



Position Description
Embryologist

Position Details

Employee Name	
Position	Embryologist
Main Location(s)	FA Clinics
Reports to	Laboratory Team Leader
Direct Reports	None
Key Internal Relationships	Doctors Nurse Team Counsellors Colleagues Business Support team Clinic Manager
Key External Relationships	Patients External Health Service providers

Our Organisation

Fertility Associates has experienced sustained success and growth within New Zealand as the leading provider of fertility medicine.

Our people and patients are our priority. Having talented, engaged and passionate people demonstrating care, responsiveness and excellence will result in positive patient experiences, and a workplace that we can all be proud of.

Your role is critical in our ability to deliver fertility services that brings hope for our patients, that is world-leading, and enables growth for our people and business.

Position Purpose

The main purpose of your position is to provide clinical embryology to a consistently high standard for diagnosis, treatment and support of patients undergoing investigation and treatment for infertility with FA. This position requires strong empathy with patients, effective communication, and understanding the patient pathway through investigation and treatment.

Contribution to our Values

CARE is demonstrated by:

- Providing care and compassion to all patients at all times
- Providing clear and complete information to patients and colleagues
- Striving to achieve 'success' for all patients

RESPONSIVENESS is supported/demonstrated by:

- Working within the team to improve FA methodology
- Working collaboratively with colleagues to share information and learn from others
- Understanding and responding to patients differing needs for communication of information

EXCELLENCE is supported/demonstrated by:

- Meeting or exceeding FA's standards and expectations
- Looking for ways to improve results
- Using feedback to improve performance and communication skills

Key Accountabilities	
Te Tiriti O Waitangi	Expected Outcomes
<ul style="list-style-type: none"> • Supports the pursuit of Māori health gains. • Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity. • Enables Māori self-determination with the ability to exercise authority over their treatment according to Māori philosophies, values and practices including tikanga Māori. 	<ul style="list-style-type: none"> • Māori and Māori communities can exercise their authority to improve their health and wellbeing. • We have a fair and sustainable system which delivers more equitable outcomes for Māori. • Racism and discrimination in all its forms is addressed. • The inclusion and protection of hauora Māori (Māori philosophy comprising of the physical, mental, family and spiritual dimensions) and mātauranga Māori (Māori knowledge and understanding).
Consistent, high performance of laboratory tasks	Expected Outcomes
<ul style="list-style-type: none"> • Perform tasks according to documented laboratory methods and protocols, including: <ul style="list-style-type: none"> ○ Setting up culture media ○ Collection and insemination of oocytes ○ Assisted hatching of embryos ○ Culture and transfer of embryos ○ Cryopreservation and thawing of gametes and embryos ○ PCT test ○ Preparation of sperm ○ Antibody tests ○ Semen analysis ○ Shipping of frozen assets ○ Maintenance of laboratory hygiene • Monitor stock levels when required, including laboratory consumables, equipment, media and reagents. • Self-manage and prioritise workload including clerical, billing and cleaning/maintenance tasks. • The position may extend to participation in, or shared responsibility for, specialised functions, such as the sperm donor programme, quality control, ordering materials, etc 	<ul style="list-style-type: none"> • Consistent, accurate, efficient and high standards of competence in all tasks. • Adequate supplies are maintained to provide uninterrupted service. • All work areas clean and tidy after use. • Written documentation up to date and accurate. • Annual competency assessment completed
Improving Patient Care	Expected Outcomes
<ul style="list-style-type: none"> • Review patient information (Day 1), and where appropriate past treatment(s), to implement the doctors' treatment • plans in conjunction with other members of the patient care team. • Evaluate and interpret laboratory results and ultrasound scans to help manage treatment day to day. Document patient instructions appropriately. • Provide information to patients about laboratory aspects of investigation and treatment, such as embryo quality, freezing/thawing decisions, sperm analysis, and PCT interpretation. 	<ul style="list-style-type: none"> • Treatment plans adhere to FA group protocols. • Appropriate advice and authorisation sought for decisions outside of protocol guidelines, or as required. • Written and electronic documentation is complete and accurate. • Patients are informed in the timeframe expected and understand treatment information. • Patients are able to give informed consent when making decisions about their embryos. • High levels of patient satisfaction when dealing with embryologists.

Employee Initials:

