Grade I
Award/Agreement:	Allied Health Professionals Public Sector Unions Wages Agreement
Group/Section:	Hospitals South – Royal Hobart Hospital Pathology
Position Type:	Permanent/Full Time
Location:	South
Reports to:	Genetic Pathologist (Director of Cytogenetics)
Effective Date:	September 2021
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>*Bachelor of Science (Medical Laboratory Science) or equivalent.</i></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>Fellowship of the Human Genetics Society of Australasia (Cytogenetics) or Fellowship of the Faculty of Science of the Royal College of Pathologists of Australasia, or other relevant post graduate qualification in the field of cytogenetics</p> <p>Experience in leading a diagnostic laboratory and laboratory management</p>

Primary Purpose:

Under the direction of the Genetic Pathologist (Director of Cytogenetics), the Medical Scientist in Charge – Cytogenetics coordinates the day-to-day activities of the cytogenetics laboratory including:

- Providing a Statewide cytogenetic diagnostic testing service with an emphasis on cancer
- Delivering complex diagnostic services to the Department's clients and evaluate, initiate, validate and introduce new technologies and/or methodologies
- Directing professional and technical staff working in the Cytogenetics laboratory; providing expertise and advice to staff, and managing individual and team performance
- Contributing to broader clinical management and service delivery issues, as part of a senior practice management group. This includes policy review and the development of strategies to meet current and future service priorities
- Collaborating with pathologists, clinicians and researchers and participate in clinical trials and research opportunities

Duties:

1. Supervise, plan, coordinate, organise and administer the scientific and technical activities of the Cytogenetic Department.
2. Perform specialised and routine cytogenetic procedures, including the provision of out-of-hours services.
3. Participate in Quality Assurance programs relevant to the testing being offered and ensure that testing is performed to a satisfactory level.
4. Ensure the laboratory continuously complies with accreditation standards as well as relevant state and national legislation.
5. Regularly review existing cytogenetic procedures and testing protocols in order to improve quality and efficiency and prepare and maintain the wide variety of manuals in use in the Cytogenetic Department according to current regulatory and accreditation requirements.
6. Undertake selection and ordering of laboratory consumables and equipment and specify, select, develop, evaluate and introduce new equipment and procedures to ensure full availability of diagnostic information.
7. Responsible for recruitment of new scientific and technical staff and ensure that appropriate education and orientation is given to new staff.
8. Monitor and set standards for work performance, including the assessment and documentation of both initial and ongoing competency, and result turnaround times.
9. Conduct staff performance review and development and lead the development and mentoring of scientific and technical staff.
10. Participate in and present department matters at Pathology Operations Committee forums; and contribute to the activities of professional societies and institutions.
11. Participate in research and/or development projects and liaise with relevant medical staff and consultants regarding these activities within the Department.
12. Perform administrative and related duties relevant to the director of cytogenetics in their absence.

13. 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.
14. 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:

- Key responsibilities of the role:
 - The provision of a Statewide Cytogenetics Laboratory service with an emphasis on cancer.
 - The operational management of the Cytogenetics Laboratory service, including the allocation and monitoring of resources, service delivery planning and compliance with quality and clinical practice standards.
 - Research endeavours within the department and for collaborative projects with the University of Tasmania and the Menzies Centre for Population Research.
 - Exercising a strong duty of care in respect to Work Health and Safety and workplace diversity
 - 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.
- Key Challenges of the role:
 - Maintaining and further improving genetic diagnostic services in the face of increasing workloads, and constrained resources
 - Working within and managing a small team in the laboratory
 - Communicating effectively and maintaining professional relationships with scientific, research and clinical staff across multiple institutions
- Key Behaviours:
 - Be accountable for the implementation and support of a positive workplace culture and responsible for identifying and addressing inappropriate workplace behaviours. The occupant will be a role model of appropriate behaviours in the workplace by:
 - Creating and fostering an attitude of positivity and teamwork.
 - Coaching others when needed in a supportive fashion.
 - Collaborating with a broad range of peers and colleagues.
 - Demonstrating the commitment and capability of the Pathology service to improve patient outcomes.

- Taking every opportunity to improve the Pathology workplace and the working lives of other team members.
- Being mindful of the needs of others and demonstrating care, compassion, and respect.

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:

Personal Abilities/Aptitude/Skills:

1. Demonstrated leadership and management skills, including the ability to organise, plan and direct staff and their workload.
2. Advanced written and oral communication skills and the ability to communicate effectively with peers and senior staff
3. Demonstrated commitment to continuous professional development and evidence of ongoing professional contribution.

Experience:

4. Extensive experience in the application of cytogenomic/cytogenetic methodologies to the diagnosis of human malignancies and human diseases.
5. Demonstrable experience in the development and implementation of new tests
6. Demonstrated knowledge of the regulatory and accreditation requirements relevant to cytogenetics and proven capability to implement and/or maintain such.

Working Environment:

The position is located in the Cytogenetics Laboratory at the Royal Hobart Hospital. The Medical Scientist in Charge will participate in the provision of out-of-hours services as required.

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](#).