

Austin Health Position Description



Position Title: Laboratory Assistant

Classification:	IV9 – Laboratory Assistant Grade 3
Business Unit/ Department:	Pathology
Work location:	Regional
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021 - 2025
Employment Type:	Casual
Hours per week:	As required on a casual basis
Reports to:	Laboratory Manager
Direct Reports:	N/A
Financial management:	Budget: N/A
Date:	March 2025

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

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](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About Austin Health Pathology

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 Health Pathology seeks to maintain its position at the cutting edge of Pathology analytical and clinical services. The Department constantly reviews and updates testing methodologies, instrumentation, and work practices, as well as monitoring result turnaround times and other key performance indicators.

Purpose and Accountabilities

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

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- 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.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	