DEPARTMENT OF HEALTH

Statement of Duties

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| **Position Title:** | Senior Medical Scientist |
| **Position Number:** | 510266 |
| **Classification:** | Allied Health Professional Level 3 |
| **Award/Agreement:** | Allied Health Professionals Public Sector Unions Wages Agreement |
| **Group/Section:** | Hospitals South – Critical Care, Clinical Support and Investigations  Pathology Services |
| **Position Type:** | Permanent, Full Time |
| **Location:** | South |
| **Reports to:** | Medical Scientist in Charge - Endocrinology |
| **Effective Date:** | July 2023 |
| **Check Type:** | Annulled |
| **Check Frequency:** | Pre-employment |
| **Essential Requirements:** | Tertiary qualification/program of study in Medical Laboratory Science, Biomedical Science, Science or Applied Science or equivalent suitable to the position from a recognised institution  Eligible for membership with a relevant professional body such as Australian Institute of Medical and Clinical Scientists, Australasian Association for Clinical Biochemistry and Laboratory Medicine, The Australian Society for Microbiology, Human Genetics Society of Australasia, or the Australian Society of Cytology  Where there is no relevant professional body, the essential qualification must be met.  *\*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.* |
| **Desirable Requirements:** | Membership/Fellowship awarded by a recognised professional body  Must have at least 5 years or more experience in the area of Endocrinology and have had committed research activities during this period  In depth knowledge of the work performed in the Endocrinology Laboratory |

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:

The Medical Scientist performs a range of routine and specialised Pathology tests and associated quality assurance procedures. This includes being responsible for:

* Performing diagnostic procedures to support the Department's statewide laboratory commitments as the tertiary referral centre for Endocrine disorders; and
* Coordinating various associated quality improvement activities.

### Duties:

1. Perform routine and specialised tests in the area of Pathology with maintaining adequate documentation of records of work performed.
2. Interpret laboratory results, ensuring all results and process verification procedures are complied with, and liaise with the requesting medical and nursing staff as appropriate.
3. Participate in quality control and troubleshooting of testing and maintenance of quality assurance in accordance with policy, standards, regulations, and guidelines.
4. Participate in approved research within Endocrinology and other sections of Pathology Services, and other Hospital and University Departments in doing collaborative research work.
5. Maintain equipment and supplies of consumables to ensure an uninterrupted service.
6. Assist in the maintenance of method protocols and quality control procedures.
7. Assistance regarding enquiries relating to the diagnostic endocrine laboratory.
8. Assist with the evaluation and development of new techniques and equipment.
9. Deputise for the Medical Scientist in Charge - Endocrinology as required.
10. Provide guidance and training to less experienced staff to ensure laboratory accreditation standards are maintained.
11. Participate in and contribute to continuing education.
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, safeguarding practices for vulnerable people, 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:

Under the broad direction of the Medical Scientist in Charge - Endocrinology and the Director of Diagnostic Endocrinology Services, the Medical Scientist is required to:

* Perform daily diagnostic work in Endocrinology and coordination of the various associated quality improvement activities with these duties.
* Exercise independent professional judgement on issues and resolving complex problems as they arise to achieve the overall objectives in the work area in accordance with Department policy, objectives, and priorities.
* Work with the Scientist in Charge and Director of Diagnostic Endocrinology Services to develop, validate and implement new testing methods as required.
* Champion a child safe culture that upholds the National Principles for Child Safe Organisations. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
* 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.

### 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:
   1. crimes of violence
   2. sex related offences
   3. serious drug offences
   4. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

### Selection Criteria:

1. Minimum of five years’ practical experience in the diagnostic area with Endocrinology and Immunoassay knowledge is desirable.
2. Detailed knowledge of quality aspects of Endocrinology diagnostic work.
3. Acknowledged leadership and management skills, including the ability to supervise and train staff and maintain laboratory accreditation standards.
4. High level of initiative and the proven ability to work autonomously within guidelines set in the laboratory.

### 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 of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

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](http://gormpr-cm01/pandp/showdoc.aspx?recnum=P19/000365).