POSITION DESCRIPTION – The Alfred

DATE REVISED: 8th November 2019

POSITION: Scientist, Grade 1

AWARD/AGREEMENT: Medical Scientists Award and current Enterprise Agreements

CLASSIFICATION TITLE: Scientist, Grade 1

DEPARTMENT/UNIT: Microbiology

DIVISION: Medical Services

ACCOUNTABLE TO: Principal Scientist, Microbiology

DIRECT REPORTS: Principal Scientist and/or Grade 4 Scientist, Microbiology

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education, we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow
ALFRED PATHOLOGY SERVICE

Alfred Pathology Service (APS) provides a comprehensive range of pathology testing, consultation services and collection services to clinicians and patients of Alfred Health. The Service has 5 units (Anatomical Pathology, Clinical Biochemistry, Haematology, Microbiology and Human Molecular Pathology), each headed by a Unit Head. APS has the core laboratory at The Alfred as well as a small local laboratory at Sandringham hospital. APS has several collection centres and is responsible for specimen collection of about 50% of its samples. A dedicated computing group supports the computing needs of APS. The services of APS include routine and esoteric laboratory testing with complete specialist support for test interpretation. Due to the nature of the associated hospitals’ activities, there is emphasis on the support of trauma and emergency services, the support of organ transplantation - especially heart and lung, the support of HIV and AIDS related diagnostic services and support of bone marrow transplantation services. The various APS units are affiliated with Monash University and most Consultants hold honorary or substantial teaching appointments. APS is actively involved in educational and professional development training programs for under-graduate and post-graduate students, medical students and registrars. Units are also involved in and support a wide range of research activity in association with hospital clinical units, Baker IDI, Burnet Institute, Monash University and other groups. APS actively supports ongoing professional development and research within areas of diagnostic interest

POSITION SUMMARY

To be able to perform a wide range of routine laboratory tests unsupervised (after a period of training).

Participate in rosters and out-of-hours commitments of a Microbiology laboratory.

KEY CAPABILITIES AND VALUES:

- To perform microbiology testing according to documented laboratory protocols within acceptable time frames.
- Professional approach to patient care, patient and pathology service’s confidentiality, provision of pathology services, self-education and the teaching of others.
- Ability to organise own work and to relate well to fellow staff, other hospital staff and patients.
- Personal conduct that reflects, at all times, the highest professionalism required by Alfred Pathology Service.
- Your shifts will be allocated on a roster system and as such you will be required to work a variety of shifts including afternoon, night, weekends, and Public Holidays. After your appointment to this position, you may also be required to participate in an on call roster.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.

KEY CAPABILITIES:

DUTIES AND RESPONSIBILITIES

- Perform all routine laboratory tests without supervision (after a suitable training period).
- Perform other duties as directed.
- Be familiar with the use, care and maintenance of laboratory equipment used for routine procedures.
- Participate in internal and external quality control programs.
- Collaborate with senior staff in method development.
- Maintain updated knowledge by attendance at seminars, meetings and courses inside and outside the hospital and by reading appropriate literature.
- Participate in the Hospital's Performance Management process.

QUALIFICATIONS/EXPERIENCE REQUIRED

**Essential**
BSc or BAppSc with a major in Microbiology.

**Desirable**
Previous experience in a diagnostic microbiology laboratory.

Position Description authorised by: A/Prof Denis Spelman

Date: 8/11/2019