

Scientist
Grade 3
Anatomical Pathology - Immunohistochemistry
Full Time, Ongoing
Parkville, Melbourne
AUSTRALIA

As Australia's foremost Cancer Centre, the Peter MacCallum Cancer Centre provides high quality treatment and support to cancer patients, their families and carers. Peter Mac is an internationally renowned organization with its main campus in East Melbourne and satellite services at Box Hill, Moorabbin and Bendigo.

Peter Mac offers its employees the following benefits:

- Salary Packaging/ADOs
- Employee Assistance Program
- Central City Location
- Supported Education Programs
- Training and Development Program

A position is available within Anatomical Pathology for an experienced and highly motivated Scientist to develop and manage our diagnostic Immunohistochemistry service as part of the Anatomical Pathology laboratory team. The successful applicant will also contribute to the provision of histology, immunohistochemistry and in situ hybridisation for clinical trials and research programs at Peter Mac.

A Bachelor of Applied Science degree or equivalent and comprehensive experience in all technical aspects of Immunohistochemistry is essential. Experience in training staff and applying quality systems – including test and equipment validations, as well as knowledge of diagnostic applications for in situ hybridisation and computer skills would be an advantage. Excellent communication skills and ability to thrive in a close team environment are also desirable. Interaction with pathologists, scientific, clerical, nursing staff as well as with academic research staff is a feature of this position.

We offer flexible work hours between 6:30am and 6pm Monday to Friday with some overtime. Relocation support discussed on a case by case basis.

Position descriptions are available on the Peter Mac website. Enquiries and written applications (including the names of two referees) to:

<https://www.petermac.org/careers>

Closing date: 5th May 2018.

Position Description

Business Unit: Pathology

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| Job Title | Anatomical Pathology Immunohistochemistry Scientist, Full-time, Ongoing |
| Grade/Classification | Grade 3 |
| Award | Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2020 |
| Location | Melbourne |
| Department | Anatomical Pathology |
| Cost Centre | Y0252 |
| Reporting To: | <p>Direct:</p> <ul style="list-style-type: none"> • Scientist in Charge (Principal Scientist) Anatomical Pathology or Deputy <p>Indirect:</p> <ul style="list-style-type: none"> • Head, Anatomical Pathology • Director of Pathology |
| Main Purpose of Position | To deliver Anatomical Pathology (immunohistochemistry and associated in situ hybridisation) laboratory services that meet clinical needs of the Cancer Centre's patients as defined by the Head of Anatomical Pathology |
| Key Effectiveness Areas | <ul style="list-style-type: none"> • Diagnostic immunohistochemistry and associated in situ hybridization • Anatomical Pathology including immunohistochemistry, in situ hybridisation, histology and cytology • Patient and client-orientated efficient service • Multi-skilling service support • Quality management, continuous improvement and accreditation support • Clinical trials, research and commercial project activities as directed • Equipment and test validation activities to |

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| | international standards |
| Number of Direct Reports | Anatomical Pathology laboratory staff |
| Decision Making Authority | Technical management of immunohistochemistry and associated in situ hybridisation service |
| Key Relationships | <p><u>Internal:</u></p> <ul style="list-style-type: none"> • SIC - AP – all day-to-day operational/professional issues • Head, Anatomical Pathology service/clinical issues • Director of Pathology • Quality Nominees <p><u>External:</u></p> <ul style="list-style-type: none"> • External clinicians and clients |
| Experience/Qualifications | <p><u>Essential:</u></p> <ul style="list-style-type: none"> • Bachelor of Applied Science (Laboratory Medicine) or equivalent • Extensive experience in histology and immunohistochemistry within a diagnostic Anatomical Pathology laboratory • Experience in production of method and equipment validation to international benchmarks to satisfy international trial sponsor requirements • Proven ability to work effectively in a team • Recognized scientific training and competence relevant to the position including appropriate knowledge and experience in provision of laboratory services, quality systems (including method, reagent and equipment validation) information technology, establishment and maintenance of relevant analytical methods in histology and immunohistochemistry. |

