

Position Description

Position title	Principal Scientist Haematology		
Department / Division	Division of Operations / Department of Laboratory Services		
Classification	SA2	Employment Status	Full-time fixed term 4 months Higher Duties 1.0FTE
Position reports to	Operational: Operations Manager		
No. of direct & indirect reports	FTE: 18.00		
Location	The Royal Children's Hospital, Flemington Road, Parkville		

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

ROLE PURPOSE

Reporting to the Operations Manager, Laboratory Services and working with the Director and the Medical Heads of Haematology, the Principal Scientist is responsible for the day-to-day management of the Haematology / Transfusion Laboratory and for ensuring compliance with all laboratory-related requirements for ongoing National Association of Testing Authorities (NATA) accreditation.

The Principal Scientist also provides technical governance for the Haematology / Transfusion sections of the RWH Core Laboratory and works with the Senior Scientist RWH Core Laboratory to achieve this.

The Principal Scientist is a member of the Laboratory Services Management Group.

KEY ACCOUNTABILITIES

Team Leadership

- Oversee the day-to-day management of the RCH Haematology Laboratory and the technical aspects of the Haematology section of the RWH Core Laboratory, ensuring that processes are performed consistently to the standards and timelines required by the haematology pathologists and meet the requirements of the Laboratory Services Quality System and for NATA accreditation.

Operational

- In conjunction with the Medical HODs, ongoing review of Technical Methods and Procedures to ensure that they are up to date and consistent with current practices.
- Oversight of training programs for the laboratory staff to ensure that all staff have up to date training records and that staff are not performing tasks for which they have not been signed off as competent.
- Oversight of the ongoing competency review process for laboratory staff.
- Ensure all tasks are completed in accordance with Departmental and Organisational policy and procedure.
- Work within the Work Health and Safety policies to ensure a safe workplace for staff and visitors.
- Participate in hospital and departmental continuing education program/s.

Finance Management

- Ongoing review and analysis of costs in coordination the Medical HODs, Operations Manager and the Business Manager and provision of a monthly business performance and operational report (including agreed KPIs), for the Director.

Strategic Planning and Teamwork

- In conjunction with Medical HODs, develop and drive initiatives that contribute to long-term excellence and financial viability.

Customer Service, Stakeholder Engagement

- Develop and maintain a strong professional relationship with key internal and external stakeholders.

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), is mandatory.
- Appropriate qualifications to fulfil the definition of a 'Medical Scientist' as defined in Section 6 of the Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement 2017-2021.
- Qualify for professional scientist membership of the Australian Institute of Medical Scientists (AIMS).
- Minimum 10 years postgraduate (qualification as defined) professional experience in a Haematology diagnostic laboratory with proven experience in a senior role and a recognised discipline leader within the health service.
- 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:

- Relevant post graduate qualification or fellowship of the relevant professional society is highly desirable.
- Experience as NATA assessor is highly desirable.

KEY SELECTION CRITERIA

- Haematology / Transfusion laboratory experience as indicated above.
- Experience in paediatric diagnostic haematology testing.
- Demonstrated leadership in a senior role managing staff groups.
- Experience in evaluating new methods and technologies related to Haematology laboratory processes.
- Strong communication skills both verbal and written and a collaborative management style.
- Excellent computer skills including Excel, Word, Outlook, LIMS and QPulse.
- Knowledge and experience in Quality System principles and NATA accreditation processes.
- Demonstrated ability to adhere to processes, standards, procedures, and guidelines as set by the organisation.
- Demonstrated ability to develop and maintain a strong professional relationship with all stakeholders.
- Demonstrated ability to work in a close team environment and maintain objectiveness.
- Strong organisational and time management skills with ability to prioritise workload, to balance sometimes competing and conflicting priorities and manage emergency situations.
- Ability to use initiative, anticipate needs and implement change.
- Quality focussed with a systematic approach to work.
- Demonstrated high level of performance and commitment to further 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's 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 LGBTQI community and people with disability.

Position description last updated

March 2022