

Role Description

Position	Medical Laboratory Technician
Team / Service	Wellington Regional Genetics Laboratory
Directorate	Surgery, Women & Children's
District	Capital, Coast & Hutt Valley
Responsible to	Service Leader
Children's Act 2014	This position is classified as a non-children's worker, requiring police vetting on commencement of employment
Location	Wellington Hospital

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups.

Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community

based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Hutt Valley

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Service Perspective

Wellington Regional Genetics Laboratory (WRGL) provides a fully comprehensive cytogenetic and molecular genetic testing service; karyotype, FISH, microarrays and DNA testing of prenatal, postnatal and malignancy samples (www.wellingtongenetics.co.nz).

Our aim to ensure operations, products, advice and services meet the requirements of both internal and external clients thereby providing a timely, appropriate and high quality clinical laboratory service. This laboratory complies with or exceeds all accepted standards as embodied in IANZ Registration Criteria and the International Standard NZS/ISO 15189:2022.

Our service aim is to provide comprehensive genetic testing to the Central Region District Health Boards (DHBs) in the most professional, timely and effective manner possible.

Purpose of the role

To provide essential laboratory support for scientific and administrative staff. This role includes a diverse range of routine tasks including reagent preparation, equipment maintenance, stock control, ordering of supplies, data entry, processing of samples, genetic testing and supporting the sendaway process.

Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time and as required.

KEY ACCOUNTABILITIES	DELIVERABLES / OUTCOME
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Sample Processing

- Extracting DNA from blood, tissue and FFPE slides using automated and manual methods
 - DNA quantification checks using NanoSpec, Qubit, TapeStation and gel electrophoresis
 - Performing molecular genetics tests, such as PCR and MLPA
 - Initiation and processing of prenatal, postnatal and oncology specimens for cytogenetic investigation; setting up, culture, harvesting, slide making and banding of slide preparations
 - Initiation of FISH testing
 - Use of Metafer – metaphase finding application
 - Processing of specimens for CMA testing
 - Aliquoting, packaging and shipping of DNA samples to external laboratories for Sendaway tests
 - Writing reports for DNA storage and sendaway tests
 - Data entry
 - Stock control, ordering and receipting of clinical supplies
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Technical Maintenance and Calibration of Equipment

- Decontamination of the biological safety cabinet, laminar flow cabinets, incubators, centrifuges and waterbaths
 - Internal quality control measures including daily monitoring of refrigerators, freezers, waterbaths, incubators and CO₂ cylinders
 - Regular calibrations of all temperature critical equipment, pipettes, weighing balance and incubators.
 - Carry out testing and calibration of new equipment prior to use and help provide appropriate documentation of testing and maintenance requirements
 - Washing and cleaning of laboratory apparatus and designated laboratory areas
 - Sterilisation of laboratory glassware and plastic ware
 - Checking of Millipore water filter system and changing the cartridge as necessary
 - Performing regular stock takes, complete budgeting and ordering of all laboratory supplies
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Laboratory Reception

- Receives patient samples and assists with timely data entry
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Professional Development

- Maintains and/or extends knowledge and skill base required for effective performance, and is prepared to accept work that will develop or consolidate new skills
- Participates in own annual performance review
- Identifies own learning needs and negotiates appropriate education and training

Team Work

- Works collaboratively and efficiently with staff and management within the Genetics Service and with other key stakeholders across the organisation

