

Position Description

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| Position title | Senior Medical Scientist - Microbial Serology Laboratory |
| Department / Division | Laboratory Services/Division of Ambulatory Services |
| Classification | Grade 3 Year 1 – Year 4 RY9 - RZ3 |
| Position reports to | Operational: Principal Scientist, Microbiology Professional: Principal Scientist, Microbiology |
| 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. |

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| The Royal Children's Hospital |
| <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> |

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| 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 |
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| <p>The Senior Scientist is responsible for the day to day supervision and management of the Microbial Serology laboratory within the Microbiology Department, under the direction of the Principal Scientist and Head of Department, demonstrating appropriate supervisory, laboratory, interpersonal and organisational skills.</p> <p>Ensure the delivery of a serology service that meets the requirements of National Association of Testing Authorities (NATA) ISO 15189 and the clinical needs of the patients.</p> |
| KEY ACCOUNTABILITIES |
| <p>Provision of Service</p> <ul style="list-style-type: none"> • Perform routine and specialized microbiological diagnostic laboratory tests, including validation and reporting at a skill level commensurate with the role • Ensure performance of diagnostic tests according to techniques and procedures documented in the Laboratory Services Quality System. • Maintain appropriate scientific standards in the laboratory in accordance with current NATA ISO 15189 accreditation requirements and National Pathology Accreditation Advisory Council (NPAAC) guidelines. • Responsible for rostering staff to ensure continuous service covering all shifts and including on-call where appropriate. • Maintain and monitor the satisfactory performance of laboratory instrumentation and ensure equipment records are completed in accordance with laboratory and regulatory requirements. • Maintain appropriate and cost effective consumable levels to ensure service requirements are met. • Oversee and monitor implementation of Hospital & Laboratory Service's policies and procedures relating to Workplace Health & Safety. • Participate in staff recruitment ensuring adherence to hospital Equal Opportunity Employment policy. <p>Lifelong Learning</p> <ul style="list-style-type: none"> • Participate in professional development activities to ensure quality of service is maintained. • Participate in Laboratory Services (CEPD) programme attaining a CEPD score commensurate with the role • Facilitate lifelong learning culture across the laboratory and support others in developing and accomplishing professional goals and objectives. • Oversee and actively participate in the laboratory's continuing education program/s <p>Communication</p> <ul style="list-style-type: none"> • Liase with the Principal Scientist with a focus on providing a co-ordinated approach to the delivery of services. • Excellent verbal communication and interpersonal skills with the ability to interact with and influence a variety of stakeholders to achieve mutual understanding and agreed outcomes. • Develop and maintain a strong professional relationship with key internal and external stakeholders. <p>Continuous Improvement</p> <ul style="list-style-type: none"> • Identify areas for continuous improvement and initiate, plan and evaluate relevant service improvement activities. • Supervise, participate and monitor internal and external Quality Assurance Programs ensuring thorough and prompt investigation of non conformances and trends and implement corrective actions as required to ensure accuracy of testing. • Participate in quality improvement processes such as the 'OFI' and 'VHIMS' reporting systems. |

- Ensure regular review & evaluation of technical methods and procedures.

Supervision and Team Leadership

- Assist & advise the Principal Scientist & Department Head in planning future strategic directions, methods and equipment needs for the laboratory.
- Oversee staff training program, ensure all staff have up to date training records and are not performing tasks for which they have not been signed off as competent.
- Oversee supervision of professional practise student placements.
- Ensure implementation of ongoing competency assessment for staff.
- Participate in annual performance reviews of staff.
- Participate in the selection purchase of laboratory equipment and consumables.
- Ensure all duties are carried out in a team environment with respect and support for all team members.
- Encourage and participate in fostering and developing an effective and cohesive team.

Organisation and Planning

- Excellent organisational and planning skills with ability to prioritise workload and competing demands.
- Liaise with the Principal Scientist and Head of Department with a focus on providing a co-ordinated approach to delivery of pathology services.
- Assist the Principal Scientist in preparation of budgets and financial documents.
- Recommend priorities for the allocation of financial resources in the diagnostic service

Research

- Participate in research and development projects under the direction of the Principal Scientist and/or Department Head.

QUALIFICATIONS AND EXPERIENCE

Essential

- Bachelor of Applied Science (Medical Laboratory Science), Bachelor of Biomedical Science (Laboratory Medicine) or Bachelor of Science or equivalent, where 'equivalent' includes a degree awarded by an overseas tertiary institution recognised by the Federal Department of Education and Training which in the case of Medical Scientists is the Australian Institute of Medical Scientists (AIMS) is mandatory (with majors in disciplines suitable for Microbial Serology).
- Qualify for professional scientist membership of the Australian Institute of Medical Scientists (AIMS), or the Australian Society for Microbiology.
- Minimum of 8 years postgraduate experience in working in a diagnostic pathology laboratory in Microbial Serology, utilising advanced and specialised professional knowledge and experience.
- Demonstrated experience and expertise in the supervision of a Microbial Serology laboratory, in the direct performance and interpretation of a wide range of diagnostic procedures and/or in the evaluation, operation and maintenance of complex equipment and instruments.
- Detailed knowledge of regulatory requirements such as ISO 15189 and its application to medical testing, National Pathology Accreditation Advisory Council Standards and Guidelines and other relevant NATA accreditation guidelines.

Desirable

- Demonstrated knowledge of or experience within a paediatric and/or obstetrics/gynaecology diagnostic laboratory, including Bacteriology.
- Relevant post graduate qualification or fellowship of the relevant professional society (progress towards same).
- Demonstrated experience in formulating and maintaining programmes for the development and cost containment of the laboratory's work.

KEY SELECTION CRITERIA

- Demonstrated relevant technical skills & knowledge.
- Well-developed interpersonal skills with the ability to work individually and also as a team member.
- Proven ability to manage, supervise and provide leadership to a team.
- Strong organisational and time management skills with ability to prioritise workloads and balance sometimes competing and conflicting priorities.
- Evidence of a client focussed and professional demeanour in the workplace.
- Quality focussed with a systematic approach to work.
- Ability to use initiative and anticipate needs.
- Demonstrated commitment to professional development.

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 2025