

## Position Description

<b>Position title</b>	Medical Scientist Grade 2 Andrology		
<b>Department / Division</b>	Division of Operations / Laboratory Services		
<b>Classification</b>	Grade 2 Medical Scientist (RY4-RY7)	<b>Employment Status</b>	Full Time Ongoing
<b>Position reports to</b>	Scientist in Charge Andrology Department		
<b>No. of direct &amp; indirect reports</b>	N/A		
<b>Location</b>	Royal Children's and Women's Hospitals Andrology Department and Sperm Bank		

### 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 PURPOSE

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. Andrology department also hosts Australia's first public sperm donor bank. The position is responsible for performing diagnostic andrology testing and cryopreservation of clinical semen samples. Duties may include rotating rosters, including on call, depending on the service needs of the department as directed by the Scientist in Charge.

## KEY ACCOUNTABILITIES

### Laboratory

- Perform routine and specialised andrology diagnostic laboratory tests, including validation and reporting, after appropriate training.
- Perform routine maintenance and advanced troubleshooting on automated and manual instrumentation and equipment within Andrology.
- Actively participate in the scientific activities of the Laboratory as directed by Scientist in Charge/Scientist in Charge, performing bench work to a high standard, and consistently meeting benchmark turnaround time.
- Participate in the evaluation, improvement, and ongoing development of technical procedures relevant to advance andrology tests.
- Participate in overall laboratory upkeep including maintenance and preparation of stock reagents as directed by the Scientist in Charge.
- Assist the Scientist in Charge with reagent stock management, including identification of lot number changes, supply traceability and recording, product recall/s and supplier orders.
- Actively participate in a roster covering working hours, including weekends and public holidays where required.
- Assist the Scientist in Charge/Senior Scientists in the maintenance of the Quality Management system including review of records and creation and review of policies and procedures.
- Perform and monitor the daily quality control (QC) of laboratory equipment and liaise with Scientist in Charges on QC performance and corrective actions.
- Identify and escalate clinically urgent or patient results requiring reporting to referring clinician/treating doctor.
- Adherence to standard operating techniques and procedures documented in laboratory manuals as required by ISO 15189, NATA and NPAAC.
- Participate in internal and external Quality Assurance Programmes. Assist in the review and ensure any required corrective actions are documented, implemented, and notified to Scientist in Charges.
- Assist with the reporting and investigation of all incidents and procedural breakdowns, documenting by the 'OFI' and 'VHIMS' reporting systems in accordance with the Quality System.
- Ensure the performance of any duties is carried out according to the policies, procedures & technical methods as documented in the Laboratory Services Quality System.
- Ensure any projects assigned by the Scientist in Charge are completed within an agreed timeframe.

### Training, Education, Research and Development

- Attend, participate in and successfully complete training provided by the department and the hospital as directed by senior staff.
- Actively participate in continuing education and professional development (CEPD) programmes attaining a CEPD score fitting to the role.
- Participate in research and development projects under the supervision of senior staff.
- Assist in the training, supervision, and assessment of on-going competency of laboratory staff and students.
- Be aware of and work in accordance with hospital Occupational Health and Safety policies and specific Andrology procedures, ensuring a safe workplace.
- Implement initiatives in consultation with the Scientist in Charge/Senior Scientists to provide continuous improvements for the laboratory

### Communication and Teamwork

- Work in a team environment to assist in achieving the service goals and priorities of the laboratory.
- Ensure adherence to hospital confidentiality policy.
- Demonstrate support for the RCH Compact.

- Ensure all duties are carried out in a team environment with respect for other members of the team

## QUALIFICATIONS AND EXPERIENCE

### Essential:

- Bachelor of Applied Science (Medical Laboratory Science), Bachelor of Biomedical Science (Laboratory Medicine), Bachelor of Medical Sciences, Bachelor of Science, or equivalent bachelor's degree.
- Postgraduate experience working in a diagnostic andrology laboratory

### Desirable:

- Demonstrated knowledge of male reproductive physiology.
- Demonstrated knowledge of ISO 15189 and its application to a diagnostic pathology laboratory and medical testing.
- Demonstrated experience in the operation and maintenance of Andrology equipment including the Hamilton Thorne IVOS I/II.
- Prior experience in patient appointments, answering patients/health providers calls.

## KEY SELECTION CRITERIA

- As per qualifications & relevant andrology experience plus:
- Experienced Scientist who can perform, without supervision the range of tests required to run the andrology laboratory and assist with training of other staff.
- Demonstrated high level of performance and commitment to further professional development, as demonstrated by annual continuing education (CE) point attainment.
- Quality focussed with a systematic and detailed approach to work.
- Personal commitment to the delivery of high-quality diagnostic laboratory results for appropriate patient management and service delivery requirements.
- Demonstrated ability to prioritise urgent testing and ability to meet expected patient turn-around-times.
- Demonstrated ability to perform and complete daily workstation tasks, with minimal supervision.
- Well-developed interpersonal skills with the ability to work independently and within a team.
- Professional manner in interaction with work colleagues, patients, and internal and external clients.
- Ability to use initiative and anticipate needs.
- Assist in staff training and competency assessments as directed by scientist in charge.
- Demonstrated ability to adjust to and implement change.
- Must be available and demonstrate flexibility in being rostered to work some rotational shifts and overtime where needed.

## 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:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

## 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

5 December 2022