



**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

BMT Scientist

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.

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
- 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.
- Develop and maintain good working relationships 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.



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- 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
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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
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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, 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.
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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
