

Position Description

Position title	Medical Scientist
Department / Division	Laboratory Services Department / Allied & Digital Health
Classification	Grade 2 Year 1 – Grade 2 Year 4 [RY4 – RY7]
Position reports to	Principal Scientist Haematology
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.

<p>The Royal Children's Hospital</p> <p>The Royal Children's Hospital's (RCH) vision is <i>"A world where all kids thrive"</i>.</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>

<p>ROLE CONTEXT</p> <p>The Haematology Laboratory within the department of Laboratory Services provides a comprehensive, high quality diagnostic haematology service to both the Royal Children's Hospital and the Royal Women's Hospital 24 hours a day 7 days a week.</p>
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The Victorian Department of Health has endorsed the restructuring of public pathology services through the formation of pathology networks operating under a lead health service. As part of this initiative, pathology services from the Royal Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital and the Royal Children's Hospital will transition to a single integrated pathology service.

This role will contribute to the development of a centre of excellence in pathology across the Parkville precinct, led by Melbourne Health, strengthening the scope, scale and reach of pathology services for the benefit of all Victorians.

ROLE PURPOSE

The Grade 2 scientist in the Haematology laboratory:

- Is responsible for the performance of a wide range of diagnostic laboratory duties and services over a 24/7 rotating roster, including on-call, as directed by the Principal Scientist.
- Ensures that the performance of any duties is carried out according to the policies, procedures and technical methods as documented in the Laboratory Services Quality System, meeting the requirements of NATA ISO15189 (Medical Testing) and the clinical needs of patients.
- Performs testing, result interpretation, duties and training at a level that is commensurate with the role.

KEY ACCOUNTABILITIES

Provision of Care

- Deliver high quality, evidence-based diagnostic scientific services within the laboratory, performing bench work and specialised testing commensurate with role expectations.
- Actively participate in core laboratory functions including specimen reception, analysis, verification and authorisation of results in accordance with laboratory protocols.
- Ensure compliance with AS ISO 15189, NPAAC requirements, ANZBT transfusion guidelines and all relevant regulatory standards.
- Maintain accurate, timely and complete laboratory documentation, records and data in accordance with RCH and laboratory Quality Systems.
- Provide timely and clinically appropriate scientific advice within scope of practice regarding test selection and interpretation of laboratory results.
- Ensure provision of services through appropriate prioritisation of workload, participation in 24/7 rotating rosters including on-call, and management of workflow in response to clinical demand.
- Perform and oversee equipment maintenance, calibration and troubleshooting, ensuring documentation and escalation of instrument malfunction as required.
- Participate in evaluation, validation and implementation of new technologies, assays and workplace practices.
- Contribute to development, review and updating of standard operating procedures and treatment/testing protocols relevant to area of practice.

Lifelong Learning

- Maintain professional memberships and meet Continuing Professional Development (CPD) requirements relevant to discipline.
- Participate in hospital mandatory training programs.
- Identify personal and professional development needs and implement strategies to address them.
- Successfully complete competency and training programs within agreed timeframes.
- Support Grade 1–2 scientists, students and junior staff in developing clinical reasoning, technical competence and professional practice.
- Provide structured supervision and feedback in accordance with RCH and departmental guidelines.

Collaborative practice

- Work collaboratively within multidisciplinary healthcare teams to support optimal patient outcomes.
- Communicate significant or critical laboratory findings promptly to senior scientific and clinical staff.
- Contribute to service continuity planning in liaison with Principal Scientist, Scientist in Charge and Senior Scientists.
- Cooperate effectively with colleagues and stakeholders to achieve departmental goals and ensure excellence in service delivery.
- Take collective ownership of operational and clinical issues and contribute to problem resolution.

Communication

- Apply well-developed verbal and written communication skills when interacting with clinicians, nursing staff, patients (where applicable) and laboratory colleagues.
- Provide clear and accurate clinical handover within laboratory and on-call settings.
- Communicate courteously and efficiently with internal and external stakeholders, prioritising workflow based on clinical urgency.
- Escalate risks, incidents and service disruptions appropriately and in a timely manner.
- Document incidents and quality events using OFI and VHIMS systems in accordance with Quality System requirements.

Continuous Improvement

- Actively contribute to continuous improvement initiatives to enhance patient safety, quality and efficiency of laboratory services.
- Perform, supervise and review internal and external Quality Control (QC) and Quality Assurance (QA) programs, ensuring corrective actions are implemented and documented.
- Assist in maintaining and improving the laboratory Quality System.
- Identify sources of risk and error in own practice and implement mitigation strategies.
- Participate in audit activities and accreditation processes.
- Contribute to achievement of departmental goals and performance benchmarks including Turn Around Times (TATs).

Supervision, Leadership and People Management

- Provide supervision, training and ongoing competency assessment of junior laboratory staff and students.
- Support senior staff in workforce planning, workflow coordination and service delivery during routine and high-demand periods.
- Participate in clinical supervision in accordance with local standard operating procedures and/or the RCH Allied Health Clinical Supervision Guideline which are based on the DHHS Allied Health Clinical Supervision Framework
- Contribute to fostering a culture of safety, accountability and professional excellence.

Organisation and Planning

- Demonstrate well-developed organisational skills to manage workload effectively in a high-throughput diagnostic environment.
- Manage stock inventory and blood service provision requirements.
- Assist in planning for service continuity during equipment maintenance or unexpected service disruption.

Research

- Participate in research and development projects under supervision of Senior Scientists and Principal Scientist.
- Support innovation, method validation and implementation of new technologies.
- Share knowledge through in-services, journal clubs or departmental education sessions.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Bachelor of Applied Science (Medical Laboratory Science), Bachelor of Biomedical Science (Laboratory Medicine) or Bachelor of Science with a major in Haematology and/or Transfusion Science or equivalent, where equivalent includes a degree awarded by an overseas tertiary institution which is recognised by the National Office of Overseas Skills Recognition, which in the case of Medical Scientists is the Australian Institute of Medical Scientists (AIMS)
- Qualify for professional scientist membership of the Australian Institute of Medical Scientists (AIMS)
- Major in Haematology / Transfusion Science and/or a minimum of 7 years post graduate experience in a diagnostic Haematology and Transfusion laboratory
- Recognised scientific training and competency relevant to the position including knowledge in analytical methods and information systems
- Participation in relevant scientific Continuing Professional Development (CPD) programme (e.g., APACE)

Desirable:

- Knowledge of regulatory requirements such as ISO15189 and its application to medical testing and ANZBT transfusion guidelines
- Relevant higher degree or fellowship of relevant professional society or undertaking study to attain such qualifications
- Ability to train and assess on-going competency
- Previous experience with Information Technology Systems and Laboratory Information Systems
- Attained or applying for Medical Scientist Certification

KEY SELECTION CRITERIA

- Demonstrated relevant technical skills and knowledge in haematology and transfusion laboratory science
- Previous experience in paediatric diagnostic haematology testing
- Demonstrated flexibility in working 24/7 shifts, including on-call
- Well-developed interpersonal skills with the ability to work individually and as an effective team member
- Professional demeanour in all interactions with internal and external stakeholders
- Well-developed time management and prioritising skills with ability to multitask, manage emergencies and anticipate service requirements
- Quality focussed with a systematic and detailed approach to work
- Ability to use initiative, anticipate needs, adjust to, and implement change
- Demonstrable ability to use common computer software
- Demonstrated high level of performance and commitment to further professional development
- A strong, responsible work ethic
- Excellent professional, interpersonal and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Ability to work flexibly in a fast-paced clinical environment, managing competing demands according to departmental and organisational requirements

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

- 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

March 2026