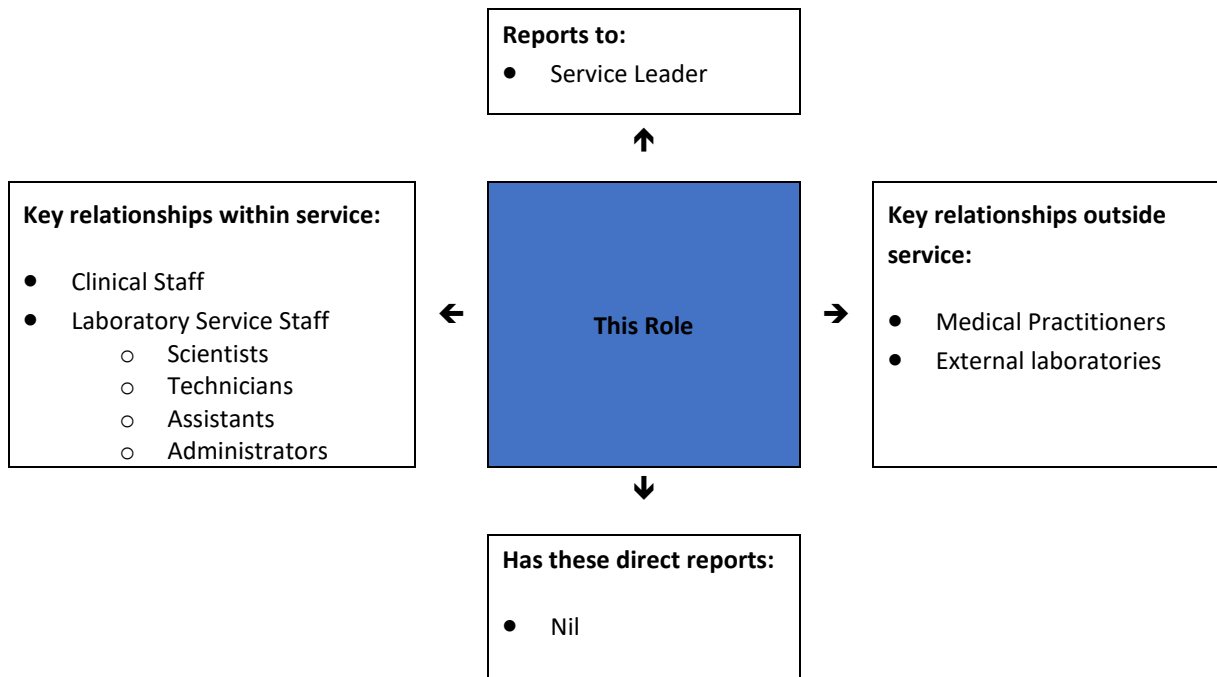
Te Tiriti o Waitangi

- Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to
- Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance
- Cultural competence is grown across the team, supporting inclusion and partnership.

Health & Safety

- Complies with responsibilities under the Health and Safety at Work Act 2015

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Integrity and Trust	<ul style="list-style-type: none"> ▪ Is widely trusted ▪ Is seen as a direct, truthful individual ▪ Can present the unvarnished truth in an appropriate and helpful manner ▪ Keeps confidences ▪ Admits mistakes ▪ Doesn't misrepresent her/himself for personal gain
Teamwork	<ul style="list-style-type: none"> ▪ Develops and maintains positive relationships and works in partnership with other team members ▪ Develops rapport and builds networks of constructive working relationships with key people ▪ Effectively uses team dynamics and individual operating styles to build team processes and strengths ▪ Shares knowledge and works cohesively with the team
Functional / Technical Skills skills	<ul style="list-style-type: none"> ▪ Has both functional and technical knowledge and skills to perform the role with a high level of accomplishment ▪ Demonstrates active interest and ability to enhance and apply new functional and technical skills
Time management	<ul style="list-style-type: none"> ▪ Uses his/her time effectively and efficiently ▪ Values time ▪ Concentrates her/his efforts on the more important priorities ▪ Gets more done in less time than others ▪ Can attend to a broader range of activities ▪ Perseveres with tasks and achieves objectives despite obstacles
Communication	<ul style="list-style-type: none"> ▪ Practises active and attentive listening ▪ Is confident and appropriately assertive in dealing with others ▪ Deals effectively with conflict
Partnership with Maori	<ul style="list-style-type: none"> ▪ Understands the principals of Te Tiriti o Waitangi and how these apply within the context of health service provision ▪ Applies the notion of partnership and participation with Māori within the workplace and the wider community ▪ Promotes and participates in targeting Māori health initiatives by which Māori health gains can be achieved ▪ Implements strategies that are responsive to the health needs of Māori

Experience and Capability

Knowledge and Experience:

- Previous experience of working within a laboratory
- Keen interest in the field of genetics is desirable

Essential Professional Qualifications / Accreditations / Registrations:

- passed the Qualified Medical Laboratory Technician (QMLT) examination as set by the New Zealand Institute of Medical Laboratory Science (NZIMLS) / awarded the Qualified Medical Laboratory Technician Certificate by NZIMLS / hold a relevant biological science qualification from a New Zealand university or equivalent overseas qualification.
- Registration with the Medical Sciences Council of New Zealand as a Technician
- Current Practising Certificate to practice as a technician.

Someone well-suited to the role will place a high value on the following:

- Ability to work specific protocols and accept responsibility for own work
- Initiative and the ability to work without close supervision.
- The ability to work co-operatively and supportively with a team.
- Effective verbal and written communication skills.
- Honesty and dedication to good work ethics.
- Adapting to change in an ever progressive medical science.
- Organisational acumen based on the ability to set priorities and meet deadlines.

Mā tini, mā mano, ka rapa te whai

By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.