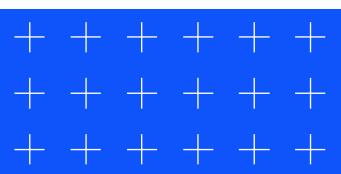


Advancing health for everyone, everyday.

Could this be you?

Join The Royal Melbourne Hospital Team





Position Description

BMT Scientist





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



Lead with Kindness



Excellence Together



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.

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

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



Position Description

Position Title: BMT Scientist

Service: Medical Services

Location: VCCC Building

Reports To: Head of Bone Marrow Transplantation

Enterprise Agreement: Victorian Public Health Sector (Medical Scientists,

Pharmacists and Psychologists) Single Interest

Enterprise Agreement 2021–2025

Classification: Scientist Grade 1

Employment Status: Part-Time, Ongoing

Immunisation Risk Category: Category A

Date of Review: October 2025

POSITION SUMMARY

This position supports the Bone Marrow Transplant Service, RMH Clinical Haematology Department of Royal Melbourne Hospital and Peter MacCallum Cancer Centre.

Duties include a wide range of laboratory tasks and support tasks including performing manual analyses of both clinical and research specimens, as well as undertaking specimen receipt and pre-analytical processing using clinical information to prioritise workflow. Other daily duties will include equipment maintenance and oversight of consumable availability for the laboratory.

Processing of cellular therapy products for patient infusion, quality analysis of BMT processes in line with NATA accreditation and general support of the multidisciplinary clinical program are performed.

The position requires flexibility with respect to both the designated working days and the number of hours worked at pre-arranged times to cover personal and annual leave of co-workers



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.
- · Assist with the work of the BMT Program in all other respects as directed by Program Head
- · Assist with Quality analysis of both BMT Laboratory procedures and of the wider BMT Program as required

 • Develop and maintain good working relationships
- Carry out specimen handling and receipt.
- Support and develop potential areas of improvement within the service

- · Perform laboratory analyses of clinical and research specimens as required and in an appropriate time frame with maintenance of data bases supporting these analyses.
- · Processing cellular therapy products for both patient standard of care and clinical trials as required.
- 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.
- both within and external to BMT Program

KEY RELATIONSHIPS

Internal

- Clinicians
- Pathology
- CTCL
- Apheresis

External

- Precinct Partners
- Australian Red Cross Life Blood
- Word Courier

KEY SELECTION CRITERIA

- Formal Qualifications:
- A tertiary qualification in laboratory science is required
 - Essential:
- · Commitment to live the Melbourne Way putting people first, leading with kindness and achieving excellence together.



- Experience in a tertiary hospital, private pathology or research laboratory.
- Flexible approach to working hours when required with notice.
- · Commitment to patient care.
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Excellent team-based skills.
- · Working with children check
 - Desirable:
- · A higher qualification with speciality in haematology and pathology
- Well-developed written skills.
- A willingness to undertake tasks to improve efficiency

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

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, Effective, Person-centred Care (STEP) in line with our clinical governance framework.
- Are an equal opportunity employer, committed to providing a work environment free of harassment and discrimination. We promote diversity and inclusion in the workplace.
- 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.

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