

Position Description

Position Title	Senior Scientist, Grade 4		
Unit / Branch	Medicine, Laboratory Services, Immunology		
Classification	RZ5-RZ7	Employment Status	Full time, ongoing
Position reports to	Strategy and Operations Manager - Laboratory Services		
Location	The Royal Children's Hospital, Flemington Road, Parkville		
Position Contact	9345 4728		

The Royal Children's Hospital

The Royal Children's Hospital (RCH) provides secondary and tertiary care to children and young people across the northern and western suburbs; specialist paediatric healthcare to the children of Victoria, Tasmania, southern NSW and parts of South Australia; and is the designated statewide provider of services including paediatric trauma, rehabilitation and forensic medicine. As a quaternary centre for complex cardiac surgery and organ transplantation, the RCH cares for the sickest children from around Australia.

The hospital employs 5,000 staff and has an annual budget of \$620million. It moved to a new, multi-award winning building at 50 Flemington Rd, Parkville.

The Royal Children's Hospital is committed to the safety and wellbeing of all children and young people. Click here for further information on our Commitment to Child Safety: <http://www.rch.org.au/quality/child-safety/>

The RCH values and pursues innovation, and in April 2016 became the first Australian hospital to implement the world-leading 'Epic' electronic medical record (EMR). The EMR includes an online portal to give families and young people the ability to manage and change appointments, quickly receive test results and renew scripts, and review outpatient notes. The EMR is a major investment in the digital transformation of healthcare: The real-time capture and analysis of data to drive improvements in care, and ultimately achieve better health outcomes for young patients.

Further information on RCH is available at www.rch.org.au

ROLE PURPOSE

A qualified Senior Scientist who is responsible for the smooth operation of the laboratory within the Immunology Department, demonstrating appropriate supervisory, laboratory, interpersonal and organisational skills.

- Co-ordination and active participation in the diagnostic service
- Technical supervision of staff
- Monitoring quality of scientific output
- Evaluation and implementation of new techniques
- Responsible for laboratory and administrative duties within the department

KEY ACCOUNTABILITIES

Responsibilities

- Ensure all work performed is undertaken in compliance with the Laboratory Quality System
- Ensure staff who are allocated specific duties or delegated specific responsibilities are conversant and competent to perform those tasks
- Actively participate in the scientific work of the Laboratory, as directed by the Medical Director, Immunopathologist and Strategy and Operations Manager
- Prepare, maintain and perform documented annual review
- Recommend, implement and monitor performance in relevant quality assurance programs
- Participate in the selection and purchase of laboratory equipment and consumables
- Monitor the performance of instrumentation, ensuring that appropriate QC, documentation and maintenance, including servicing, is performed according to laboratory accreditation guidelines
- Provide high service standard within the department
- Participate in any other projects allocated by the Strategy and Operations Manager - Laboratory Services, Medical Director and the Immunopathologist

Other responsibilities

- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Equal Employment Opportunity, Confidentiality, Consumer and Community Participation
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions

Duties (operational roles)

Management:

- Supervise the performance and quality of scientific and technical staff in the supervision of Work Experience and Professional Practice Placement students
- Participate in the recruitment of staff
- Assist in the annual performance appraisal of scientific staff

Budgetary:

- Assist and advise Strategy and Operations Manager, Medical Director and the Immunopathologist in the assessment, evaluation and recommendation for purchase of capital equipment
- Recommend priorities for the allocation of financial resources in the diagnostic service
- Prepare annual laboratory operating budget
- Prepare monthly cost centre reports for presentation at the Departmental Monthly management meetings

Laboratory:

- Actively participate in the scientific activities of the Department as directed by the Strategy and Operations Manager, Medical Director and the Immunopathologist
- Participate in the evaluation and ongoing development of technical procedures and policy
- Management and review of referral tests

Training, Education, Research and Development:

- Identify potential areas for improvement/expansion in the profile of the department
- Provide technical and interpretive training in laboratory protocols, procedures and methodologies for laboratory staff and clinicians
- Participate in clinico-pathology multidisciplinary meetings
- Present information to hospital staff and external agencies as directed
- Attend, participate in and successfully complete training provided by the hospital, as directed by senior staff
- Develop, review and maintain an awareness of methodology, techniques, procedures, protocols and standards of investigations and practices of the laboratory
- Participate in relevant internal and external professional development activities
- Instigate, co-ordinate and participate in research and development projects

