

Position Description

Position Title:	Medical Scientist - Grade 1 Haematology Laboratory
Classification & Salary Range:	RX1 – RX7
Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Position Reports to:	Grade 4, Grade3, Principal Scientist Haematology
Last Updated:	7/10/2026

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. Laboratories at Box Hill and Maroondah and Angliss Laboratory are operational 24 hours a day and have on call services for after hours. Services include specimen collection, analytical testing, result interpretation, clinical consultation, teaching and research. Pathology tests are received from nine hospitals within Eastern Health and from consultant and general practitioner referrals.

Duties and/or responsibilities

Grade 1 Scientist:

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.

- 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; Haematology including Blood Bank, Coagulation, blood film morphology or flow cytometry
- Maintains and operates all equipment and performs QC.
- Maintenance equipment 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.
- 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.
- 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.
- 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.
- Under the supervision of senior scientific staff, they evaluates new methods and protocols.
- Active participation in the planning, evaluation, cost analysis and implementation of new Methodologies / instruments.
- 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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- Assists in the training of both technical and scientific staff.
- Participate in the documented training policy of the department.
- Complies with the Quality Management System of the department.
- Understands and comply with accreditation requirements.
- Participates cooperatively in the internal audit process.
- Active participation in the continuing improvement process.
- Comply 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.
- 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 the safety of oneself and other staff.
- Maintains a clean, organised and uncluttered work environment.

Key Selection Criteria

Essential Selection Criteria:

- Bachelor of Medical Laboratory Science or equivalent
- A strong commitment to high-quality care
- Has the ability to work in a fast-paced environment
- Can work independently and as part of a team
- The ability to work as part of a diverse team
- Excellent communication and organisational skills

Desirable Selection Criteria:

- Majors in Haematology and/or Transfusion Laboratory Medicine would be highly regarded
- Demonstrated experience in stock control, inventory management and ordering of laboratory reagents, consumables, blood components and blood products.
- Experience performing routine maintenance, troubleshooting and quality control procedures on laboratory analysers and associated equipment.
- Knowledge of blood product storage, handling, inventory management and traceability requirements.
- Understanding of quality management systems and accreditation requirements, including National Pathology Accreditation Advisory Council (NPAAC) standards and ISO 15189 principles.
- Experience participating in quality improvement activities, audits, document control or quality assurance programs.
- Demonstrated ability to organise and prioritise workload effectively in a busy laboratory environment with competing demands.
- Interpersonal skills with the ability to work collaboratively within a multidisciplinary team.
- Attention to detail

Qualifications

Bachelor of Medical Laboratory Science or equivalent

Eastern Health's Promise

STRATEGY

2031

Healthier Together



Respect for all



Safe and welcoming



Partnering in care



Innovate, learn and lead

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. Read more about Eastern Health's strategic goals [here](#).

Our Commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please click [here](#).

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical supports for all Aboriginal and Torres Strait Islander people.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#)

Occupational Health and Safety, Quality and Improvement

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, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.



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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- 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

For more information about Quality and Safety please click [here](#) or for Staff Wellbeing please click [here](#).

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity.

Final 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.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: _____

Role specific Attachments

