

SECTION 1 - POSITION IDENTIFICATION

SITE	PathWest FSH	POSITION TITLE	Medical Scientist in Charge
DEPARTMENT	Clinical Immunology	LEVEL	P3
SECTION	Infection and Immunity	POSITION NO	00010101
		AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	Title: Principal Medical Scientist P6
RESPONSIBLE TO	Title: Medical Scientist in Charge P4
	THIS POSITION

Positions under direct Supervision:

<u>Title</u>	<u>Classification</u>	<u>FTE</u>
Medical Scientist	P2	2.0
Medical Scientist	P1	1.0
Laboratory Technician	G3/4	1.0
Laboratory Assistant	G1/2	1.0

SECTION 3 - KEY RESPONSIBILITIES

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used e.g. Controls, Maintains, etc.

Manages the Infection and Immunity section of the laboratory within the PathWest FSH Department of Clinical Immunology.

Develops, applies and reviews new and approved procedures and practices, both routine and complex, to examine clinical specimens within the Immunology Laboratory.

Provides specialised services and scientific advice in relation to functional assays of Infection and Immunity. Assay platforms utilized as part of routine service may include ELISA, Quantiferon, Flow cytometry, Luminex bead assays and sequencing, amongst others.

MEDICAL SCIENTIST IN CHARGE LEVEL P3 POSITION NO. 00010101

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>PROFESSIONAL</p> <p>1.1 Initiates, develops and performs new and approved procedures and practices, both routine and complex, to examine clinical specimens within the Immunology Laboratory.</p> <p>1.2 Provides specialised services and expert scientific advice in relation to the Infection and Immunity Laboratory team.</p> <p>1.3 Investigates, evaluates and reviews existing practices and methodology and implements improvements to ensure current quality standards are maintained, evaluated and improved.</p> <p>1.4 Signs off assays and reports and validates reports for laboratory release.</p> <p>1.5 Participates and coordinates staff development and continuing education programmes for laboratory staff and students.</p> <p>1.7 Conducts research and assay development in line with Departmental research programs.</p> <p>1.8 Studies scientific literature to maintain knowledge of current techniques and theories.</p>
2.	<p>MANAGEMENT</p> <p>2.1 Coordinates the operation of the Infection and Immunity Laboratory at PathWest FSH, including service development and planning.</p> <p>2.2 Coordinates training of laboratory staff and students within the Immunology Laboratory.</p> <p>2.3 Prepares laboratory statistics.</p> <p>2.4 Deputises for other senior laboratory staff as required.</p>
3.	<p>OTHER</p> <p>3.1 Performs duties in accordance with organisational Policies and Procedures.</p> <p>3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.</p> <p>3.3 Conducts duties in manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.</p> <p>3.4 Participates in Performance Planning and Review.</p> <p>3.5 Ensures service delivery meets clinical governance requirements.</p> <p>3.6 Rostered and after hours duties as required</p> <p>3.7 Lecture and demonstrate as required.</p> <p>3.8 Other duties as directed.</p>

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SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary Qualifications in Medical Science and eligibility for membership of relevant professional body.
2. Advanced knowledge as a Medical Scientist in a Clinical Immunology laboratory, especially with respect to assays of Infection and Immunity.
3. Demonstrated ability to manage people effectively and provide team leadership and work cooperatively in a team environment.
4. Demonstrated ability to undertake research and development.
5. Demonstrated advanced standard of negotiation, organisational and liaison skills.
6. Demonstrated high standard of written and verbal communication skills, including preparation of scientific reports and presentations.
7. Demonstrated use of analytical and problem solving skills.
8. Demonstrated continued professional and leadership skill development.
9. Current knowledge of legislative obligations to Work Health & Safety, Disability Services and Equal Opportunity and how these impact on aspects of employment and service delivery.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, an appropriate post-graduate qualification.
2. Member of a relevant professional society.
3. Demonstrated knowledge of computer applications pertinent to medical sciences
4. Evidence of continued professional development.

SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility for membership of a relevant professional body must be provided prior to commencement.
2. Availability for after hours and rostered duties as required.

LOCATION	FSH	ACCOMMODATION	N/A
ALLOWANCES/SPECIAL CONDITIONS: Performs out of hours and on call duties. Criminal Record Clearance Required The Criminal Record Screening is processed by Health Support Services (HSS) under the Department of Health's Criminal Record Screening Policy.			
SPECIALISED EQUIPMENT OPERATED N/A			

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST

EXECUTIVE DIRECTOR

SIGNATURE

SIGNATURE

DATE

DATE

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME	SIGNATURE	DATE APPOINTED TO POSITION	DATE