



## Position Description

<b>Position title</b>	Medical Laboratory Technician
<b>Department / Division</b>	Division of Ambulatory Services, Laboratory Services, Microbiology
<b>Classification</b>	Grade 1 Year 1 – Grade 1 Year 8 (BU1-BU8)
<b>Position reports to</b>	Operational: Principal Scientist, Microbiology Professional: Principal Scientist, Microbiology
<b>No. of direct &amp; indirect reports</b>	N/A
<b>Location</b>	The Royal Children's Hospital, Flemington Road, Parkville
<b>Risk category</b>	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](http://www.rch.org.au)

### ROLE CONTEXT

The Microbiology Laboratories, within the Department of Laboratory Services, provide a comprehensive, high quality diagnostic microbiological service to both the Royal Children's Hospital and the Royal Women's Hospital.



## ROLE PURPOSE

The Grade 1 Medical Laboratory Technician in Microbiology is responsible for performing routine diagnostic microbiological testing and clerical duties within any of the microbiology laboratories including Bacteriology, Microbial Serology and Molecular Microbiology. Duties may include rotating roster covering all shifts including weekends and public holidays, depending on the service needs of the department as directed by the Principal Scientist and Senior Scientists.

## KEY ACCOUNTABILITIES

Responsible for performing a range of laboratory tasks under the direction and supervision of senior laboratory staff.

### Laboratory

- Routine diagnostic and clerical duties, including specimen reception and processing.
- Media preparation (Bacteriology), 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.
- Active participation, in laboratory roster covering all shifts, including day, evening, weekend & public holiday shifts as per specific laboratory requirements.
- Participate in internal and external Quality Assurance Programs as directed by senior staff.

### 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 laboratory in microbiology.
- Previous experience in utilising the MagNA Pure 96 (molecular microbiology).
- Experience with aseptic technique, precise and accurate pipetting and quality control of bacteriological media (bacteriology).

- Experience within a paediatric and or obstetrics/gynaecology diagnostic 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.**

<b>Position description last updated</b>	<b>20<sup>th</sup> January 2024</b>
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