



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Medical Laboratory Technician

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.

- Be a great place to work and a great place to receive care
- Grow our Home First approach
- Realise the potential of the Melbourne Biomedical Precinct
- Become a digital health service
- Strive for sustainability

Position Title:	Pathology Collector – Casual
Service:	RCH Pathology
Location:	The RMH Parkville
Reports To:	Pathology Collection Manager
Enterprise Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021–2026
Classification:	BU1 – BU8
Employment Status:	Casual
Immunisation Risk Category:	Category A
Date of Review:	September 2026

- Responsible for collection of pathology samples from both inpatients, outpatients and externally referred patients as requested.
- Document training through training records and provide Manager with completed documentation
- Collect samples via capillary and venous methods.
- Documentation according the Pathology Collection Policy and Procedure manual
- Ensure prompt delivery of collected samples to Laboratory for processing.
- Develop and maintain a high standard of customer service respecting the wishes of the child and parent /caregiver
- Participate in inservice education program provided by the department.
- Attend and participate in regular staff meetings as directed by Pathology Collection Services Manager
- Participate in any other projects allocated by the Department head or direct supervisor.
- Complete Emergency Procedures Training on an annual basis.
- Provide leadership and lead Pathology Collection Team by example
- Maintain an up to date knowledge of departmental policies and procedures and Hospital Policy and Procedures.

Internal

- Pathology Collection Services Manager
- Pathology Collection Team
- Laboratory Staff
- Nursing and clinical teams
- Broader Pathology Department and hospital teams

- Patients, parents and caregivers
- External stakeholders

- Certificate III in Pathology Collection

- Motivated to learn and develop new skills
- Demonstrated ability to lead in a team environment
- Demonstrated ability to work within a team environment and with a large range of patient groups
- Highly motivated and committed to providing the best care to all patients
- Flexible to work within a roster system including weekend shifts
- Neat well presented
- Ability to communicate with large range of professions eg Doctors, Nurses, Clerical staff
- Computer skills – Microsoft Office)365,
- Excellent customer service skills

- Previous 3 years' experience in Public or Private Pathology Collection desirable

- 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

- 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.

- **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.

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 _____