Position Description

Position Title	Pathology Collector
Classification & Salary Range	Pathology Collector IN24 Grade 2
Agreement Name	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027
Position Reports To	Pathology Collection Services Team Leader
Last Updated	16 November 2026

Position Purpose

The Pathology Collector Grade 2 provides safe, accurate and patient-centred specimen collection across Eastern Health inpatient and outpatient services. The role works independently within an authorised scope of practice and is responsible for specimen collection, identification, processing, recording, care and timely dispatch of specimens to the laboratory.

Major Duties and Responsibilities

- Collect blood and other specimens from inpatients and outpatients in accordance with documented procedures, authorised scope of practice and patient identification requirements.
- Perform specimen collection, labelling and placement into appropriate collection containers in accordance with NPAAC requirements and Eastern Health procedures.
- Provide appropriate patient care, explain collection procedures, maintain privacy, and monitor patient condition and wellbeing before, during and after specimen collection.
- Perform ECGs when trained, assessed as competent and authorised.
- Process, store, care for and dispatch specimens to the laboratory within required timeframes, maintaining specimen integrity and traceability.
- Accurately record patient and specimen information in EMR, laboratory and other electronic systems, identifying and resolving discrepancies within delegated authority, escalating issues where required.
- Undertake associated administrative and clerical duties, including receiving account payments where required.
- Maintain collection areas, equipment and consumable stock, comply with infection prevention, occupational health and safety, privacy, accreditation and quality requirements.
- Participate in mandatory training, competency assessments, continuing professional development, quality improvement activities and incident reporting.

- Provide respectful customer service and liaise effectively with patients, carers, clinical teams, laboratories and other stakeholders.

Key Selection Criteria

The successful applicant will demonstrate the following qualifications, experience, skills and attributes.

Essential Selection Criteria:

- Demonstrated ability to perform pathology specimen collection safely, accurately and respectfully in accordance with documented procedures and authorised scope of practice.
- Demonstrated knowledge of patient identification, infection prevention and control, specimen integrity, privacy, quality and occupational health and safety requirements.
- Effective communication, customer service, and interpersonal skills, including the ability to support patients with diverse needs.
- Demonstrated ability to use electronic medical records, collection, and laboratory information systems and maintain accurate records.
- Ability to work independently within scope of practice and contribute effectively within a multidisciplinary team.
- Demonstrated ability to recognise, manage and appropriately escalate patient, specimen and identification issues in accordance with documented procedures.
- Availability to work across Eastern Health sites and participate in rostered shifts as required.

Desirable Selection Criteria:

- Experience working in a hospital or health service pathology collection environment.
- Current competency in performing ECGs.
- Experience using electronic medical record (EMR) and laboratory information systems (LIS).

Qualifications

Certificate III or Certificate IV in Pathology Collection (or equivalent recognised qualification).

Eastern Health's Promise

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 and 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 Torres Strait Islander people, people from the LGBTIQA+ 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 support 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 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 an improvement
- Comply with legislation and accreditation standards
- Ensure service and care are 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. For more information, please click here.

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining 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 Compensations (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 and for Staff Wellbeing please click here.

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 influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our 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

No role-specific attachments.