

Position Description

Position Title:	Medical Laboratory Technician
Salary Range:	Professionals & Administrative Salaries Level 3-4
Reporting Manager:	Deputy Head of Biochemical Genetics
Direct Reports:	None
Home Group:	Biochemical Genetics

Who are we?

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute www.mcric.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.

Position Overview

The Laboratory Technician may work across both the Newborn Bloodspot Screening Laboratory and the Metabolic Laboratory of the Biochemical Genetics Division. This position provides technical support for 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 (but not result validation and reporting results). The incumbent will also support method development, ongoing laboratory process improvements, laboratory organisation and the organisation of quality management activities such as internal quality control and external quality assurance.

Key Accountabilities

- Provision of real-time services to meet internal and external stakeholder needs
- Support of the overall quality of the laboratory including routine tasks and checks, filing, reagent preparation, maintain all laboratory records and the safety of the laboratory.
- Ability to enter accurate data and generate precise reports
- Knowledge sharing in specialised laboratory techniques
- Maintain laboratory stock inventory, equipment records and organise preventative maintenance to ensure the smooth running of the laboratory
- Provide technical support within the laboratory
- Preparing samples for testing, laboratory reagents and solutions
- Competent in operating laboratory equipment
- Maintaining laboratory and quality system records
- Participate in and provide advice with regards to the collection of pathology specimens for testing as required
- 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
- Validate technical & clinical test results quality, interpret, and validate results under the guidance of more senior staff
- Perform post-analytical tasks as required
- Actively engage with laboratory clients to provide an optimal, patient-focused service. Address and report client feedback using appropriate quality tools

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- Participate in quality activities, to ensure laboratory compliance with National Association of Testing Authorities and International Standardisation Organisation (NATA/ISO) and other relevant standards
 - Ensure consumers are able to exercise their rights and responsibilities e.g., adherence to MCRI Privacy policies / proper records kept to track samples
 - Be responsive to patient and family complaints and concerns
 - Assist /contribute to data generation for research and publications if applicable
 - Exercise initiative and offer suggestions for improving processes
 - Participate in ongoing professional development activities
 - Supervise, Mentor and train less experienced staff and students in the laboratory
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What we need from you

Essential

- Diploma (Medical Laboratory) or equivalent
- Understanding of specimen reception and patient information
- Experience with routine pathology laboratory practices and procedures
- Demonstrated ability to maintain high-quality work output while managing competing priorities
- Demonstrated general knowledge and experience with utilising computer database systems
- Demonstrated abilities to work independently in area of expertise

Desirable

- Experience with clinical mass spectrometry analysis, PCR testing and high throughput automated laboratory testing processes
- Experience in the organisation of quality control
- Demonstrated abilities in scientific writing e.g. preparation of technical reports, input to refereed journal articles or scientific reports

What skills you will bring to us

- Excellent customer service skills, preferably in a laboratory environment
 - Ability to communicate effectively with internal and external stakeholders
 - Excellent data entry skills including high attention to detail and data accuracy
 - Excellent pipetting skills
 - Competent computer skills to operate laboratory equipment, process data and write reports
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Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments 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.