



## POSITION DESCRIPTION

<b>Position Title</b>	<b>Medical Scientist Grade 1 – Core Lab</b>
<b>Reports to (Title)</b>	<b>Pathology Services Manager, Grade 3 scientist, Grade 2 scientist</b>
<b>Group Director/ Chief</b>	<b>Group Director Medical Services and Clinical Governance</b>
<b>Department</b>	<b>Pathology</b>
<b>Position Location</b>	<b>Malvern</b>
<b>Award/Agreement</b>	<b>Salary &amp; Conditions in accordance with Contract of Employment</b>
<b>Delegation of Authority Level</b>	<b>N/A</b>

### Position Summary & Role Purpose

The Grade 1 Scientist – Core lab has an essential role to ensure that specimens are processed efficiently and results are reported accurately to the clients of Cabrini Pathology.

The major accountabilities of the role are to maintain the highest professional standards, perform scientific duties and develop skills within a multi-disciplined team, needed to maintain a high level of customer service to both internal and external clients and participate within the team to achieve organisational goals and objectives.

### Key Result Areas

#### 1. Key Responsibilities, Outcomes and Activities

##### 1.1 Leadership and management

- Is responsible for monitoring work in their area and keeping work lists up to date
- Assists in the training and mentoring of new staff as directed
- Contributes to managing efficient use of department resources and equipment
- Informs senior staff of potential issues or difficulties in the department as soon as possible to enable resolution of problems before they impact on the functioning of the pathology service
- Assists in maintaining a tidy work area, provides relevant hand over information to other staff as required

##### 1.2 Operational Responsibilities

- Has an awareness of and compliance with all relevant procedures as outlined in hospital and departmental manuals and is able to locate departmental and hospital procedures on Smartlab and/or Prompt
- Participates in training and ongoing education to develop and maintain competency in Biochemistry, Blood Bank and Haematology consistent with training to assist in the functioning of a multidisciplinary department
- Participates in the provision of a modern 24/7 pathology service to meet the needs of Cabrini Health, its clients and partners
- Receives Specimens into the laboratory in a timely and accurate manner and, if required, performs data entry
- Processes specimens according to departmental procedures and ensures that correct sample identification has been completed

- Performs calibrations and testing, either on analysers or manually, to obtain results for reporting
- Performs internal and external quality control procedures and takes appropriate action if controls are out of range, according to level of training and experience
- Is capable of troubleshooting errors and acting to resolve the cause of analytical errors
- Interprets and authorises results to a level consistent with training and takes appropriate action with abnormal/urgent results.
- Refers any abnormal results to the senior scientist or pathologist as appropriate
- Documents any incidents or complaints on Riskman and escalates to senior staff as appropriate
- Maintains the instruments as per departmental requirements and completes any required documentation
- Deals with telephone enquiries or communicates reports to the ward or doctors in a professional manner
- Prioritises work and performs duties without supervision
- Has an understanding of NATA and ISO15189 quality system requirements
- Maintains confidentiality
- Performs or assists in any other duties or projects commensurate with training as deemed appropriate by Senior scientists Grade 3, Grade 2 Scientists or Pathology Services Manager

### **1.3 Resource Management**

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

### **1.4 Contributes to the achievement of professional expertise for self and direct reports through:**

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identify areas of need for personal continuing development and actively participate in plans to improve knowledge/experience in these areas
- Identify, encourage and monitor the continuing development of others within a learning culture

## **2. Work Health and Safety**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from

the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

### **3. Safety and Quality**

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

### **4. Child Safety**

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

#### **Organisational Relationships**

- Reports directly to the Senior scientists Grade 3, Grade 2 Scientists or Pathology Services Manager as appropriate
- Maintains a close collaborative working relationship with all Pathology staff other Cabrini Health employees and external contractors

#### **Team responsibilities**

- Participate in teams to facilitate and develop commitment and goals to achieve organisational objectives.
- Develop effective workplace relationships so that team co-operation is established and difficulties are managed to achieve positive outcomes.
- Develop and maintain competency in Biochemistry, Blood Bank and Haematology consistent with training to assist in the functioning of a multidisciplinary department.
- Participate in Performance Management Programmes. Assist technical and trainee staff in identifying performance needs and in the development of training plans to assist in achieving desired performance requirements.
- Develop and maintain a safe workplace and environment. Monitor and report safety performances to ensure requirements are met.

## Committee Membership

**The Medical Scientist Grade 1 – Core Lab will participate as a member of the following committees:**

- Not applicable

## Staff Development

**The Medical Scientist Grade 1 – Core Lab will demonstrate a commitment to personal and professional development of self and staff by:**

- Participating in professional development programs including internal training and education programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

## Key Competencies

**The Medical Scientist Grade 1 – Core Lab must demonstrate the following requirements:**

### ESSENTIAL

#### **Educational/Vocational**

- Bachelor of Applied Science (MLS) or equivalent

#### **Registration**

- Membership of AIMS or AACB preferred

#### **Experience**

- Experience in a Pathology laboratory preferred
- Demonstrated abilities appropriate to the role in the department
- Well-developed interpersonal skills and a professional approach
- Demonstrated team, quality and customer service focus
- Ability to work well autonomously or within a team

#### **Knowledge**

- Knowledge of pathology testing requirements
- Technical skills appropriate to the role/department
- An understanding of quality control and quality assurance programs
- Knowledge of NATA accreditation requirements

## Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

## Cabrini Mission, Values and Behaviours that Matter

### **Our mission**

#### **WHO WE ARE**

We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

## WHAT WE BELIEVE

We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

## WHAT WE DO

We provide excellence in all of our services and work to identify and meet unmet need.

### Our values

***Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.***

#### Compassion

Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

#### Integrity

We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

#### Courage

We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

#### Respect

We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

### Behaviours that matter

***Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.***

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

**We are committed to safety and quality:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

**We are here to provide service:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

**We work together to achieve the best outcome:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

**We exhibit a positive attitude:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

**We want to build a just and sustainable community:**

<b>Behaviours that matter</b>	<b>Unacceptable behaviours</b>
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

## APPROVAL

*The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.*

**I certify that this position description is an accurate description of the responsibilities assigned to the role**

Approved:



Group Director Medical Services and Clinical Governance

31 August 2022

Date