

Position Description

Position title	Andrology Data Manager
Department / Division	Andrology
Classification	Medical Laboratory Technician Classification Grade 1 year 1 to Grade 1 Year 6 (BU1-BU6)
Position reports to	Scientist In Charge Andrology
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.

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



The Victorian Department of Health has recently announced a program of reforms across the public pathology system in Victoria.

As part of these reforms, the pathology services from the Royal Children's Hospital, Royal Women's Hospital, Royal Melbourne Hospital and Peter MacCallum Cancer Centre will go through a change process that is in progress transition to a new separate public pathology entity. The new model for delivering public pathology services will present an exciting opportunity to improve the scope, scale and reach of pathology services and testing capability to all Victorians.

As this role is with the Royal Children's Hospital, the successful candidate for this role will be initially employed by the Royal Children's Hospital. Once the change process has been completed and the new public pathology entity is fully formed, which is anticipated to be in late 2024, this position and the successful candidate's employment (including terms and conditions of employment) will transition to the new public pathology entity. Please contact us via the details below if you have any questions on the pathology reforms and transition of this role to the new entity.

ROLE PURPOSE

The Andrology department within the Division 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.

The Andrology Data Manager is responsible for coordinating the process for monitoring semen storage of patients, updating their contact/personal details, and notifying them prior to the legislated 10 or 20-year storage expiry requirements as per set out in the Victorian ART, ACT 2008. The role is required to provide regular updates to scientist in charge and monthly reports to sperm discard review panel (SDRP) on the status of samples stored within the Andrology Department.

KEY ACCOUNTABILITIES

- Interrogate the Andrology database to identify clients with sperm storage due for expiry within the next 13 months.
- Liaise with the clients to ensure that they are aware of the legislated requirements and providing information regarding their options if they elect to apply for extension of storage.
- Update records in the Andrology database to ensure full traceability of records regarding expiry notifications.
- Prepare checklists to enable the Sperm Discard Review Panel (SDRP) to consider discard of stored sperm of un-contactable clients.
- Liaise with the RWH andrology Accounts department to advise on status of patients considered 'un-financial'.
- Ensure all documentation is complete before sperm are discarded.
- Ensure all tasks are completed in accordance with requirements of the documented procedures and as per the requests of the Sperm Discard Review Panel (SDRP)

QUALIFICATIONS AND EXPERIENCE

E Essential:

- Diploma in Laboratory Medicine/Technology or equivalent.

Desirable:

- Experience in a diagnostic laboratory specimen reception.
- Knowledge of ISO15189 and its application to medical testing.

KEY SELECTION CRITERIA

- Strong communication skills both orally and written.
- Demonstrated ability to adhere to processes, standard procedures, and guidelines as set by the organisation.
- Demonstrated ability to develop and maintain a strong business relationship with all stakeholders.
- Demonstrated ability to work in a close team environment.
- Strong organisational and time management skills with the ability to prioritise workload and to balance sometime competing and conflicting priorities.
- Ability to use initiative and anticipate needs.
- Quality focussed with a systematic approach to work.
- Ensure adherence to hospital confidentiality policy

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

April 2023