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| | <ul style="list-style-type: none"> • Professional approach to patient care, pathology services, confidentiality and efficiency in provision of pathology services. • Evidence of effective communication skills and experience in training. • Proven ability to work cooperatively with pathologists, clinicians, scientist colleagues, research and clinical trial staff <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Post-graduate qualifications • Experience in diagnostic fluorescent in situ hybridisation • Access/Excel/database management • Experience with GCP /GDP |
| Performance Objectives | Key Performance Indicators |
| <p>Ensuring both internal and external Anatomical Pathology services meet the clinical needs of Peter Mac patients as defined by the Head of Anatomical Pathology</p> | <ul style="list-style-type: none"> • Maintaining service performance targets with existing external anatomical pathology providers such as that they meet Peter Mac, RCPA/NATA requirements and any other relevant international benchmarks. • Successful and comprehensive QAP participation in local and international programs • Meets IVD regulation as specified by TGA • Smooth and efficient operation of the diagnostic immunohistochemistry and in situ hybridisation workflow. • Liaises with pathologists and haematologists to ensure a quality diagnostic immunohistochemistry and in situ hybridisation service. • Meets key performance indicators • Maintenance of all immunohistochemistry equipment, reagent supplies and control tissue stocks |

| Performance Objectives | Key Performance Indicators |
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| <p>Laboratory staff are suitable trained and supervised</p> | <ul style="list-style-type: none"> • Staff are appropriately skilled such that there are fully competent staff trained with up to date procedures, and applying fully validated materials and equipment and procedures. • Trained and competent staff to ensure continuity of service delivery in immunohistochemistry and in situ hybridisation |
| <p>Supports a workplace culture that encourages change, learning, innovation and a team-based approach</p> | <ul style="list-style-type: none"> • Successful implementation of new technologies, tests and workplace practices as required • Introduction of new approaches to achieve better integration of service delivery • Delivery of methodology and equipment validations to international clinical trial sponsor benchmarks • Meets all IVD regulation |
| <p>Manages immunohistochemistry and in situ hybridisation activity and finances</p> | <ul style="list-style-type: none"> • Monitors budget with monthly reporting to SIC of Anatomical Pathology • Timely provision of monthly activity data to SIC-AP • Authorise and review expenditure monthly • Contributes to billing and statistics |

| Performance Objectives | Key Performance Indicators |
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| <p>Continuous Quality Improvement</p> <p>Infection Control</p> <p>Adheres to the principles of Infection Control in accordance with Peter Mac policies and procedures</p> <p>Occupational Health and Safety</p> <p>Takes all reasonable steps to ensure a safe environment</p> <p>Understands emergency procedures and location of emergency equipment.</p> <p>Privacy and Confidentiality</p> <p>Adheres to the Peter Mac Code of Conduct policy and privacy policy</p> | <ul style="list-style-type: none"> • Complies with Infection Control policies and procedures 100% of the time • Completes incident reports 100% of the time and responds appropriately to OH&S incidents. • Complete Health & Safety training annually • Staff will complete a yearly online Staff Emergency Safety Awareness training and direct care staff will attend yearly updates on fire practical. All staff are to demonstrate capability of identifying emergency equipment in place. • Follows established policies and procedures. • Complies with Peter Mac Code of Conduct policy including Privacy and Confidentiality (Security and Disclose of Patient, Employee and Other Information) |

| Performance Objectives | Key Performance Indicators |
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| <p>Human Resource Management</p> <p>Human Resources Takes all reasonable steps to prevent bullying, discrimination and harassment in the workplace</p> <p>Performance Development & Review: Participates in and/or conducts annual performance development and review</p> <p>Recruitment and Selection: Adheres to Peter Mac Policy</p> <p>Performance Management: Adheres to Peter Mac Policy</p> <p>Code of Conduct: Adheres to Peter Mac Policy</p> <p>Risk Management: Adheres to Peter Mac Policy</p> | <ul style="list-style-type: none"> • Complies with Peter Mac policies to maintain a safe workplace • Participates and/or conducts annual performance development and review on 100% staff • Follows established procedures • Follows established procedures and guidelines • Employees are expected to observe the highest professional and ethical standards in fulfilling their roles and responsibilities. • Complies with Peter Mac Risk Management policy and procedures |

