



## Position Description

### Andrologist



Employment Agreement: APPENDIX 2

Position Description

Position Details	
Employee Name	
Position	Andrologist
Main Location(s)	Auckland, Hamilton, Mt Maunganui, Wellington, Christchurch, Dunedin, Remote
Reports to	Laboratory Team Leader
Direct Reports	none
Key Internal Relationships	Doctors Nurse Team Laboratory Team colleagues Administration Team Clinic Manager
Key External Relationships	Patients Health service providers – ie: radiology, laboratory

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 laboratory services for the diagnosis, treatment and support of people undergoing investigation and treatment for infertility with FA.

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

Employee Initials:
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Key Accountabilities	
<b>Consistent, high performance of laboratory tasks</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Perform tasks according to documented laboratory methods and protocols, including:               <ul style="list-style-type: none"> <li>○ preparation of sperm</li> <li>○ cryopreservation of sperm - freezing and thawing</li> <li>○ diagnosis tests</li> <li>○ sperm antibody tests</li> <li>○ sperm analysis</li> </ul> </li> <li>• Maintenance of laboratory hygiene</li> <li>• Monitor stock levels as delegated; including laboratory consumables, equipment, media, and reagents.</li> <li>• Prioritise workload including clerical, billing and cleaning/maintenance tasks.</li> <li>• Provide information to patients about laboratory aspects, such as freezing/thawing decisions, sperm analysis, and test results.</li> </ul>	<ul style="list-style-type: none"> <li>• Competence in all laboratory tasks is undertaken at a high level</li> <li>• Daily tasks completed efficiently</li> <li>• Work areas clean and tidy after use.</li> <li>• Electronic and written documentation complete and accurate</li> <li>• Adequate supplies are maintained to provide uninterrupted services</li> <li>• Patients feel informed and supported</li> </ul>
<b>Record keeping, documentation</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Collect, collate, and enter data into laboratory computer system as required to facilitate: o BDM and ANZARD statistics</li> <li>• Laboratory performance monitoring</li> <li>• FA group performance monitoring</li> <li>• Ensure correct procedures for management of files are applied.</li> </ul>	<ul style="list-style-type: none"> <li>• Data entry is up to date</li> <li>• Records complete and accurate</li> <li>• Patient and sample identification and consent policies and procedures are always followed</li> <li>• Files secure, accurate and accessible when needed</li> </ul>
<b>Te Tiriti O Waitangi</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Supports the pursuit of Māori health gains.</li> <li>• Supports Māori oversight and ownership of decision making processes necessary to achieve Māori health equity.</li> <li>• Enables Māori self-determination with the ability to exercise authority over their treatment according to Māori philosophies, values and practices including tikanga Māori.</li> </ul>	<ul style="list-style-type: none"> <li>• Māori and Māori communities can exercise their authority to improve their health and wellbeing.</li> <li>• We have a fair and sustainable system which delivers more equitable outcomes for Māori.</li> <li>• Racism and discrimination in all its forms is addressed.</li> <li>• 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).</li> </ul>
<b>Communication &amp; Teamwork</b>	<b>Expected Outcomes</b>
<ul style="list-style-type: none"> <li>• Works co-operatively and constructively with other team members to achieve objectives including fully participating in team roster planning for andrology – responding to planned or unplanned workload peaks and the need for weekend work.</li> </ul>	<ul style="list-style-type: none"> <li>• Variations in workload managed positively.</li> <li>• Able to work effectively independently and as part of a team.</li> <li>• Key stakeholders such as colleagues and patients feel respected, heard, and valued.</li> </ul>

