

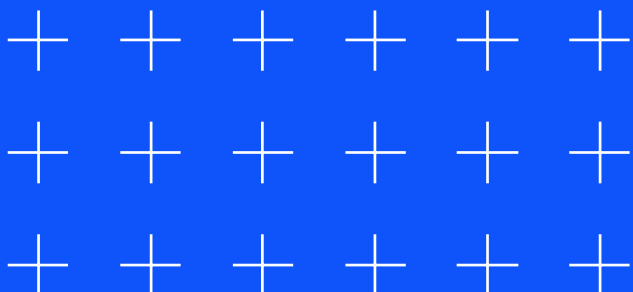


**The Royal
Melbourne
Hospital**

Advancing health for everyone, every day.

Could this be you?

**Join the Royal
Melbourne
Hospital team**



Position Description

Pathology Technician – IC2



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At the RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it the Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. **Be a great place to work and a great place to receive care**
2. **Grow our Home First approach**
3. **Realise the potential of the Melbourne Biomedical Precinct**
4. **Become a digital health service**
5. **Strive for sustainability**



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 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 Melbourne Hospital, the successful candidate for this role will be initially employed by the Royal Melbourne Hospital. Once the new public Pathology entity is fully formed, which is anticipated to be late 2024, 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.



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Respect that the RMH is a smoke-free environment.
- Maintain body hold and release register at Royal Melbourne Hospital
- Release deceased patients to Funeral companies and VIFM (Coroner's)
- Provide assistance with organ and tissue donation
- Clean, disinfect and assist in maintenance of equipment used in the body hold and release area
- Store and dispose of histology and other anatomical waste as required
- Preparation of solutions for use in laboratory or body hold area
- Requisition and stocking of linen and consumables for Anatomical Pathology and body hold area as required
- Requisition, stocking and stock control of laboratory consumables for Anatomical pathology
- Collect, collate, prepare, organise and file: slides, reports, specimens, blocks and other materials for clinical MDM or as requested by the Principal Scientist or delegate or Anatomical Pathologists
- Manage on and offsite Anatomical Pathology block and slide archive
- Transport and collect documents within and outside the Anatomical Pathology department as required by the Principal Scientist or delegate
- Assist in documentation of Deceased Patient Management (DPM) into Pathology Laboratory Information System (LIS) or patient Electronic Medical Record (EMR)
- Assist Anatomical Pathology administration in request, receipt and data entry of external material for review by Anatomical Pathology
- Assist in laboratory Specimen receipt, set up for Cytology preparation and Cut up areas
- Laboratory technical support as required
- Support, contribute and collaborate to the multidisciplinary Anatomical Pathology team
- Check and record the temperatures of specified equipment in the department
- Check the morgue trollies plug connection for electrical charging is correct
- Always demonstrate behaviours that reflect the MH values
- Ensure patient confidentiality at all times
- Maintain a safe work environment by identifying and reporting hazards, unsafe practices, areas or equipment
- Promote and sustain positive interpersonal relationships and effectively communicate with colleagues, customers and clients
- Participate in continuing education and training programs, have involvement in special projects or professional committees or organizations
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.



KEY RELATIONSHIPS

Internal

- Anatomical Pathology staff – Scientific, Medical & Administration
- Pathology Department staff
- Hospital staff

External

- External Hospital staff
- RMH Patients
- Clients and customers
- Industry partners and suppliers

KEY SELECTION CRITERIA

Formal Qualifications

- Relevant TAFE or Tertiary qualification (Certificate, diploma, degree) in health sciences or other

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Ability to prioritise and work independently and meet deadlines, perform work efficiently and accurately
- Work experience in a public healthcare service and/or diagnostic Pathology laboratory
- Computer skills including: spreadsheets and database management
- Be collaborative, have demonstrated communication skills and problem solving ability
- Mandatory Working with Children's Check and Police Check and Immunisation Assessment, under the essential criteria

Desirable:

- Experience in body handling and release, preparation of deceased patient paperwork
- Experience in use of Laboratory Information System (LIS)
- Experience in archive management: Physical and electronic

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
 - Able to work in a deceased patient care setting
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AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)

Date
