

Role description

Job ad reference:	QLD/574481	Unit/branch:	Pathology Queensland
Role title:	Clinical Assistant/Laboratory Assistant	Location:	Mackay Base Hospital
Status:	Fixed term temporary full time for 12 months	Closing date:	9 July 2024
Classification:	CA3	Contact name:	Sohan de Livera
Salary range:	\$66,478 - \$69,885 plus superannuation	Phone:	07 4885 7308

Department of Health

The Department of Health has a diverse set of responsibilities, and a common purpose of creating better health care for Queenslanders. The department is responsible for the overall management of the public health system in Queensland. We strongly believe in the need to work with people that value the goals of our organisation and who will thrive in our workplace.

To enable this vision, the Queensland Public Sector is transforming from a focus on compliance to a values-led way of working. The following five values underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers First



Ideas into action



Unleash potential



Be courageous



Empower people

About Pathology Queensland

Pathology Queensland (PQ) provides diagnostic pathology services to all Hospital and Health Services (HHS) across metro, regional and remote Queensland, offering laboratory services in the disciplines of: anatomical pathology, chemical pathology, haematology, immunology, microbiology and genomics. PQ also provides an invaluable service to Queenslanders by supporting a coordinated response to incidents and disasters.

Pathology Queensland:

- has laboratories located within 35 Queensland Health hospital facilities, providing 24/7 service every day of the year
- employs approximately 2000 staff including specialist pathologists, registrars, scientists, technicians, laboratory assistants, and operational and support staff, across Queensland
- supports more than 450 point-of-care testing devices, extending access to pathology results in remote locations and after hours with testing at the patient's bedside
- is involved with 70 per cent of all medical decisions and in all cancer diagnoses



- is critical to the delivery of positive patient outcomes and plays a key role in delivering on Queensland Health's commitment to achieve good health and well-being for all Queenslanders
- works alongside clinicians to better understand diseases, enable earlier diagnosis, inform treatment options and monitor disease progression
- provides specialised testing services for samples referred from public and private pathology providers within Queensland and from interstate.

Purpose of the role

To perform duties which include receiving and processing samples required for testing within the laboratory. In addition to this responsibility is the receiving, processing and packaging specimens for analysis to a referral laboratory, computer registration of request forms, consumable and stock control, assisting with clinical pathology duties, cleaning and other duties as directed.

The Clinical Assistants in Pathology Queensland Mackay report to the CSR Supervisor and the Supervising Scientists of Mackay.

Your key responsibilities

You will be required to fulfil the responsibilities of this role in accordance with the Queensland Public Service values.

- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Processing and setting up the full range of Pathology specimens
- Adhere to Pathology Queensland patient identification, labelling, collection and processing policies at all times.
- Ability to work in a conscientious manner with minimum supervision. Ability to work cooperatively as a member of a team, follow written and verbal instructions and assist supervisory staff as required.
- General laboratory duties, including but not limited to the receipt of specimens and the registration of requests into the laboratory information system (basic keyboard/data entry skills) and maintenance of the work area including cleaning and restocking of consumables.
- Cross-training in other areas of the laboratory will be required, including but not limited to preanalytical processes to enable SARS-CoV-2, other respiratory viruses and Microbiology testing.
- Perform pre-analytical processes consistently and accurately, by maintaining focus and competence in all areas of Central Specimen Reception.
- Participate in relevant on-going education and assist in training of other staff members.
- Participate in quality and service improvement activities to continually improve patient care.
- Comply with National Association of Testing Authorities/International Organisation of Standardisation (NATA/ISO) accreditation/certification requirements including performing quality control procedures, assisting with preparation of procedure manuals and completion of relevant statistics.
- Comply with and utilise procedures, policies, regulations and standards which impact upon the position including Queensland Health Code of Conduct, contemporary human resource management requirements and practices, such as workplace health and safety, equal employment opportunity and anti-discrimination policy.
- Manual handling and management of consumables, including but not limited to hazardous goods.
- Perform other duties as required.

Key competencies (role specific criteria)

You will be assessed on your ability to demonstrate the following:

- Demonstrated experience or ability to acquire experience in the correct procedures of pre-analytical processing for the performance of laboratory testing.
- Proven ability to follow instructions and work conscientiously and accurately with minimal supervision after instruction.
- Well-developed interpersonal skills and the ability to communicate effectively and work productively in a team environment, including literacy and numeracy skills.
- Strong attention to detail, ability to focus in a busy, complex environment.
- This position requires participation on a roster including weekdays and weekends covering a 7 days per week service delivery and a demonstrated resilience in stressful situations.

Qualifications, registrations and other requirements

- While not mandatory, a relevant qualification (Cert III or IV in Pathology) would be well regarded.
- Please detail any visa conditions you may have if you are not a permanent resident of Australia.
- We understand that some people may require adjustments to the workplace or the way the work is performed. All applicants are encouraged to advise the panel of any support or reasonable adjustments (i.e. building access, wheelchair access, interpreting services etc.) that may be required.

Vaccine Preventable Diseases (VPD and Covid-19 Vaccination) requirements

- It will be a condition of employment for this role for the employee to be, and remain, vaccinated against one or more of the following vaccine preventable diseases during their employment: Hepatitis A & B, Measles, Mumps, Pertussis, Rubella and Varicella.
- Additional vaccinations including Japanese Encephalitis and Rabies may also be required for this position.
 - Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, department to a HHS, or HHS to department).

Additional Information

Please provide the following information to the panel to assess your suitability:

- Your **resume**, including the names and contact details of two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current, immediate or past supervisor.
- A **short statement (maximum two pages)** that gives details of your skills, experience and knowledge as required on the role description under the heading 'key competencies (role specific criteria)'.

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Mackay Organisational Chart