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<ul style="list-style-type: none"> <li>• Builds effective respectful working relationships with key stakeholders.</li> <li>• Goes the extra mile to assist others - proactively helps and supports colleagues.</li> <li>• Communicates directly, honestly and respectfully.</li> <li>• Actively seeks feedback to improve and gives constructive, respectful feedback to others.</li> </ul>	<ul style="list-style-type: none"> <li>• Team engagement scores in communication and teamwork measures are high.</li> <li>• Is clearly valued as a member of the team.</li> <li>• Key stakeholders recognise, respect and value how you contribute to the team.</li> <li>• Team performance is high, targets are met, and key measures are on track.</li> </ul>
<p><b>Compliance &amp; Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Contribute to the continuous improvement of processes/protocols within FA and the lab.</li> <li>• Follow the company safety policies for personal and patient safety.</li> <li>• Seek and use performance feedback to improve own performance.</li> <li>• Will bring things to others attention/ raise issues of concern and celebrate one another's achievements.</li> <li>• Shares knowledge and experience to help others do things better/more efficiently.</li> <li>• Raise/report/escalate compliance issues or risks using the appropriate channels.</li> </ul>	<p><b>Expected Outcomes</b></p> <ul style="list-style-type: none"> <li>• Incidents that may impact on the safety, wellbeing, or effectiveness of our people or business are reported in a timely manner.</li> <li>• Incident and quality reporting seen as process for improvement not 'blame'.</li> <li>• Comfortable asking questions, providing feedback, critique and new ideas.</li> <li>• All allocated training and compliance tasks are completed within given timeframes.</li> <li>• Compliance issues, complaints and corrective actions are identified, resolved, and reduce in frequency.</li> </ul>
<p><b>Initiative, Accountability &amp; Positive Attitude</b></p> <ul style="list-style-type: none"> <li>• Proactive rather than reactive. Able to avoid mistakes that could/should be anticipated.</li> <li>• Effectively plans and prioritises work in accordance with company and team goals/plans/objectives.</li> <li>• Well prepared and organized. Is punctual and responsive to the workload of others.</li> <li>• Displays optimism and perseveres in the face of setbacks/hurdles.</li> <li>• Actively sets learning/development goals and drives own learning outcomes.</li> </ul>	<p><b>Expected Outcomes</b></p> <ul style="list-style-type: none"> <li>• Achieves accuracy targets.</li> <li>• Finishes all allocated work efficiently and on time.</li> <li>• Works well without supervision.</li> <li>• Positive feedback from patients and colleagues.</li> <li>• Displays a helpful and courteous manner.</li> <li>• Willingly shares learning.</li> <li>• Collaborates with leadership to create learning/development plans and commits to achieving set goals.</li> </ul>



Qualifications / Experience / Skills / Ability	
<b>Formal Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of a <b>Bachelor level degree in biology field</b> (e.g. biotechnology, biochemistry, biological sciences, etc.)</li> <li>• Post graduate in biology field (Hons or above) is desirable.</li> </ul>
<b>Experience</b>	<p>Desired level of experience in a similar role:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Entry (0-1 Years)</li> <li><input type="checkbox"/> Mid (1-5 Years)</li> <li><input type="checkbox"/> Senior (5+ Years)</li> </ul> <p>Experience in the following is <u>required</u>:</p> <ul style="list-style-type: none"> <li>• <b>Working in a team environment</b></li> </ul> <p>Experience in the following is <u>desirable</u>:</p> <ul style="list-style-type: none"> <li>• <b>Experience working in a laboratory</b></li> </ul>
<b>Certifications / Licence Pre-requisites</b>	<ul style="list-style-type: none"> <li>• None – however must be able to be registered as a medical laboratory technician</li> </ul>
<b>Technical / Legislative Knowledge Required</b>	<ul style="list-style-type: none"> <li>• none</li> </ul>
<b>Systems / IT Platforms</b>	<p>Standard business tools:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MS Word (Intermediate)</li> <li><input checked="" type="checkbox"/> MS Outlook (Basic)</li> <li><input checked="" type="checkbox"/> MS Excel (Basic)</li> </ul> <p>Other position specific requirements:</p> <ul style="list-style-type: none"> <li>• none</li> </ul>
<b>Physicality of the role</b>  The physicality of the roll varies from day to day.	<ul style="list-style-type: none"> <li>• standing 60% of the day on average</li> <li>• sitting 40% of the day on average</li> <li>• computer work 40% of the day</li> <li>• carrying up to 5 kg rarely</li> <li>• lifting up to 10 kg rarely</li> <li>• bending, twisting somewhat often</li> <li>• moving between areas often</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Though likely a rare occurrence, travel may be requested on occasion to assist at another clinic.</li> </ul>

Review & Approval			
<b>Last Reviewed by:</b>	Helen Mudgway	<b>Date:</b>	June 12, 2024
<b>Approved by:</b>	Nadine Koruna	<b>Date:</b>	June 12, 2024

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