



The Royal
Melbourne
Hospital
The Royal
Melbourne
Hospital

Advancing health for everyone, everyday.

Could this be you?

Join The Royal
Melbourne
Hospital Team



Position Description

Phlebotomist

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.

Advancing health for everyone, every day.

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 are at the heart of everything we do. We take the time to understand each other, and our care and compassion sets us apart. We lead the way with integrity, and when we work as one we can make the most positive difference for them. a respectful, inclusive spirit — embracing the things that make us all unique. Melbourne Hospital community. most positive difference Through collaboration, we set the highest of standards and achieve our goals.

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

Position Title:	Phlebotomist Grade 2
Service:	Pathology
Location:	Royal Melbourne Hospital- City Campus and Royal Park Campus, Melbourne Private Hospital.
Reports To:	Nurse Unit Manager
Enterprise Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021–2025
Classification:	IN24
Employment Status:	Casual
Immunisation Risk Category:	Category A
Date of Review:	March 2025

Melbourne Health Pathology Service provides a wide range of pathology services to Royal Melbourne Hospital and Melbourne Private Hospital. Melbourne Health provides a broad range of acute health care services including general and specialty adult medical, surgical, pre-operative, mental health and emergency services to our patients and community.

The phlebotomist will provide a high standard of quality patient care in both outpatients' pathology collection area and the inpatient wards. They will also participate in the provision of services to the Royal Park Campus and Melbourne Private Hospital. The phlebotomist is responsible in specimen collection and organising safe transport of specimens to the laboratory

- Take reasonable care for you for your safety and wellbeing of others.
- Provide specimen collection across all sites of service under Melbourne Health Pathology.
- Work in your scope of practice and seek help where required.
- Ensure direct reports receive regular feedback and participate in annual discussion.
- Work in partnership with consumers, patients where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Continue to learn through mandatory training and other learning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Seek feedback on your work including participation in annual performance discussion.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is developed and adhered to in their area.

- ## KEY RELATIONSHIPS

- Nurse Unit Manager /Associated Nurse Unit Manager
- Pathology collection team and team leader
- Ward staff
- Medical staff
- Specimen reception staff
- Laboratory staff
- Outpatient clinics
- Infection Prevention clinicians

- ## KEY SELECTION CRITERIA

Essential:

- ## KEY PERFORMANCE INDICATORS

- 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
- Perform specimen collection in a safe, timely, effective, patient centred care.

- 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.

- 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.

- 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.

- 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.

- 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.

- Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

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.

Date _____

