

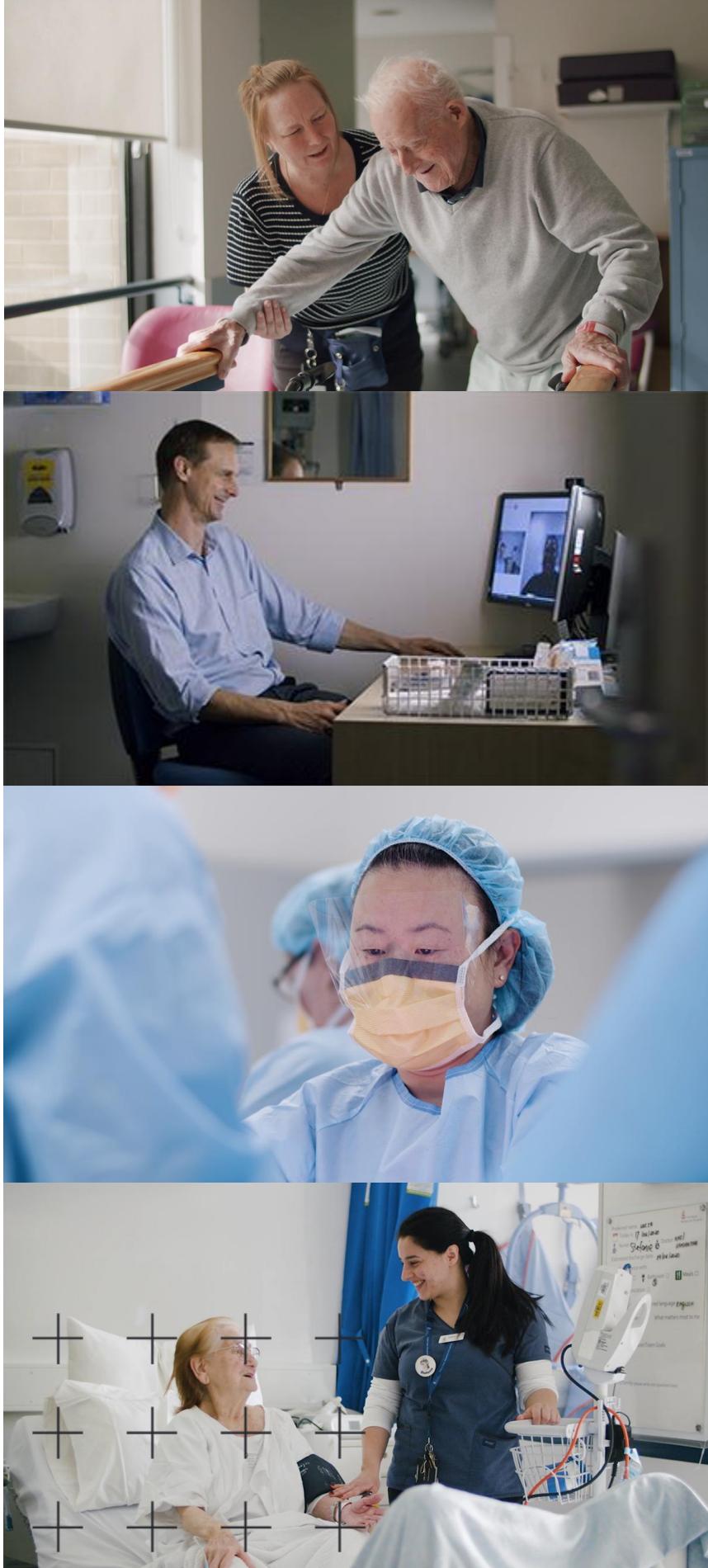


**The Royal
Melbourne
Hospital**

**Advancing
health
for everyone,
everyday.**

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Medical Scientist – Grade 1 / 2
Haematology Laboratory**

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**



Position Description

Position Title:	Medical Scientist – Grade 1/ 2 Haematology Laboratory
Service:	Access Critical Care and Investigative Services
Location:	Pathology Department, Royal Melbourne Hospital, City Campus
Reports To:	Grade 3, Grade 4, Principal Scientist Haematology
Enterprise Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Interest Enterprise Agreement 2021–2025
Classification:	RX2-RY7
Employment Status:	1.0 EFT temporary until 17/7/26
Immunisation Risk Category:	Category A
Date of Review:	December 2025

POSITION SUMMARY

Victorian Department of Health has endorsed the initiative to restructure existing public pathology by bringing together laboratories into pathology networks operating under a lead health service. Pathology services from the Royal Melbourne Hospital, Peter MacCallum Cancer Centre, the Royal Women's Hospital and the Royal Children's Hospital will transition to a single pathology service. This creates an exciting opportunity to strengthen the scope, scale and reach of pathology services across the Parkville precinct to benefit all Victorians. This role will be part of the new centre of excellence that will be led by Melbourne Health.

