

## Position Description

<b>Position title</b>	Pathology Collector
<b>Department / Division</b>	Laboratory Services – Pathology Collection
<b>Classification</b>	IN24-27 (Grade 2 – Grade 4)
<b>Position reports to</b>	Operational: Pathology Collection Services Manager Professional: Pathology Collection Services Manager
<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

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.

### ROLE PURPOSE

To provide a specialised collection services for patients attending The Royal Women's and the Royal Children's Hospital. This role also provides a collection service for VCGS and other external Medical practitioners. Collection Service includes blood collection via capillary and venous methods, collection of swabs and other body

fluids, Specialized testing – Point of Care, Coaguchek, HbA1c Analysis, Breath Hydrogen testing, Sweat Testing collection.

## KEY ACCOUNTABILITIES

### Provision of care

- Collection of samples as requested in a safe manner ensuring Positive Identification of patient and specimen.
- Develop and maintain a high standard of customer service respecting the wishes of the child and parent caregiver
- Ensure prompt delivery of collected samples to Laboratory for processing.
- Provide a safe and comfortable environment for staff, patients and carers.

### Communication

- Maintain an up to date knowledge of departmental policies and procedures and Hospital Policy and Procedures

### Organisation and Planning

- Documentation according the Pathology Collection Policy and Procedure manual including completion of training records.
- 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

If Pathology Collector has passed all competencies and requirements Pathology Collector can transition to Grade 4 (Classification ) following performance Review. In addition to the work of a Pathology Collector Grade 2 collectors who transition to G4 will be required to undertake additional responsibilities associated with the coordination of the work of other Pathology Collectors, including but not limited, to administrative duties, managing rosters, staff allocation, training and supervision.

## QUALIFICATIONS AND EXPERIENCE

### Essential:

Certificate III / IV in Pathology Collection.

### Desirable:

Previous 3 years experience in Public or Private Pathology Collection desirable but not essential

## KEY SELECTION CRITERIA

- Motivated to learn and develop new skills
- 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 with the
- 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
- 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 LGBTIQI community and people with disability.**

Position description last updated

December 2024