

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Scientist Grade 1
<b>Award Classification:</b>	RX1 – RX7
<b>Award / Agreement Name:</b>	Public Health Sector (Medical Scientists, Pharmacists, Psychologists) Award and Multi-Enterprise Agreement 2017-2021
<b>Position Reports to:</b>	Principal Scientists, Angliss or Maroondah Laboratory Manager

### 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 Core Laboratories at Box Hill and Maroondah and Angliss Laboratory are operational 24 hours a day. The Microbiology laboratory is operational 7 days per week, and Anatomical Pathology operates Monday to Friday only. Both departments are located at Box Hill Hospital have on call services for after hours. **Night shifts may be rostered up to 5 consecutive shifts.**

Services include specimen collection, analytical testing, result interpretation, clinical consultation, teaching and research. Pathology tests are received from five hospitals within Eastern Health and from consultant and general practitioner referrals.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Performs a wide range of diagnostic tests and procedures as required, without direct supervision and according to documented protocols. Operates all automated equipment including calibration, maintenance and quality control to ensure that accurate precise results are delivered in a timely manner. Supervise other staff in the performance of the above duties.

May have an area of specialist expertise.

### 2.1 Performs a wide range of diagnostic tests (relevant to department of employment) by automated and manual methods.

- Tests are performed in accordance with documented protocols
- Expected to participate in rotating and on call rosters.
- Core Laboratory
  - o Haematology including Coagulation, blood film morphology and flow cytometry
  - o Biochemistry including immunoassay
  - o Blood Banking
- Microbiology
  - o Microscopy, culture reading and antibiotic susceptibility testing
  - o Serological testing
  - o Molecular detection methods
- Anatomical Pathology
  - o All aspects of routine Histology and Cytology
  - o Only scientists with a specialised qualification in Cytology can perform secondary cytology screening, which will be supervised.
  - o Scientists once trained can perform surgical cut-up.
- Cytological Screener

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- o Require CT(ASC)
- o Screening of non-gynaecological specimens to be performed unsupervised.
- o Assist with training of other scientific staff
- o Sole scientist attendance at FNAS

## **2.2 Maintains and operates all equipment and performs QC.**

- Equipment maintenance and QC is performed in accordance with documented procedures and the appropriate records are completed.
- Participates in and contributes to the monitoring of the external quality assurance programs of the department.
- Advises the senior scientist of instrument or quality control problems.

## **2.3 Processes specimens and detects problems or inconsistencies with the specimen, referral information or labelling requirements.**

- Specimens are received and processed according to documented specimen reception protocols.
- Can recognise when a specimen is unsuitable for the tests requested and liaises with clients when this occurs.

## **2.4 Validates results as required with attention to clinically acceptable turnaround times.**

- Results are appropriately communicated to clients according to documented procedures.
- The pathology service KPI's for turnaround time are achieved.

## **2.5 Assists with storage of reagents, specimens and the safe transport and disposal of specimens.**

- Maintains records of reagents and consumables in the inventory control system
- Brings to the attention of supervisor shortage, or likely shortage of materials required to maintain the service
- Ensures specimens are stored appropriately and disposal is performed as per Eastern Health Occupational Health and Safety Procedures.

## **2.6 Under the supervision of senior scientific staff evaluates new methods and protocols.**

- Active participation in the planning, evaluation, cost analysis and implementation of new Methodologies / instruments.

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- Contributes to the documentation of methods and procedures.
- 2.7 Participates in the continuing education program of the department and attends relevant seminars, lectures and conferences.**
- Maintains and advances own professional knowledge by participation in continuing education activities. Records of attendance and presentations given are maintained.
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- 2.8 Assists in the training of both technical and scientific staff.**
- Participates in the documented training policy of the department.
- 2.9 Complies with the Quality Management System of the department.**
- Understands and complies with accreditation requirements.
- Participates cooperatively in the internal audit process.
- Active participation in the continuing improvement process.
- Involvement in review and changes to procedural documentation.
- Complies with and completes in a timely manner all mandatory organisational training packages as required.
- Acknowledges notifications within the Quality management system in a timely manner to ensure knowledge is up to date.
- 2.10 Assists in the maintenance of a safe working environment and adheres to infection control policies.**
- Demonstrated laboratory compliance with occupational health and safety policies.
- Works in a manner that ensures safety of oneself and other staff.
- Maintains a clean, organised and uncluttered work environment.

### **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.**

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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:

Bachelor of Applied Science (Medical Science) or equivalent

Experience in one or more of the following disciplines; Biochemistry, Hematology, Transfusion Medicine, Anatomical Pathology or Microbiology. Specialized area of expertise desirable.

**Key Skills & Competencies:** Observable behaviors that indicate competency

- Effectively applies technical knowledge to solve a range of problems
- Effective written and oral communication
- Ability to act independently without direct supervision when appropriate
- Ability to work cooperatively as part of a team
- Customer focus approach
- Quickly and effectively solves client needs
- Shares expertise with others
- Shows initiative and flexibility
- Computer skills with a knowledge of Microsoft Word/Excel and the laboratory information system (LIS)
- Knowledge and adherence to equal opportunity legislation
- Knowledge and adherence to privacy legislation
- Understanding of Quality Control, Quality Assurance and their management and application
- Ability to establish and manage training and competency assessment
- Ability to critically assess and review laboratory methods