The Grade 1/ 2 Scientist, working in the haematology laboratory.

Major responsibilities include:

- Performs tests within laboratory as assigned by supervising principal scientist, grade 4 scientist or grade 3 scientists in a scientifically acceptable and professional manner
- Perform tests- all the necessary steps to produce results, assessing the reliability of the results by standard control system and authorising the release of the results to requesting clinicians, within the haematology laboratory as assigned by the supervising principal scientist, grade 4 or grade 3 scientist in a successfully acceptable and professional manner
- Performs regular maintenance checks on analysers as detailed in laboratory procedures
- Provides high quality, accurate and timely results
- Prioritises work according to clinical urgency
- Adherence to SOPs
- Comply with NATA requirements as required for Pathology accreditation and by Melbourne Health Pathology Management with regard to timeliness, cost and quality.
- Participate and remain competent in all scientific duties and procedures in the laboratory
- Ability to take accountability and reasonable care to provide a safe working environment within the area of responsibility and ensure compliance with OH&S, anti-discrimination, equal opportunity & other legislative requirements.
- Assist in troubleshooting problems occurring in the laboratory, including instrumentation, and records and communicates the information clearly
- scientists will rotate between the sections of the laboratories and, within each, between benches and time frames, which includes evening shift, night shift and weekend rosters
- All grade 1/ 2 scientists are required to participate in out of hours and / or on-call roster



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 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.
- Ability to work in a responsible and efficient manner and to manage competing priorities to meet deadlines.
- Display initiative, problem solving and analytical skills including an ability to apply established principles in a pathology laboratory and investigate and resolve general and complex issues within the laboratory environment.
- Comply with MH privacy legislation
- Participate in laboratory presentations within the Haematology Department.
- Monitor performance of tests in regard to accuracy of the results and conformance to the required time frame.
- Contribute to maintain a professional working environment

- Rotate to areas within the haematology laboratory and participate in evening shift, night shift and weekend rosters, including the on-call roster.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Acceptable reports on the performance of tests in regard to accuracy of the results and conformance to the required time frame.
- Provide support to colleagues in the wider haematology service when required
- Be collaborative, proactive and participate in wider service improvement and planning initiatives
- Other duties as directed by the Grade 3, Grade 4, or Principal Scientist
- Ability to manage workflow and workload with available resources
- Display time management skills
- Delegate and seeks support when necessary
- Participate in internal and external QAP
- Ensure the completion of allocated quality activities
- Participate in the development of new tests and instruments within haematology at the direction of the senior scientists

KEY RELATIONSHIPS

Internal

- Haematology Principal Scientist
- Haematology Grade 3 & 4
- Haematology staff

External

- Clinical staff
- Other hospital staff
- Clients and customers



KEY SELECTION CRITERIA

Formal Qualifications:

- Degree in Bachelor of Applied Science (Laboratory Medicine) or equivalent - majoring in Haematology
- Sound knowledge of laboratory haematology and blood transfusion and its practical applications

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Blood film morphology training
- Australian Resident or Visa to work in Australia
- Commitment to customer focused service.
- Capacity to perform under pressure, to meet time constraints and determine work priorities.
- Well-developed written and oral communication skills.
- A willingness to undertake tasks to improve efficiency
- Excellent organisational and problem solving skills
- Proven capability with relevant specialised Haematology techniques, instruments and newer technologies in Haematology

Desirable:

- Affiliation with a professional body (AIMS, ANZBT, ASM etc)
- Demonstrated ability to be innovative, resourceful and adaptive to change.
- Demonstrated commitment to quality improvement and the ability to facilitate Root Cause Analysis, as required. High level of reliability and professional conduct.
- Higher degree in a related field (fellowship of RCPA, AIMS or equivalent)
- Capability with relevant new technologies within Haematology

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
- High level of reliability and professional conduct
- Participation in and satisfactory feedback through the annual performance review process
- Ability to maintain a safe working environment and ensure compliance with legislative requirements
- Manage workflow in laboratory
- Meet laboratory testing TAT
- Working with Children Check (WWC)



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