<ul style="list-style-type: none"> • Provide information to patients with considering the patients' needs, level of understanding, language, culture, and their personal circumstances. 	
<p>Communication & Teamwork</p> <ul style="list-style-type: none"> • Fully participate in team roster planning for embryology and andrology – responding to planned or unplanned workload peaks and the need for weekend work. • Participate in patient care meetings - collaborating, sharing information, learning about patient needs, consulting others when making decisions. • Be a positive and supportive team member – working cooperatively, asking for and providing feedback, offering ideas, offering help and support. • Maintain a positive and productive relationship with the Laboratory team leader – asking for support or coaching when required, offering help. • Act as a representative of the laboratory team when required, being a positive advocate for FA with <ul style="list-style-type: none"> ○ Individual patients ○ Patient groups ○ SIG groups • Other professional groups 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Team objectives achieved. • Team based patient care behaviour observed. • Variations in workload managed positively. • Able to work independently and as part of the team • Open, honest and effective communication and support between team members and Team Leader • Is approachable and willingly engages with others when representing FA • Shows understanding and empathy with patients • High levels of patient satisfaction and feedback
<p>Compliance & Continuous Improvement</p> <ul style="list-style-type: none"> • Recognise and report problems with laboratory equipment or methods. Troubleshoot where appropriate. • Undertake analyses of clinic treatments/ procedures/ performance as requested by Team Leader • Initiate critical incident/complaint reports when appropriate. • Contribute to the continuous improvement of laboratory procedures within the organisation. • Follow the company safety policies for personal and patient safety. 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Potential problems averted, risk minimised. • Continuous laboratory service is maintained. • Analysis is clear, accurate and informative. • Ideas for improvements, remedial actions, changes to procedures are shared. • Quality Response forms completed and appropriate initial actions taken. • Safe practices are maintained. Accidents or injuries are reported and documented. • Laboratory complies with OSH requirements
<p>Recordkeeping, Documentation and Research</p> <ul style="list-style-type: none"> • Collect, collate and enter data into laboratory computer system as required to facilitate: • BDM and ANZARD statistics • Laboratory performance monitoring • FA group performance monitoring • Invoice for frozen embryos or gametes. • Manage the consents to discard process • The data from the tracking sheets of completed or discontinued cycles and procedures (IVF, ICSI, TER, IUI, IUDI, OI, TESE, TESA, PESA, etc) entered. • Ensure correct procedures for management of files are applied. 	<p>Expected Outcomes</p> <ul style="list-style-type: none"> • Data entry is up to date • Records complete and accurate • Frozen Assets database accurate • Patient and sample identification and consent policies and procedures are always followed • Files secure, accurate and accessible when needed

Personal Development	Expected Outcomes
<ul style="list-style-type: none"> • Develop own skills and knowledge through participation in clinic education meetings, attendance at conferences, seminars, workshops and reading relevant literature. • Participate in the FA Career Structure professional assessment process. • Belong to relevant professional body. • Meet the continuing education requirements of the Medical Laboratory Science Board 	<ul style="list-style-type: none"> • Knowledge gained from relevant meetings is shared with the team and beyond. • Information is sourced from a variety of reliable sources for personal development; e.g. internet, journals etc. • Is a member of the professional body. • Assessed at and performs to FA professional tier level.

Employee Initials:

Qualifications / Experience / Skills	
Formal Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree or higher in biological science, clinical laboratory science, medical technology, or clinical embryology • Master's degree in clinical embryology or biological science desirable
Experience	<p>Desired level of experience in a similar role:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Entry (0-1 Years) <input checked="" type="checkbox"/> Mid (1-5 Years) <input type="checkbox"/> Senior (5+ Years) <p>Experience in the following is <u>required</u>:</p> <ul style="list-style-type: none"> • Minimum 1 year in a laboratory or equivalent <p>Experience in the following is <u>desirable</u>:</p> <ul style="list-style-type: none"> • Previous work as an embryologist
Certifications / Licence Pre-requisites	<ul style="list-style-type: none"> • Register as a Clinical Embryologist under the HPCA Act or eligible to be registered within a year.
Technical / Legislative Knowledge Required	<ul style="list-style-type: none"> • Understands quality control, aseptic and sterile techniques, general, laboratory skills. • Competent in a wide range of ART techniques including: semen analysis, IVF, ICSI, IUI, gamete and embryo cryopreservation and vitrification, embryo hatching, isolating sperm from testicular tissue is desirable.
Systems / IT Platforms	<p>Standard business tools:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> MS Word (Intermediate) <input checked="" type="checkbox"/> MS Outlook (Intermediate) <input checked="" type="checkbox"/> MS Excel (Intermediate) <p>Other position specific requirements:</p> <ul style="list-style-type: none"> • Statistical package – ie: SAS, SPSS • Work in a medical database
Physicality of the role	<ul style="list-style-type: none"> • Standing 20% of the day • Sitting 80% of the day • Computer work 50-80% of the day (depending on role) • Carrying up to 10kg somewhat often • Lifting up to 10kg somewhat often • Bending, twisting somewhat often • Moving between areas frequently
Mental resilience required	<ul style="list-style-type: none"> • Dealing with patients under stress • Working under pressure
Travel	<ul style="list-style-type: none"> • Possible travel to other clinics within NZ on occasion.

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Other	<ul style="list-style-type: none"> • Must physically be able to work in laboratory conditions, which includes wearing safety gear, being exposed to risk-controlled hazardous conditions and contaminants, dimmed lights, etc. • Good decision-making and problem-solving skills but understands own limits to know when to seek assistance from more senior colleagues. • Demonstrate ability to work with exceptional accuracy and attention to detail. • Motivated to deliver high quality care in a professional and empathic manner. • Act as a role model for best practice. • Flexible and adaptable with change.
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Review & Approval

Last Reviewed By:	Claudia S – Clinic Manager	Date:	March 18, 2024
Approved By:	HR	Date:	March 18, 2024

Employee Initials:
