

Position Description

Position title	Medical Technician
Department / Division	Medicine, Laboratory Services, Anatomical Pathology
Classification	Grade 1 Year 1 – Grade 1 Year 7 (BU1-BU7)
Position reports to	Department Manager/Scientist in Charge. Anatomical Pathology
No. of direct & indirect reports	N/A
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category B - works in a patient facing setting but rarely or unlikely to have contact with blood or body fluids (or aerosols without PPE)

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>"A world where all kids thrive"</i>. 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
A Medical Laboratory Technician, in consultation with Department Manager/Scientist in Charge will perform laboratory and clerical duties within the Anatomical Pathology Department.

KEY ACCOUNTABILITIES

Lab

- Operation, maintenance and report of malfunction of automated equipment under the supervision of scientific staff
- Performance of quality assurance activities as directed by scientific staff
- Reporting to appropriate staff when consumable stocks are low
- Participate in rotations through different areas of the department
- Performance of transfer specimen cut up duties

Clerical

- Data entry and registration of patient details on Medipath
- Filing blocks and slides and preparation of material for seminars
- Mortuary administrative duties
- Screen incoming telephone calls and referral of enquiries to appropriate departments and/or personnel.
- General administrative housekeeping, including maintenance of filing systems and general departmental filing.

Training, Education, Research and Development

- Attend, participate in and successfully complete training provided by the hospital, as directed by senior staff.
- Develop and maintain an awareness of methodology, techniques, procedures, protocols and standards of investigations and practices of the laboratory.
- Assist and participate in the contribution to research and development projects

Occupational Health and Safety

- Correct where possible and report to their immediate supervisor any unsafe situation immediately, including 'near miss' incidents.
- Be familiar with and observe all safety standards, statutory rules and emergency procedures of the laboratory and hospital.
- Co-operate with, and participate in, all programs in order to make the work environment safer and healthier.
- Wear and/use, in the proper manner, protective clothing and equipment appropriate to the job, and use all protective equipment.

Communication

- Liaise with pathologists, scientists and laboratory technicians as well as hospital staff
- Participate in communicating, fostering and developing a team approach with colleagues, support staff and senior staff in providing a high standard of service for users of the Department.
- Ensure confidentiality in conveying communication of any information relating to patients

QUALIFICATIONS AND EXPERIENCE

Essential:

- Diploma in Laboratory Science
- Experience in in a diagnostic Anatomical Pathology laboratory

KEY SELECTION CRITERIA

- Excellent professional, interprofessional, interaction and self-reflection skills to enable effective work with people of different personalities and backgrounds
- Demonstrated relevant technical skills & knowledge.
- Excellent computer literacy skills
- The ability to balance sometimes competing and conflicting priorities.
- Time management and prioritising skills.

- Well-developed interpersonal skills with the ability to work individually and also as a team member.
- Ability to use initiative and anticipate needs.
- Quality focussed with a systematic approach to work.

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

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 Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital and the Royal Children's Hospital will 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 new public pathology entity is fully formed, this position and the successful candidate's employment (including terms and conditions of employment) will transition to the new public pathology entity. Please contact the recruiter if you have any questions on the pathology reforms and transition of this role to the new entity.

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

October 2025