

Position Description

Position title	Medical Laboratory Technician
Department / Division	Laboratory Services - Andrology / Division of Ambulatory Services
Classification	Grade 1 Year 1 – Grade 1 Year 8 (BU1-BU8)
Position reports to	Scientist in Charge Andrology Department
No. of direct & indirect reports	N/A
Location	Royal Children's and Women's Andrology Unit and Sperm Bank, 321 Cardigan Street, Carlton Innovation Hub, Carlton
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
The Royal Children's Hospital's (RCH) vision is A world where all kids thrive. 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. 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. 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/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au \

ROLE CONTEXT
The Andrology Unit within the Department of Laboratory Services provides a comprehensive, high quality diagnostic Andrology and Sperm banking service to the Royal Children's Hospital, Royal Women's Hospital, Royal Melbourne Hospital, Victorian Comprehensive Cancer Centre and external clinics and private doctors.
ROLE PURPOSE
The Medical Laboratory Technician is responsible for the receipting, ID Check, data entry and processing of specimens for Andrology Laboratory testing. The Medical Laboratory Technician also performs diagnostic andrology tests, equipment maintenance, data entry and administrative tasks as directed or required by Scientist In Charge
KEY ACCOUNTABILITIES
Responsible for performing a range of laboratory tasks under the direction and supervision of senior laboratory staff. Laboratory • Routine diagnostic, including specimen reception and processing. • Media preparation, specimen preparation and instrument and quality control testing. • Perform routine maintenance and basic troubleshooting on automated and manual instrumentation and equipment. • Participate in overall laboratory upkeep and preparation of stock reagents. • Participate in internal and external Quality Assurance Programs as directed by senior staff. Clerical • Perform data entry and registration of patient details on the Laboratory Information System (LIS) to a high level of efficiency and accuracy. • Screen incoming telephone calls and referral of enquiries to appropriate departments and/or personnel. • Manage enquiries, concerns or issues raised by Laboratory Services staff or external stakeholders, escalating them as required. • General administrative housekeeping, including maintenance of filing systems and general departmental filing. Training, Education Research and Development • Attend, participate in and successfully complete training provided by the department and the hospital, as directed by senior staff. • Contribute to attainment of Departmental goals and objectives and assist in the contribution to research and development projects. Communication and Teamwork • Work in a team environment to assist in achieving the service goals & priorities of the laboratory. • Ensure adherence to hospital confidentiality policy. • Demonstrate support for the RCH Compact. Key Performance Indicators • Ensure that the performance of any duties is carried out according to the policies, procedures & technical methods as documented in the Laboratory Services Quality System • Ensure all duties are carried out in a team environment with respect for other members of the team.
QUALIFICATIONS AND EXPERIENCE

Essential

- Associate Diploma of Applied Science (Medical Laboratory Science) or equivalent.

Desirable

- Previous experience in working in a diagnostic pathology andrology laboratory.
- Knowledge of ISO15189 and its application to medical testing.

KEY SELECTION CRITERIA

- Documentation of relevant qualifications available at interview.
- Demonstrated relevant technical skills & knowledge.
- Demonstrated ability to prioritise urgent testing in order to meet expected patient turn-around-times.
- Well-developed interpersonal skills with the ability to work individually and also as a team member.
- Ability to use initiative and anticipate service requirements.
- Quality focussed with a systematic and detailed approach to work.
- Time management and prioritising skills.
- Have a strong approach to teamwork.
- Evidence of a client focussed and professional demeanour in the workplace.

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

Sep 2025