

# Position Description

## Pathology Collector Grade 2

<b>Classification:</b>	Pathology Collector Grade 2
<b>Business unit/department:</b>	Pathology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	30.5
<b>Reports to:</b>	Collection Supervisor
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget
<b>Date:</b>	July 2025

### Position purpose

This position requires relevant experience in Pathology Collection processes and customer service together with a general knowledge of Pathology.

The Pathology Collector is to ensure that specimen integrity is maintained and patient care is not compromised. Collection services has to maintain the highest level of service at all times to our patients and clients.

### About the Directorate/Division/Department

#### Position responsibilities

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, 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 postgraduate 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.

## Credentialing and Scope of Clinical Practice

### Selection criteria

#### Essential Knowledge and skills:

- A commitment to Austin Health values: Together We Achieved, We Bring Our Best, Our Actions Show We Care, We Shape The Future
- Excellent communication skills and customer service skills.
- Excellent computer skills, willingness to learn new systems as required
- Displays commitment and enthusiasm for the job. A strong work ethic.

#### Appropriate qualifications. **A minimum of a Certificate III in Pathology**

- **Collection and/or relevant industry experience.**
- Experience and expertise in all aspects of pathology collection.
- Demonstrated ability to function autonomously within the work environment.
- Ability to take direction and responsibility as delegated.
- Able to work well with others.

#### Desirable but not essential:

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.
- Driver's License

## Professional qualifications and registration requirements



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### Role Specific:

- Participate in rotating rosters, training and competencies as required.
- Be accountable to the Pathology Collection Manager/Supervisor/Team Leader for all professional collection-related issues.
- Maintain professional standards of dress, behaviour, and courtesy when dealing with Hospital staff, patients and clients.
- Ensure that excellent customer service/privacy and confidentiality is always maintained to our patients, clients and other staff.
- Perform adult/paediatric/neonate bleeds and specimen collections, attend ward rounds, perform Venesections, Home Visits, ECGs and other specific tasks such as, use of blood Gas machine, hemocue, Istat, blood fridge monitoring, daily stats, stock ordering as required and according to Austin Pathology standard operating procedures. Ensure safety standards required are met at all times. Report and deal with any incidents according to Austin Health policy.
- Ensure that all patients are correctly identified following Austin Pathology protocols set to be in line with NATA requirements.
- Ensure that requests are complete and include all relevant patient identity and demographic data, doctor name, as well as clearly identifying the tests required.
- Ensure that adequate supplies of consumables are available and that the work environment is clean and appropriately maintained.
- Minimise patient/client waiting time and inconvenience.
- Take responsibility for ensuring completion and monitoring all workload recording on the appropriate daily activity worksheets.
- Monitor and maintain equipment as required.
- Partake in audits, trials or other quality activity as required.
- Maintain responsibility for own professional development.
- Assist in the training, assessment and development of nursing students, enrolled nurses and others as required.
- Ensure that all procedures and protocols are followed in accordance to ISO:15189 and NPAAC requirements.
- Rotate throughout Austin Collection Centre's, both internal and external as necessary.
- Undertake other duties as required to enhance the performance and expansion of the service.
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### 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 by following organisational safety, quality & 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 centred care.
- Comply with requirements of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with Austin Health mandatory training and continuing professional development requirements.



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- Work across multiple sites as per work requirements and/or directed by management.

#### **People Management Roles:**

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development requirements

#### **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.



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- 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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