

**UNIVERSITY OF OTAGO**  
**ŌTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

**ROLE TITLE:** Vascular Laboratory Technician

**DEPARTMENT:** Department of Surgery & Critical Care  
Faculty of Medicine - Dunedin

**SCHOOL / DIVISION:** Health Sciences

**REPORTS TO:** Brigid G Hill Clinical Manager  
Department of Surgery & Critical Care

**DIRECT REPORTS (FTE):** Nil

**1. PRIMARY PURPOSE OF THE ROLE:**

Vascular diagnostics, clinical research and teaching in the field of vascular disease using hemodynamic non-invasive techniques as part of a multidisciplinary team. Provide technical support for teaching, research, and for the general activities of the surgical section of the department, and to assist with the wider teaching and examination programme of the department.

**2. ACCOUNTABILITIES:**

- Develop high level of understanding and skill in the assessment of vascular disease using non-invasive techniques
- Evaluate peripheral vascular disease in the upper and lower extremity, which includes the obtaining of a good medical history, clinical examination, the use of hemodynamic non-invasive techniques for disease detection, assessment of functional impairment and prognostic evaluation
- Record, interpret and report laboratory results
- Ensure all clinical documentation is accurate, concise, complete, and reported in a timely manner
- High quality interaction with the patients, explanation of procedures
- Consenting of patients for diagnostic tests and into research projects
- Organisational duties to assist the smooth running of Otago vascular Diagnostics
- Assist with the teaching programme of the department and postgraduate teaching including the preparation of teaching materials
- Should the successful applicant have nursing experience, nursing duties included the redressing of wounds, in particular, venous ulcers (in house training will be provided)
- Vascular assessment reports to be completed within 24 hours
- Complete and comprehensive record keeping as per Otago Vascular Diagnostics guidelines
- Preserve the need for patient's privacy and confidentiality at all times
- Management of confidential clinical information
- Awareness of the sensitivity to patients' needs including physical, psychological and cultural awareness.
- Communicate a positive image of the department in any dealings or collaboration with other departments, students, and members of the general public
- Achieve all the mentioned tasks accurately and efficiently
- Projects to be completed on schedule

### **3. KEY RELATIONSHIPS:**

#### Internal:

- Clinical Manager of Otago Vascular Diagnostics
- Fellow OVD team members
- Research groups within Department of Surgery & Critical Care
- Academic and general staff of the Department of Surgery & Critical Care
- Postgraduate and medical students
- Staff of other Departments of the University of Otago
- Vascular Surgeons in Health New Zealand, Southern
- Health New Zealand medical, nursing, and administrative staff

#### External:

- General Public (NB: High level of contact)

#### Supervision of:

- N/A

### **4. QUALIFICATIONS & EXPERIENCE:**

#### Essential:

- A tertiary University qualification with a science or other health professional background
- Good organisational skills
- A knowledge and understanding of anatomy and physiology especially in relation to the significance of the hemodynamic changes in patients with peripheral vascular disease will need to be acquired
- A professional approach and ability to relate when dealing with the public
- Some flexibility in work hours is expected, to allow scheduling urgent evaluations
- High standards of both oral and written communication skills are necessary
- Be able to work independently as well as within a strong team environment

#### Preferred:

- Nursing qualification desirable but not essential
- Current advanced first aid certificate would be preferred, however access to relevant training can be provided
- Knowledge of emergency protocols and have the ability to initiate, implement emergency procedures until help arrives

### **5. TECHNICAL SKILLS & KNOWLEDGE:**

#### Essential:

- High standards of both written and oral communication in providing a summary of findings to the referring physician
- Ability to work cooperatively with others
- Computer literacy, particularly with databases

#### Preferred

- Comprehension of research practice and methodology is an advantage
- Accurate recording and analysis of gathered data
- Clinical reporting software packages knowledge is an advantage
- Good time management
- Ensure that exemplary health and safety practice (ergonomics) is adhered to at all times in accordance with laboratory protocol

## **6. SPECIAL REQUIREMENTS:**

Contribute services to provide suitable coverage during periods of leave and peak period activities.

## **7. BUDGET ACCOUNTABILITY:**

N/A.

## **8. EQUITY AND DIVERSITY:**

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.

## **9. MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

## **10. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

## **11. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

## **12. SUSTAINABILITY:**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.