

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
- Mernda Community Hospital

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.

Essential:

- 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.

POSITION DESCRIPTION

Position Title:	Laboratory Assistant - Microbiology
Business Unit/Division:	Northern Pathology Victoria
Award Agreement:	Health and Allied Services
Classification:	IV8
Employment Type:	Permanent Part time 0.4 EFT
Reports to:	Principal Scientist – Microbiology
Date Prepared/Updated:	30.12.2025

ROLE STATEMENT

General Role Statement:

Contribute to the provision of the efficient operation of Northern Pathology Victoria in particular Microbiology.

This position is responsible for:

The role is responsible for the receiving, sorting, preparation and processing of specimens in the Microbiology Laboratory. General laboratory duties as directed by senior staff will also be required. These roles and responsibilities are to be carried out in a manner that is consistent with the values, quality objectives, performance goals, delegations, policies, procedures, and operations of NPV and in line with the Northern Health "Code of Conduct". The major duties and/or responsibilities and the Key Performance Indicators outline the scope of the position. The incumbent may be required to perform other job-related duties as assigned by the Supervising Scientist - Microbiology, Chief Scientist or Operations Manager.

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

Role responsibilities

Processes specimens and detects problems or inconsistencies with the specimen, referral information or labelling requirements.

- Responsible for receipting specimens and understanding of requests at a high level.
- Setting up of cultures for all type of specimens and disc diffusion susceptibility testing.
- Processing specimens on the Vitek analyser.
- Operation of the Sysmex Urinalysis analyser.
- Loading and unloading of the Bactec Blood Culture analyser.
- Operation of the Gene Xpert analyser under direction from scientific staff.
- Operation of all molecular instrumentation (Seegene, LIAT, GeneXpert,)

Contacts the requesting Medical Officer or other relevant staff when additional information is required or specimens cannot be processed according to laboratory protocols.

- Conducted according to documented protocol and under scientific instruction.

Performs data entry of all relevant patient, doctor, billing and testing information into the laboratory information system with a very high degree of accuracy.

- Data entry is performed according to documented protocols.

Specimens and documentation are prepared for dispatch for referred work and meet the relevant timelines.

- Specimens are processed according to documented referred work protocols.
- **Undertakes other general laboratory duties as directed by senior staff that are not in conflict with award.** Responds cooperatively to requests to participate in the performance of other general laboratory duties.

Participates in continuing education activities within NPV.

- Attends meetings within the laboratory.
- Records of attendance or presentations are maintained in training records.

Demonstrates an understanding of Customer Service for internal and external customers and is committed to effectively meeting their needs in a helpful and professional manner.

- Participates cooperatively and positively with NPV's customers.

Assists with storage of reagents, specimens and the safe transport and disposal of specimens.

- Stock taking of media and receipt and storage of supplies.
- Brings to the attention of supervisor, shortage, or likely shortage of materials required to maintain service. Ensures specimens are stored appropriately and disposal is performed as per Northern Health's Occupational Health and Safety Procedures.

Complies with the Quality Management System of NPV.

- Understands and complies with accreditation requirements.

- Participates cooperatively in the internal and occupational health and safety (OHS) policies audit processes. Active participation in the continuing improvement process.
- Complies with and completes in a timely manner all organisational leave requirements, mandatory and other training packages as required.

Assists in the maintenance of a safe working environment and adheres to infection control policies.

- Demonstrated laboratory compliance with OHS.
- Works in a manner that ensures safety of oneself and other staff.
- Maintains a clean, organised and uncluttered work environment.
- Notifies Pre-analytical Supervisor or Chief Scientist of any incidents.

Participates in a seven-day, 24 hour rotating roster, including weekends and public holidays.
Willingness to pick up extra shifts as required.

Willingness to be deployed to perform other duties in other areas of the laboratory as assigned by the Supervising Scientist- Microbiology, Chief Scientist or Operations Manager

Organisational Responsibilities:

- Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.
- Comply with all relevant Legislation.
- Contribute to continuous quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.
- Undertake all mandatory training as required
- Contribute to improving patient safety and maintaining Northern Health's accreditation status by being familiar with the National Safety and Quality Standards and Criteria; how these relate to your work and ensuring these are embedded in your approach to work where applicable:
<https://intranet.nh.org.au/quality-safety/>
- Follow the guidelines provided in the Code of Conduct for staff of Northern Health.
- Contribute to a culture of consumer participation by ensuring that activities within the area of responsibility are inclusive of and responsive to the needs of our consumers.
- Support achievement of Northern Health's Cultural Responsiveness Plan
<https://intranet.nh.org.au/departments-and-services/transcultural-language-services/about-us/northern-health-cultural-responsiveness-plan-2/>
- Promoting a culture of risk awareness and ownership, and
- Managing and monitoring business, safety and operational risks within area/s of responsibility, reporting key/emerging risks and opportunities to relevant Executive/Executive Director (refer to the NH Risk Management Policy & Framework on the NH Intranet site).

SELECTION CRITERIA

Qualifications, Registrations and Qualities:

Essential

- Victorian Certificate of Education or equivalent

Experience:

- Previous experience in a diagnostic microbiology laboratory is desirable

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: