

Position Description

Position title	Pathology Collector
Department / Division	Laboratory Services – Pathology Collection
Classification	IN24- IN27
Position reports to	Operational: Pathology Collection Services Manager Professional: Pathology Collection Services Manager
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category A - works in a direct patient contact role and has or potential to have exposure to blood or body fluids.

The Royal Children's Hospital
<p>The Royal Children's Hospital's (RCH) vision is A world where all kids thrive.</p> <p>RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts.</p> <p>RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria, Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries.</p> <p>We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/.</p> <p>RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact.</p> <p>Further information on RCH is available at www.rch.org.au</p>

ROLE CONTEXT (Optional)

ROLE PURPOSE

Pathology Collection is an integral part of Laboratory Services – RCH Pathology. Pathology collection provides collection service for both inpatients and outpatients The Royal Women's and the Royal Children's Hospital. It also provides a collection service for VCGS and other external Medical practitioners

KEY ACCOUNTABILITIES

- Responsible for collection of pathology samples from both inpatients, outpatients and externally referred patients as requested.
- Document training through training records and provide Manager with completed documentation
- Collect samples via capillary and venous methods.
- Documentation according the Pathology Collection Policy and Procedure manual
- Ensure prompt delivery of collected samples to Laboratory for processing.
- Develop and maintain a high standard of customer service respecting the wishes of the child and parent /caregiver
- Participate in inservice education program provided by the department.
- Attend and participate in regular staff meetings as directed by Pathology Collection Services Manager
- Participate in any other projects allocated by the Department head or direct supervisor.
- Complete Emergency Procedures Training on an annual basis.
- Provide leadership and lead Pathology Collection Team by example
- Maintain an up to date knowledge of departmental policies and procedures and Hospital Policy and Procedures.

QUALIFICATIONS AND EXPERIENCE

Essential:

Certificate 111 in Pathology Collection.

Desirable:

- Previous 3 years experience in Public or Private Pathology Collection desirable but not essential lease include desirable criteria

KEY SELECTION CRITERIA

- Motivated to learn and develop new skills
- Demonstrated ability to lead in a team environment
- Demonstrated ability to work within a team environment and with a large range of patient groups
- Highly motivated and committed to providing the best care to all patients
- Flexible to work within a roster system including weekend shifts
- Neat well presented
- Ability to communicate with large range of professions eg Doctors, Nurses, Clerical staff
- Computer skills – Microsoft Office)365,
- Excellent customer service skills
- Commitment to the job at hand
- E.g. demonstrated ability to build and maintain working relationships with key internal and external stakeholders.

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- A current, full driver's licence for the State of Victoria which is appropriate for the type of vehicle being driven, and comply with any restrictions on their licence (e.g. wearing glasses) while undertaking hospital duties (If applicable)
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position



The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

December 2024