



**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

Medical Laboratory Technician

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 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.

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:

- 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

specimens for Pathology Laboratory testing as well as preparation and dispatch of specimens to specialised

More about BPV

The FTV integration marks a significant milestone in strengthening the scope, scale and reach of public

As IPIV continues to evolve, it is positioning itself as a leading centre of excellence in pathology, driving clinical

This role will contribute to shaping and supporting the future of this leading statewide pathology service.

Laboratory • Perform Specimen Reception duties at the Royal Children's Hospital laboratory and Royal Women's Hospital laboratory as required by the rotational roster. • Provide a high-level service in the receipting and checking of specimens, data entry, specimen processing and dispatch. • Operation, maintenance, and report of malfunction of automated equipment/instrumentation under the supervision of scientific staff. • Testing of routine specimens and QC either by manual or automated equipment/instrumentation processes according to established laboratory procedures. • Preparation of reagents, general laboratory duties as directed.	Training, Education, Research and Development • Attend, participate in and successfully complete training provided by the hospital, as directed by senior staff. • Contribute to the continuous improvement of processes and procedures, assisting in the effective and efficient operation of the Specimen Reception. • Ensure all tasks are completed in accordance with Departmental and Organisational policies and procedures. • Maintain current certificate in Safe Transport of Infectious Substances by Air. • Participate in departmental continuing education program/s.
Clerical • Perform data entry and registration of patient details on the Laboratory Information System (LIS) to a high level of efficiency and accuracy. • Screen incoming telephone calls and referral of enquiries to appropriate departments and/or personnel. • Manage enquiries, concerns or issues raised by Laboratory Services staff or external stakeholders, escalating them as required. • General administrative housekeeping, including maintenance of filing systems and general departmental filing.	Communication • Maintain a safe work environment by reporting hazards, unsafe work practices, areas or equipment. • Develop and maintain a strong business relationship and open communication with key internal and external stakeholders. • Ensure confidentiality in conveying communication of any information relating to patients.

- 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 _____