



## Position Description

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| <b>Position title:</b>    | Medical Scientist  |
| <b>Salary range:</b>      | VCGS Medical Scientist Salaries – Grade 1 - Victorian Public Health Sector (Medical Scientists, Pharmacists & Psychologists) Enterprise Agreement (EA) |
| <b>Reporting manager:</b> | Head of Prenatal Cytogenetics  |
| <b>Direct reports:</b>    | 0  |
| <b>Home group:</b>        | Cytogenetics Laboratory  |

### Who we are

Victorian Clinical Genetics Services (VCGS) is a not-for-profit subsidiary of the Murdoch Children's Research Institute. We provide a wholly integrated genetic testing, diagnostic and counselling service for health professionals, patients, and their families across Australia and New Zealand.

Our clinical geneticists and genetic counsellors work closely with our medical scientists to provide the most accurate interpretation for complex genetic tests. VCGS also plays an important role in research and development, driving translational research and policy development in genetics.

### Our values

People at VCGS follow our values



#### Value people first

People are at the core of our business. We lead with empathy. We display compassion and respect towards each other, our patients and the community.



#### Build trust

We communicate and act with transparency, sincerity, and truthfulness in all aspects of our work.



#### Pursue excellence

We share a commitment to delivering high-quality, sustainable science and services. We acknowledge mistakes and encourage each other to learn and grow.



#### Be innovative

We encourage curiosity, collaboration and critical thinking. We value new ideas, and continuous improvement.

## Position Overview

The Grade 1 Medical Scientist works as part of a collaborative team under the supervision of a Grade 2 Medical Scientist and Section Leader to analyse clinical cases based on cytogenetic and genomic assays. The Medical Scientist helps VCGS to deliver world-leading genetics and genomics services. The position may cover all aspects of the testing procedure, from specimen reception and sample processing to analysis and curation, report generation, LIMS integration, regulatory compliance, and quality management. The role focuses on the generation of cytogenetic data including G-banded chromosomes/ FISH/ microarray and collection of evidence used to derive interpretative clinical reports. The Medical Scientist efficiently manages her/his workloads to ensure optimal quality (including TATs) and performance standards are adhered to. The role may also require training staff or trainees, troubleshooting methods or equipment.

## Key Accountabilities

- Perform test procedures, data analysis, report writing as directed e.g. G-banded karyotyping, FISH and/ or SNP microarray for a variety of sample types
- Maintain proficiency in all genetic and genomic assays and procedures relevant to current work
- Report writing
- Monitor the performance and operation of laboratory equipment
- Provide support to VCGS Pathology laboratories as required
- 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.
- Author 1 publication every second year
- Participate in R&D translation plans and outcomes including identification of opportunities
- Provide and demonstrate leadership capabilities, responsibility for laboratory staff
- Supervise students in Undergraduate Science
- Workplace compliance with Australian Standards and accept the delegated responsibility
- Tasks are performed under close supervision and structured on the job training (where required).
- Meet targets within required timeframes, displaying good organisational, time management and prioritisation skills
- Willingly take on projects relevant to the position
- Exercise initiative and offer suggestions for improving processes
- Involve others in the identification of change initiatives and the implementation process
- Give internal presentations to laboratory staff as required according to specific expertise
- Regular external presentations
- Membership of a limited number of committees relevant to the group's outputs
- Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars

## Selection Criteria

### Essential

- Bachelor of Science or Bachelor of Applied Science and/or Honours
- Eligible for a Graduate Membership of the Australian Institute of Medical Scientists
- A minimum of 36 months of full-time employment in an IANZ/NATA accredited cytogenetics laboratory, or in any other laboratory with a demonstrable focus on clinically relevant genetics/genomics research
- Demonstrable high level of technical competency in cytogenetic technologies
- Knowledge of molecular basis of human disease
- Excellent work ethic, high initiative and meticulous attention to detail
- Demonstrated excellent written and verbal communication skills, including presentations
- Ability to work efficiently and professionally both as an individual and as part of a team

## Desirable

- Demonstrable experience and competence in the performance and understanding of a wide range of diagnostic tests or procedures
  - Demonstrable ability to quickly learn and apply new concepts and knowledge
  - Demonstrable ability to critically evaluate and optimise existing processes
  - Demonstrable ability in giving professional and appropriate advice on scientific and clinical matters to experts and lay persons
  - Experience in critically assessing and evaluating new equipment, instruments or products relevant to the diagnostic work of the laboratory
  - HGSA membership
  - MHGS certification by examination or Master degree / PhD in human genetics
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## Conditions of employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
  - Valid Working with Children Check (or equivalent)
  - Satisfactory criminal record check
- The right to reside and work in Australia and you meeting any applicable visa conditions

## 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 Policy
  - The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
  - We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation. Staff contribute to campus efforts in gender equity, diversity, inclusion and wellbeing through participation, active learning and by role modelling our values
  - 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.*