Occupational Health and Safety:

- Correct where possible and report to their immediate supervisor any unsafe situation immediately, including 'near-miss' incidents
- Be familiar with and observe all safety standards, statutory rules and emergency procedures of the laboratory and hospital
- Co-operate with, and participate in, all programs in order to make the work environment safer and healthier
- Wear and/use, in the proper manner, protective clothing and equipment appropriate to the job, and use all protective equipment

Communication:

- Liaise with the Strategy and Operations Manager, Medical Director, the Immunopathologist and any other relevant stakeholders with a focus on providing a co-ordinated approach to the delivery of pathology services
- Liaise efficiently and effectively with pathologists, scientists and laboratory technicians as well as hospital staff
- Encourage and participate in fostering and developing an effective and cohesive team
- Ensure confidentiality in conveying communication of any information relating to patients
- Represent the Department on hospital and external committees

Key Performance Indicators:

- Ensure timely submission of QAP and that appropriate actions are implemented as a result of any non-compliances
- Adhere to the methods and techniques specified in the laboratory's manuals
- Adhere to Laboratory Services Quality System and continual improvement
- Monitor laboratory expenditure via Compass to ensure adherence to budget guidelines
- Prepare monthly cost centre reports for the departmental monthly meetings

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Applied Science (Medical Laboratory Science) or Bachelor of Science or equivalent where 'equivalent' includes a degree awarded by an overseas tertiary institution which is recognised by the National Office of Overseas skills (with majors in disciplines suitable for Immunology and the specific laboratory within) is mandatory.
- Appropriate qualifications to fulfil the definition of a "scientist working in a pathology laboratory" as defined in Section: Part 1, 11.(w).(vi) of the Victorian public Sector Enterprise Agreement 2017-2021, are mandatory
- Detailed knowledge of NATA requirements for AS ISO 15189-2013: Medical laboratories, including experience in preparation for accreditation assessments, is mandatory
- At least 10 years postgraduate experience in a diagnostic laboratory is mandatory
- Relevant higher degree or fellowship of a relevant professional society is highly desirable
- Demonstrated experience in formulating and maintaining programmes for the development and cost containment of diagnostic laboratory work

KEY SELECTION CRITERIA

As per Qualifications and Experience PLUS:

- Demonstrated relevant technical skills & knowledge
- The ability to balance sometimes competing and conflicting priorities
- Time management and prioritising skills
- Well-developed interpersonal skills with the ability to work individually and also as a team member
- Ability to use initiative and anticipate needs
- Quality focussed with a systematic approach to work

IMPORTANT INFORMATION

All employees are required to adhere to The Royal Children's Hospital Values:

- Unity - We work as a team and in partnership with our communities
- Respect - We respect the rights of all and treat people the way we would like them to treat us
- Integrity - We believe that how we work is as important as the work we do
- Excellence - We are committed to achieving our goals and improving outcomes

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- *We do better work caring for children and families when we also care for each other*
- *I actively promote and celebrate our diverse team*
- *I bring a positive attitude to work – I share, I laugh, I enjoy other's company*
- *I take responsibility for my behaviour and its impact on others*
- *I am curious and seek out ways to constantly learn and improve*
- *I celebrate the good stuff, the small stuff, the big stuff – it all matters*
- *I speak up when things aren't right*
- *I value the many different roles it takes to deliver great patient care*
- *I actively listen to others, because I want to make the best decision*

Potential employees will be required to undertake a National Criminal Record Check and a Working With Children Check.

QUALITY, SAFETY AND IMPROVEMENT

RCH Employees are required to:

- Act in accordance and comply with all relevant Safety and Quality policies and procedures
- Participate in and contribute to quality improvement programs and commit to RCH Values
- Comply with the Requirements of the National Safety & Quality Health Service Standards
- Comply with all relevant clinical and/or competency standards
- Comply with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, all members of the LGBTQI community and people with disability.

Position description last updated

January 2019