

POSITION DESCRIPTION

Position Title:	Laboratory Assistant – Anatomical Pathology
Business Unit/Division:	Northern Pathology Victoria/Diagnostic Division
Award Agreement:	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021- 2025
Classification:	IV18
Employment Type:	Full Time or Part Time (depending on department requirements)
Reports to:	Principal Scientist Anatomical Pathology
Date Prepared/Updated:	September 2025

General Role Statement:

The role is responsible for, but not limited to, receiving, sorting and accessioning specimens for processing within specimen reception, performing laboratory investigations, organising MDMs, receiving and sending slides and blocks for external evaluation, assisting senior staff, internal and external communications, and general laboratory duties. Assisting in mortuary duties and participating in a rotating roster with a variety of shifts including mornings, afternoons and weekends based on the department's requirements may form part of this position.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The role of the laboratory assistant is to assist in various areas, working as part of the laboratory team in the accessioning, processing, and troubleshooting of histology and cytology specimens in the AP department. Whilst also aiding in administration, general clerical and mortuary duties in accordance with Northern Pathology standards with the flexibility to work across a range of shifts as required.

This position is responsible for:

- Receiving, sorting, accessioning and processing specimens.
- Detecting problems or inconsistencies with the specimen, referral information or labelling requirements and troubleshooting the incident.
- Perform data entry of all relevant patient, doctor, billing and testing information into the LIS with a high degree of accuracy.
- Ensure accessioning is in accordance with the laboratory procedures particularly those associated with anatomical order.
- Specimens and documentation preparation for dispatch for referred and external work.
- Allocating printed cassettes with accessioned cases.
- Answering internal and external communications including, verified report distribution, general enquires and ensuring appropriate hand over of communication to the designated personnel.
- Receiving, sorting, sending and recording slides and blocks for MDMs, opinions, external and internal testing.
- Assisting senior staff and pathologists.

- Maintaining and receiving stock and consumables.
- Filing of slides, paraffin blocks and patient related records.
- General laboratory duties including cleaning, laboratory set up and shut down procedures.
- Working in conjunction with Central Specimen Reception staff to ensure correct specimen storage for out of hours service, reduced turnaround times and to maintain the departments standards.
- Aid the mortuary including assisting in paperwork collection (death certifications), organizing funeral home releases, working with the social worker to support families, and may involve body releases.
- Partaking in continuous education programmes and laboratory development.
- Monitor and adhere to key performance indicators by partaking in performance appraisals in accordance to Northern Health guidelines.
- Promote a friendly, respectful, and supportive environment in conjunction with ensuring the values of the organization and visions of the department are cohesive to the daily practise.
- Continuously maintain the values of Northern Pathology and the Anatomical Pathology department
- Perform other technical and administrative duties upon appropriate training and as directed by the Senior Scientists and Principal Scientist of Anatomical Pathology.

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Laboratory

- Perform duties in a manner that ensures the highest standards of excellence are maintained for the delivery of patient care.
- Ensure all tasks are conducted in accordance with established operating procedures as defined in relevant technical, procedure and policy documents (manuals).
- Take professional care and assume responsibility and accountability for patient's specimens referred to the laboratory.
- Handle specimens at all times in a manner that preserves diagnostic viability of precious samples and that maintains specimen identity, integrity and diagnostic value.

- Maintain, at all times, the accuracy of specimen & patient identification throughout laboratory processing and testing procedures.
- Maintain high standards of cleanliness of all laboratory work areas and the equipment associated with them
- Report any problem, fault, or malfunction of equipment, any omissions or errors in procedural documentation, and any observed staff non-compliance with relevant safety procedures to the supervisor, the unit OH&S representative or Senior Scientist.

Leadership

- Aid and assist students and staff members to provide an educational and inclusive environment at NPV.

Organisation-Wide Contribution

- Ensure ongoing familiarity with laboratory safety principles and hospital emergency procedures.
- Performs tasks mindful of appropriate safety implications, including handling fresh specimens, storage and handling of flammable, hazardous and toxic reagents, handling of sharps, and safe use of equipment.
- Complete required workplace culture and equity training, fire and emergency training and all other online annual training

Diversity and Inclusion

- Conduct self in a way that is respectful of others
- Support achievements, training and events that promote diversity, inclusion and gender equity

Innovation and Culture Change

- Ensure a culture of continuous improvement and ongoing professional development.
- Foster an environment for innovation that enables an empowering environment where colleagues can be themselves.
- Promote a culture of kindness, psychological safety and togetherness amongst the team.
- Displays an innovative mindset and a can-do attitude

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Victorian Certificate of Education or equivalent
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.
- **All Key Personnel under the *Aged Care Act 1997* and related legislation, must complete an annual Key Personnel Suitability Assessment, notify MyChecks@nh.org.au within 14 days of any change in their suitability circumstances, and provide Northern Health with required documentation (e.g. police checks, statutory declarations) to support ongoing record-keeping obligations – added if required from front page**

Desirable

- Certificate or Diploma in Laboratory Techniques or similar.

Experience

- Previous experience in a pathology laboratory would be advantageous.
- Previous experience with administration/clerical work specifically data entry would be an advantage.
- Working knowledge of medical terminology would be advantageous

Knowledge, Skills and Behaviours

- Excellent verbal and written communication skills
- Adaptable to a fast-changing environment.
- Ability to work both independently and as part of a team.
- Organizational, problem solving, and time management skills.
- Continue to perform at a high level and efficiently while under pressure.
- Ability to adhere to established procedures
- Accountable attitude and work ethic.
- Embraces skill extension, innovation and change.
- High attention to detail with a determination to see tasks through to completion

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: