

## Position Description

<b>Position Title:</b>	Medical Scientist
<b>Salary Range:</b>	Grade 1 - Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement (EA) 2017-2021
<b>Reporting Manager:</b>	Deputy Head of Biochemical Genetics
<b>Direct Reports:</b>	None
<b>Home Group:</b>	Biochemical Genetics

### Who are we?

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute [www.mcri.edu.au](http://www.mcri.edu.au) and provides a wholly integrated genetic testing, diagnostic and counselling service for health professionals, patients and their families across Victoria, Australia and globally. Our clinical geneticists and genetic counsellors work in close consultation with our medical scientists to provide the most accurate interpretation for complex genetic tests. VCGS also plays a pivotal role in research and development, driving translational research and policy development in the field of genetics.

### What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

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### Position Overview

The Medical Scientist may work across both the Newborn Bloodspot Screening Laboratory and the Metabolic Laboratory of the Biochemical Genetics Division. The incumbent will support the performance of daily tasks associated with providing accurate and timely results. This will encompass all aspects of the total testing process from sample receipt, processing and analysis (including result validation and reporting). This position also provides technical support for method development, ongoing laboratory process improvements and organisation of internal quality control and external quality assurance.

### Work Schedule:

- **Flexible Hours:** Variable start and finish times during the week, including early starts (0730/0800), normal starts (0900), and potential late shifts.
  - **Out-of-Hours Work:** Participation in rostered overtime and other out-of-hours duties as required operationally.
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### Key Accountabilities

The duties include supporting the overall quality of the laboratory including routine tasks such as equipment checks, filing, reagent preparation, maintaining laboratory records and answering enquiries from external clients. S/he will work as an effective member of a small team with sufficient flexibility to adapt to changing daily laboratory and work-load requirements.

- Provision of real-time services to meet internal and external stakeholder needs
- Maintain laboratory documents and equipment
- Maintain a tidy and safe laboratory and workplace
- Maintain waste collection and disposal
- Maintain laboratory stock inventory and ensure that stocks are kept in supply
- Maintain laboratory reagents and equipment records
- Ability to enter accurate data and generate precise reports
- Knowledge sharing in specialised laboratory techniques

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- Adherence to regulatory guidelines e.g., OGTR, NATA, BAW, AEC, IATA transportation guidelines
  - Undertake routine equipment maintenance, troubleshooting and calibration commensurate with experience and training and in accordance with operator / training manual
  - Perform automated tests, semi-automated tests and routine manual tests as required
  - Participate in ongoing professional development activities

#### **Quality and on-going improvement**

- Organisation of IQC and EQA including enrolment, timely submission of results and distribution and filing of records
  - Work with other staff to investigate IQC and EQA non-conformances
  - Support method improvements, method validation and troubleshooting
  - Support automation of processes
  - Participate in quality activities, to ensure laboratory compliance with National Association of Testing Authorities (NATA), International Organisation for Standardisation (ISO) and other relevant standards
  - Assist in/contribution to generate data for research and publications
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#### **Selection Criteria**

- Bachelor of Science or Bachelor of Applied Science and/or Honours
  - Eligible for a Graduate Membership of the Australian Institute of Medical Scientists
  - Experience / studies in clinical mass spectrometry and genomics
  - Experience with internal quality control and external quality assurance as pertaining to an ISO15189 accredited laboratory
  - Practical experience in method validation to ensure clinical fitness for purpose
  - Good working knowledge of Excel and statistics applicable to biochemical genetics
  - General knowledge of quality practices as pertaining to Pathology Laboratory
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#### **Conditions of Employment**

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Government Child Safety Standards
  - The right to reside and work in Australia and you meeting any applicable visa conditions
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#### **Health, Safety & Wellbeing**

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
  - Employees conducting duties on behalf of VCGS are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
  - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy
  - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely
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*As VCGS evolves to meet its changing strategic & operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*