

# Position Description

## Director Laboratory Haematology

<b>Classification:</b>	HN59 at 0.8 EFT / HM41 at 1.0 EFT
<b>Business unit/department:</b>	Austin Pathology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (please specify) Will be required to visit Austin Pathology Regional Laboratories (see details in this document)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Fixed-Term Part-Time
	Option of Fixed-Term Full-Time
<b>Hours per week:</b>	32 or 40 hours
<b>Reports to:</b>	Medical Director Pathology
<b>Direct reports:</b>	All other Laboratory Haematologists / Laboratory Haematology Registrars
<b>Financial management:</b>	Budget: Nil
<b>Date:</b>	May 2025

### Position purpose

The Director Laboratory Haematology will be responsible for:

The management of the Department of Laboratory Haematology, being a Department of Austin Pathology. This will be in partnership between the Medical Director Pathology, who has ultimate responsibility for the diagnostic services and medical staff, with the Principal Scientist Laboratory Haematology, who is responsible for the operational management of the laboratory and non-medical aspects of service provision.

- To provide effective leadership and facilitate innovation in Laboratory Haematology.
- To facilitate effective communication between medical staff and the Pathology Executive.
- To manage and facilitate information exchange between the Haematology Laboratory, the Transfusion Laboratory (Blood Bank), the Stem Cell Laboratory, and their clients.
- To ensure safe, effective and efficient systems, processes, and practices to support delivery of high-quality Laboratory Haematology, Transfusion Services and Stem Cell Laboratory Services to requesting clinicians and teams.

- To coordinate and monitor quality and timeliness of reporting of clinical information, and the timely and appropriate provision of blood and blood products, and stem cell products and services.
- To have a strong academic focus and to actively participate in, and co-ordinate both teaching and research, as is appropriate for a pathology service in a tertiary referral hospital.

## About the Directorate/Division/Department

Austin Health Pathology is managed by the Pathology Executive (PE), which includes senior leadership from the Pathology Service, and is directly responsible to the CMO of Austin Health. The Pathology Service sits under the CMO Directorate. The PE encourages and fosters research within each department of Austin Pathology.

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, which Austin Pathology, and the Austin Pathology Department of Laboratory Haematology support a part of the research activities. In addition, the Director of Laboratory Haematology will be expected to initiate, undertake and drive individual research projects.

Austin Laboratory Haematology offers the full range of relevant tertiary investigations, including bone marrow histology and immunohistology, blood film morphology, malaria testing, 13-colour flow cytometry, thalassaemia-haemoglobinopathy investigations, and special haemostasis & thrombosis testing, including platelet function studies.. The Department has an extensive array of molecular haematology testing, including in-house Next Generation Sequencing.

The Transfusion Laboratory (previous called Austin Blood Bank) is a part of the Austin Pathology Department of Laboratory Haematology. This laboratory undertakes all relevant pre-transfusion testing and related investigations, and investigations for immune haemolysis and other conditions. This laboratory supports the transfusion requirements for stem cell transplantation, liver and kidney transplantation, including ABO mismatched stem cell and solid organ transplantation. The Transfusion Laboratory also supports the transfusion requirements of the Mercy Heidelberg Hospital, including the provision of intrauterine transfusion and exchange transfusion, and Massive Transfusion Activations at that site.

The Stem Cell Laboratory is a part of the Austin Pathology Department of Laboratory Haematology. This Laboratory processes and cryopreserves stem cell products for both allogeneic and autologous haematopoietic stem cell transplants. The Stem Cell Laboratory is a registered receiving and sending site of progenitor collections for the ABMDR. The Stem Cell Laboratory handles CAR-T cell therapy products. The Stem Cell Laboratory also processes and stores stem cell products for patients at Eastern Health.

Austin Pathology has regional Laboratories, staffed directly by Austin Pathology staff, at Mildura, Swan Hill, Echuca and at Goulburn Valley in Shepparton; and provides Point of Care testing and transfusion services to many hospitals in smaller regional towns and hospitals, including: Cohuna, Kerang, Kyabram, Kyneton, Castlemaine, Seymour, Numurkah, and Nathalia. Currently, it is anticipated that Austin Pathology will continue its regional expansion and responsibilities, as Directed by the Victorian Department of Health. The Director Laboratory Haematology is responsible for the Haematology testing and Transfusion Service provision at all these regional sites.



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## Position responsibilities

- To provide clear direction and leadership to the Laboratory Haematology Department medical staff. Including, to identify strategic direction and initiatives for the Laboratory Haematology the Transfusion Laboratory and Stem Cell Laboratory services, such as, but not limited to, new assays and protocols.
- To facilitate communication between the Laboratory Haematologists and the Pathology Executive.
- Provide clinical governance, leadership and direction across the Laboratory Haematology services, and ensure the achievement and maintenance of NATA accreditation in Laboratory Haematology, Transfusion Laboratory and Stem Cell Laboratory services, at all Austin Pathology Laboratory sites and, where relevant, also at the Point of Care testing / Transfusion support regional sites..
- To direct and coordinate Consultant and Registrar medical staff, with specific reference to:
  - selection of registrars
  - overseeing and providing relevant reports to the RCOA on progress of Advanced Training for the Laboratory Haematology registrars
    - o ensuring compliance with RCPA requirements for accreditation as a teaching department
    - o reviewing and performance appraisal of both Consultants and Registrars
    - o responsibility for rostering of medical staff

To take primary responsibility for legal, research activity and ethical related issues within the Department. Including responses to medico-legal issues, complaints, purported adverse events, significant relevant Riskman episodes, etc., and to support the Medical Director Pathology as required in these matters.

