

Position Description

Medical Scientist – Clinical Trials

Classification:	RY4-RY7 Grade 2
Business unit/department:	Pathology – Clinical Trials
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Medical Scientists, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
	Choose an item.
	Choose an item.
Employment type:	Fixed-Term Full-Time
Hours per week:	40
Reports to:	Pre-Analytical Services Manager
Direct reports:	Pre-Analytical Support Supervisor
Financial management:	Budget
Date:	September 2026

Position purpose

The Medical Scientist Grade 2 in Pathology Clinical Trials position is responsible for supporting the delivery of high-quality, compliant pathology services within clinical trials and research projects at Austin Health. This role ensures the effective implementation of clinical trial policies, protocols, and procedures, providing scientific guidance and laboratory support to researchers, coordinators, and laboratory staff. The position plays a key part in the coordination, analysis, and reporting of trial samples, maintaining rigorous standards in line with regulatory and accreditation requirements.

About the Directorate/Division/Department

Austin Health Pathology is a department of Austin Health, delivering high quality, comprehensive, and evidence-based pathology services to Austin Health, the co-located Mercy Hospital for Women, and a broad network of metropolitan and regional healthcare providers. The department is committed to providing exceptional patient care through routine and complex diagnostic services, expert advice, and dedicated support for teaching and research. As an accredited laboratory with the National Association of Testing Authorities Australia (NATA), the Royal College of Pathologists of Australasia (RCPA), and other key regulatory bodies, Austin Health Pathology maintains rigorous standards in all aspects of service delivery. The department is managed by a Pathology Executive, ensuring laboratory

testing aligns with the needs of a university teaching hospital and the strategic directions of Austin Health. Through continuous review and innovation in testing methodologies, instrumentation, and work practices, Austin Health Pathology seeks to remain at the forefront of analytical and clinical pathology services, supporting both clinical care and research excellence.

Position responsibilities

Role Specific:

- Oversee the implementation and review of clinical trial policies, protocols, and procedures, including laboratory setup and collaboration with researchers to ensure compliance and scientific rigor.
- Provide expert scientific and laboratory support, advice, and guidance to all stakeholders- including coordinators, investigators, research departments, clinical teams, and external partners- on sample requirements, test methodologies, and research protocols.
- Perform data extraction, statistical analysis, and reporting for clinical trials and research projects, ensuring accurate and timely delivery of results. Capture and facilitate electronic and other result delivery formats, including retriggering results to clinicians as needed.
- Maintain and review clinical trial schedules of fees, prepare cost schedules and financial agreements, and ensure adequate cost recovery for both commercial and investigator-initiated research projects.
- Manage and monitor samples and consumables for clinical trials, including batch testing, result collation, and inventory oversight.
- Maintain IATA and Good Clinical Practice (GCP) certification, provide Ethics and Pathology trial agreement sign-off, and manage the Clinical Trials Pathology management database.
- Work collaboratively with other departments to ensure seamless integration of pathology services into clinical trials and research projects.
- Foster positive relationships and ensure effective, timely communication with all internal and external stakeholders, providing regular updates on trial progress and results, and resolving enquiries.
- Deliver and coordinate comprehensive training, guidance, and educational support for all staff involved in clinical trials and research, and maintain up-to-date scientific and technological expertise through ongoing professional development.
- Perform other duties as required by the manager.

Selection criteria

Essential skills and experience:

- Experience working in a pathology laboratory and/or clinical trials and research environment.
- Relevant degree qualification in science or equivalent.
- Proficiency in Microsoft Office Suite, Laboratory Information Systems, Power applications, and Adobe Sign.
- Demonstrated understanding of clinical trials regulations, Good Clinical Practice (GCP) principles, and experience developing and implementing policies and protocols in accordance with NATA and NPAAC standards.
- Experience in preparing tenders and quotes.
- Experience in developing and implementing policy and protocols in line with NATA and NPAAC standards.



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- Strong professional approach with a commitment to enhancing patient care and delivering high-quality pathology services.
- Excellent organisational skills with the ability to prioritise tasks, adapt to a fast-paced environment, and consistently deliver optimal performance and clinical outcomes.
- Excellent written and verbal communication skills.
- Demonstrated ability to work both independently and collaboratively within a multidisciplinary team.
- Strong work ethic and meticulous attention to detail.

Desirable but not essential:

- Experience in client relationship servicing, including complaint resolution, and presenting in a clinical setting.
- Understanding of the Medicare Benefits Schedule (MBS) and experience with clinical systems relevant to risk management reporting.
- Experience with laboratory information systems (including Evolution – Auslab), data analysis software, and statistical methods.
- Certification in Good Clinical Practice.

Professional qualifications and registration requirements

- Relevant degree qualification in science or equivalent

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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