

# Position Description

## Position Title: Laboratory Assistant

Classification:	IV9 – Laboratory Assistant Grade 3
Business unit/department:	Pathology
Work location:	<input checked="" type="checkbox"/> Mildura Base Public Hospital
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Part-Time
Hours per week:	20
Reports to:	Laboratory Manager
Direct reports:	Laboratory Manager
Financial management:	Budget
Date:	December 2025

### Position purpose

This is a Part-Time Laboratory Assistant position, located at our Mildura Base Public Hospital laboratory.

### About the Directorate/Division/Department

**Austin Health** is one of Victoria's largest health care providers. We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

**Austin Health Pathology** is a department of Austin Health and provides service to not only Austin Health and the co-located Mercy Hospital for Women, but also to numerous GPs and Specialists in the metropolitan and regional community.

Austin Health Pathology is currently expanding into the Hume, Loddon Mallee and Goulburn Valley areas of regional Victoria, with laboratories in Shepparton, Mildura, Echuca and Swan Hill, and a point-of-care network including Castlemaine, Kerang, Kyneton, Seymour, Kilmore, Cohuna and Kyabram.

Austin Health Pathology is committed to providing high quality patient care through routine and complex diagnostic services, expert advice and support for teaching and research.

Austin Health Pathology is an accredited laboratory with the National Association of Testing Authorities Australia (NATA), the Royal College of Pathologists of Australia (RCPA), National Safety and Quality Health Services Standards (NSQHS), National Pathology Accreditation Advisory Council and Medicare Australia, supported by a network of Collection Centres at hospital sites and within the community.

The Department is managed by a Pathology Executive. This group is committed to providing comprehensive laboratory testing in a manner consistent with the needs of a university teaching hospital and the strategic directions of Austin Health.

Austin Pathology plays a major role in providing teaching and research expertise and facilities to Austin Health and the wider community. Formal lectures, tutorials, seminars and job training are provided to both post graduate and undergraduate students from The University of Melbourne and RMIT. In house research and development, collaborative projects, and clinical trials make up the bulk of the research activities.

Austin Pathology Health at the Heidelberg Campus provides a full pathology service including Anatomical Pathology, Biochemistry, Blood Transfusion, Haematology, Microbiology and Molecular Diagnostics. Regional Austin Health pathology services are core laboratories with Biochemistry, Blood Transfusion, Haematology and Microbiology services.

## Position responsibilities

### Role Specific:

- Demonstrate professional, ethical and respectful behavior at all times in accordance with our core values
- Respond to telephone enquiries and/or direct calls appropriately.
- Sort and distribute all samples as they arrive into the laboratory.
- The ability to prioritise specimens through interpretation of referrals
- Check sample labelling requirements are met and number samples and request forms with barcode labels.
- Register specimens and request details into the Laboratory Information System (LIS).
- Prepare and pack samples for referral as required.
- Aliquot body fluids from a primary sample in accordance with laboratory procedure.
- File request forms.
- Receive and store laboratory consumables.
- Clean laboratory equipment and maintain the equipment in clean and tidy condition.
- Operate and maintain basic laboratory equipment as required.
- Adhere to the pathology quality system requirements.
- Perform courier duties in collection of specimens and delivery of reports if required.
- Deliver specimens within the laboratory.
- Operate and maintain pre-analytical instruments as required.
- Other duties as assigned by the Head of Department, Senior Scientist or Laboratory Manager



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## Selection criteria

### Essential skills and experience:

- A commitment to Austin Health values.
- Laboratory experience.
- Ability to enter data accurately.
- Basic understanding of simple laboratory tests.
- Able to respond to enquiries for information on laboratory procedures or results.
- Able to identify and prioritise patient requests according to laboratory procedure.
- Basic laboratory skills.
- Good written and verbal communication skills.
- Demonstrated ability to assist and support change.
- Good organisational skills.
- A strong work ethic.
- Ability to work with minimal supervision and in a team situation.

## Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

## Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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