- Develop and monitor a balanced suite of safety/quality, operational, financial and human resourcing performance targets and outcomes for the Department of Laboratory Haematology, with reference to relevant clinical / service standards and benchmarks, including overseeing Laboratory Haematology testing, and the Transfusion and Stem Cell Laboratory Services.
- Liaise with the Principal Scientist, and other Senior Scientist sections leaders in Laboratory Haematology, the Transfusion Laboratory and the Stem Cell Laboratory, and at our regional Laboratory sites.
- To represent the Department at relevant Pathology, hospital and external meetings as required.
- To support and promote all aspects of quality in Laboratory Haematology, including responsibility for quality assurance programs, responsibility for ensuring ongoing accreditation and compliance with NATA/RCPA for the Department (including at all regional sites) and ABMDR compliance also for the Stem Cell Laboratory. This supervisory responsibility for the regional laboratories will require the Director Laboratory Haematology to make site visits to those regional sites on a regular basis. The minimum frequency of such formal supervisory visits will be advised by the Austin Pathology Quality Manager. Visits to the regional “Point of Care Testing” and Transfusion sites (e.g. Castlemaine, Kerang, etc.) will likely also be required infrequently from time to time.
- Provide support for the provision of data and protocols for hospital Blood Transfusion Committees and Standard 7 accreditation processes. The Director Laboratory Haematology or delegate(s) consultant Laboratory Haematologist(s) will attend Austin Health and the regional Blood Transfusion Committees, and the Mercy Heidelberg Blood Transfusion Committee.



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- o Foster strong working relationships with clinical services, both within Austin Health, and with relevant external Health Services, including those with whom Austin Health Pathology has a contractual arrangement to provide Laboratory Haematology and Transfusion services.
- o Oversee the provision of Laboratory Haematology information and reports for multidisciplinary meetings, and clinical audit meetings.  
To present at Austin Health Grand Rounds and Journal Clubs as required.
- To ensure the Laboratory Haematologists have sufficient time and facilities to provide teaching and the resources necessary to keep their knowledge and skills at a level appropriate for a tertiary/quaternary/teaching hospital environment.
- Ensure the Laboratory Haematologists have sufficient rostered time to undertake CST obligations.
- To ensure the Laboratory Haematologists provide value added information to clients.
- To contribute as required, for example, to the University of Melbourne undergraduate and postgraduate teaching, relevant to the Laboratory Haematology Service.
- To promote the laboratory and its services.
- To support, co-ordinate, facilitate and promote research in the department, including affiliated research institutes.
- To oversee and ensure the on-call registrar and consultant Laboratory Haematology roster is adequate, well maintained and sustainable. To participate in that on-call roster for Laboratory Haematology.
- Assist the Medical Director Pathology with the identification of Medicare billable test episodes for Laboratory Haematology, Transfusion Laboratory and Stem Cell Laboratory testings  
Other activities as directed by the Medical Director Pathology
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Participate in both undergraduate and postgraduate teaching activities.
- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

## Credentialing and Scope of Clinical Practice

Core Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses.

As medical specialists in the Haematology Laboratory, experienced Laboratory Haematologists use their expertise in diagnosis and providing relevant laboratory advice to clinicians, including in relation to Transfusion Services and the Stem Cell Laboratory activities. Laboratory Haematologists need to be competent to perform bone marrow biopsies, and in the use of conscious sedation for those procedures. Laboratory Haematologist will also be expected to be competent in the training of Laboratory Haematology Registrars to undertake those bone marrow biopsy procedures.

Extended Scope of Clinical Practice – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Head of Unit\* has been completed. This only applies to practice at Austin Health and its campuses.

\*The Head of Unit is expected to apply guidelines from the respective specialist medical college and appropriate state, national and international guidelines.

Note that Extended Scope of Practice in the Supervision of Molecular Haematology/Sequencing/Genetics is not a specific requirement for this position of Director Laboratory Haematology.



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## Selection criteria

### Essential skills and experience:

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Fellowship of the Royal College of Pathologists of Australasia, or equivalent, in Laboratory Haematology
- A high level of expertise in Laboratory Haematology, including Transfusion Medicine and Science
- Demonstrated commitment to high quality patient care
- Demonstrated research record & commitment to ongoing activity in research and clinical audit activities
- In depth understanding of requirements for medical laboratory accreditation by NATA, and Quality Systems requirements
- Demonstrated ability to cope with continuous change
- Excellent communications skills / people skills
- Strong leadership qualities

### Desirable but not essential:

- Experience with oversight of a Stem Cell Laboratory
- Higher degree(s), especially PhD
- Academic appointment
- Current NATA assessor
- Sub-specialist expertise in an area of Laboratory Haematology (e.g. Flow Cytometry, etc.)

## Professional qualifications and registration requirements

- Primary medical degree(s) MB, BS or MD, or equivalent
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Fellowship of the Royal College of Pathologists of Australasia, or equivalent, in Laboratory Haematology

## 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.



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## 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.

## 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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