

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Laboratory Technician Grade 1, Anatomical Pathology
<b>Award Classification:</b>	BU1-BU8
<b>Award / Agreement Name:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.
<b>Position Reports to:</b>	Principal Scientist, Anatomical Pathology

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## 1. POSITION PURPOSE

### Organisational Environment

The Eastern Health Pathology service is provided by laboratories across three sites located at Box Hill Hospital, Maroondah Hospital and Angliss Hospitals.

The Anatomical Pathology department located at Box Hill Hospital provides a comprehensive range of both histologic and cytological investigations. The department operates Monday to Friday and provides an on-call service outside of operational hours.

### Key Purpose of Position

The Medical Laboratory Technician, after appropriate training, will rotate through various sections of the anatomical pathology laboratory and be responsible for processing of specimens according to the departments documented protocols. The Medical Laboratory Technician will be responsible for the evaluation of specimen inconsistencies and accessioning, the day to day maintenance of laboratory equipment, preparation of reagents, monitoring of laboratory consumables and other duties as directed by the laboratory manager. The goal of the Medical Laboratory Technician is to become a respected team member within the department producing high quality work within the departments expected turnaround times

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Performs the following according to both Eastern Health's and the Anatomical Pathology departments established protocols:

- Embedding
- Microtomy
- Use and maintenance of tissue processors and automated stainers
- Special stains both manual and automated
- Preparation of reagents
- Maintenance of laboratory stock and inventory management
- Specimen reception and data entry
- Recording of laboratory QC data
- Basic surgical cut-up
- Filing of blocks and slides
- Preparation of clinical meetings
- Release of deceased from the mortuary
- Adheres to Eastern Health's OH&S guidelines and policies
- Participates in continuing education activities
- General laboratory, administrative and housekeeping duties
- Other duties as directed

## 3. SAFE PRACTICE AND ENVIRONMENT

### Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

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Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

#### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

#### **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

#### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

#### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

#### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

**9.**

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

**10. ATTACHMENTS**

- Attachment 1 Key Selection Criteria

**11. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ATTACHMENT 1**

## KEY SELECTION CRITERIA

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### Qualifications & Experience

#### Essential:

- Diploma Laboratory Technology (Pathology Testing) or equivalent.
- Willingness to participate in all sections of the laboratory and roster

#### Desirable

- Experience in a diagnostic histopathology laboratory with a good understanding of routine laboratory practices.

### Key Skills and Competencies

- Good written and oral communication skills
- Ability to work collaboratively as part of a team
- Good interpersonal skills
- Good time management skills
- Applies technical knowledge to solve a range of problems
- Customer focused approach
- Displays initiative and flexibility