| <u>Proficiency Level required to be indicated against each value.</u> | | <u>A= Proficient</u> <u>B= Advanced</u> <u>C= Expert</u> |
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| Values | Key Behaviours: | Proficiency Level |
| Patients and their carers come first | <p style="text-align: center;">Customer Service Orientation</p> <ul style="list-style-type: none"> • Provides a high standard of service and support to key stakeholders including patients and their families, internal and external customers • Uses appropriate communication techniques to accurately determine needs of the customer • Maintains positive, professional relationships • Actively seeks feedback to better understand needs • Follows up to ensure customer satisfaction <p style="text-align: center;">Excellence</p> <ul style="list-style-type: none"> • Focused on delivering appropriate outcomes • Sets appropriate goals/objectives that reflects high expectations for yourself and others • Strives to achieve at high levels <p style="text-align: center;">Communication</p> <ul style="list-style-type: none"> • Exchanges ideas by using suitable language • Demonstrates a clear, concise, open manner appropriate for the audience • Listens when others are communicating • Uses approachable and open body language | A |
| We value our people and encourage teamwork through mutual respect and trust | <p style="text-align: center;">Teamwork</p> <ul style="list-style-type: none"> • Contributes opinions, encourages others to contribute their opinions and builds on them • Involves others to achieve outcomes • Engages in collaborative practice with colleagues • Works to achieve common goals • Accepts responsibility for achieving shared goals <p style="text-align: center;">Establishes mutual respect and trust</p> <ul style="list-style-type: none"> • Communicates genuinely around topics of mutual interest • Builds trust through managing and delivering on expectations • Communicates to others that they are valued & important • Seeks to build rapport with people • Establishes contact regularly | A |

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| <p>We strive for excellence supported by innovation, research and a learning culture</p> | <p style="text-align: center;">Excellence</p> <ul style="list-style-type: none"> • Focused on delivering appropriate outcomes • Sets appropriate goals/objectives that reflects high expectations for yourself and others • Strives to achieve at high levels <p style="text-align: center;">Innovation</p> <ul style="list-style-type: none"> • Embraces and contributes to new approaches dealing with work problems or opportunities <p style="text-align: center;">Ethics</p> <ul style="list-style-type: none"> • Adopts an ethics based approach to all aspects of their work • Ensures the highest moral standards are achieved in what we ought to do | <p style="text-align: center;">A</p> |
| <p>We embrace the positive effects of change</p> | <p style="text-align: center;">Change</p> <ul style="list-style-type: none"> • Embraces and contributes to new approaches dealing with work problems or opportunities | <p style="text-align: center;">A</p> |
| <p>We insist on openness and accountability</p> | <p style="text-align: center;">Communication</p> <ul style="list-style-type: none"> • Exchanges ideas by using suitable language • Demonstrates a clear, concise, open manner appropriate for the audience • Listens when others are communicating • Demonstrates approachable and open body language <p style="text-align: center;">Problem Solving</p> <ul style="list-style-type: none"> • Identifies and analyses issues, problems and opportunities. • Develops appropriate solutions, makes use of available tools, demonstrates resourcefulness and takes effective action that is consistent with Peter Mac standards and values | <p style="text-align: center;">A</p> |
| <p>We adhere to the strongest ethical standards in both clinical practice and research</p> | <p style="text-align: center;">Ethics</p> <ul style="list-style-type: none"> • Adopts an ethics based approach to all aspects of their work • Ensures the highest moral standards are achieved in what we ought to do | <p style="text-align: center;">A</p> |
| <p>Signatures</p> | | |
| <p>Department Head</p> | | |
| <p>Practitioner</p> | | |

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.