

Position Description



1. General Information

Position Title:	Medical Scientist Grade 3
Division/Department:	Epworth Cellular Therapy Unit
Position Reports to:	Business Operations and Innovation Director
Enterprise/Individual Agreement:	Epworth HealthCare Dietitians, Psychologists and Medical Scientists Enterprise Agreement, 2021-2025
Classification/Grade:	Grade 3
Location:	Epworth Freemasons, 109 Albert Street, East Melbourne & Epworth Cryopreservation Facility, Level 1, 185-187 Hoddle St, Richmond
Employment Status:	Full Time, fixed term
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A N/A
Key Relationships - internal and external	<p>Internal:</p> <ul style="list-style-type: none"> • The Epworth Cellular Therapy Unit team including Program Director, transplant haematologists, Laboratory Director and cryopreservation medical scientist team, apheresis nursing team, Centre and hospital administrators • Molecular Oncology and Cancer Immunology (MOCI) and Haematology Clinical Trials research teams • Epworth Research Governance Unit (RGU), research medical streams, Principal Investigators and co-investigators • Epworth hospital departments and clinical teams providing care to haematology patients <p>External:</p> <ul style="list-style-type: none"> • Peter MacCallum Cancer Institute (Peter Mac) • Cell Therapies Pty Ltd (CTPL) • External laboratories, diagnostic imaging centres and Universities • Third-party providers at key collection centres, suppliers and service engineers • Industry partners and relevant professional bodies

2. Overview of Epworth HealthCare

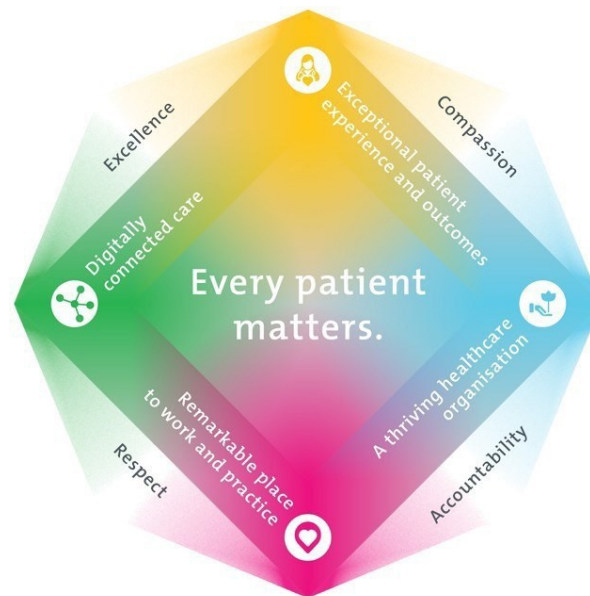
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

To assist in the provision of a high quality, effective and innovative cryopreservation laboratory service that meets the requirements of the National Pathology Accreditation Advisor Council (NPAAC) guidelines - Haemopoietic Progenitor Cell Procedures, ISO 15189 (Medical Testing), and the clinical needs of Epworth patients.

The medical scientist team also provides laboratory services in support of the research at Epworth, including delivering CAR T-cell clinical trials, in accordance with Good Clinical Practice (GCP), OGTR licenses, TGA and other relevant authorities and guidelines.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Cryopreservation Responsibilities Performance of cellular product manufacturing, testing and quality activities according to the Cryopreservation Facility procedures.</p>	<ul style="list-style-type: none"> • Prioritise and assist in the smooth and efficient daily cryopreservation workflow, including product receipt, tracking, dispatch where appropriate, manufacturing, product administration, test performance and product release • Generate high quality cellular therapy products with acceptable turnaround times by the appropriate and efficient use of cryopreservation facility instruments and methods consistent with current Good Manufacturing Practice (cGMP) standards • Ensure stock complies with specification and is available for manufacture • Ensure quality of manufacturing performance and reporting complies with laboratory and Quality Management System (QMS) Standard Operating Procedures (SOPs), policies and procedures • Ensure senior scientific, medical and nursing staff are notified of any significant scientific or technical problems in a timely manner • Participate in generation of reports of Cryopreservation Facility activities as requested by management or other relevant persons • Ensure equipment is calibrated and maintained according to laboratory policy • Develop or apply new technologies and services as required and directed by the Laboratory Manager or delegate • Participate in and promote Good Laboratory Practice (GLP), including compliance with all laboratory specific OH&S policies and procedures • Assist in Liquid Nitrogen OH&S procedures, equipment maintenance and delivery receipt • Participate in an on-call roster for laboratory facility critical alarm attendance as required

	<ul style="list-style-type: none"> • Participate in clinical trial activities including site initiation visits, specialised training, document preparation and logistics, specifically for CAR T-cell clinical trials
<p>Quality Assurance (QA)</p>	<ul style="list-style-type: none"> • Participate / Lead in internal and external QA programs and activities eg validation experiments, commission and maintain laboratory equipment, participate in Quality Assurance programs, maintaining standard operating procedures and standardisation of these • Ensure all documentation is completed including procedures, maintenance records and quality assurance procedures according to laboratory, NATA/ISO 15189 and cGMP standards and protocols • Assist in the validation of new processes and equipment • Adhere to quality systems and procedures as specified by the Quality and Laboratory manager, or delegates • Ensure clinically significant results and non-conformances (NCRs) are reported to requesting clinicians and quality department as per the Cryopreservation Facility procedures • Ensure procedural breakdowns and incidents are reported using the NCR reporting system, and Riskman as appropriate • Report up to hospital requirements
<p>Personal and Professional Development Participates in all professional and personal development requirements</p>	<ul style="list-style-type: none"> • Undertake and maintain all required training including GCP • Participate in educational activities including attendance at internal and external training courses, clinical and scientific meetings • Embrace skill extension, innovation and change • Under the direction of senior staff, participate in laboratory and clinical research where appropriate and applicable.
<p>Communication Professionally engage key internal and external stakeholders</p>	<ul style="list-style-type: none"> • Participate in and support study feasibility and site initiation visits • Communicate effectively with investigators, sponsors, patients and third pay providers • Assist in preparation of high quality written reports.

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Customer Service

Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.

Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.

- Provide excellent, helpful service to patients, visitors and staff

- Patient and customer service satisfaction surveys within agreed targets
- Use AIDET principles in all interactions
- Issues are escalated to the manager and resolved in a timely manner.

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<ul style="list-style-type: none"> • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	
<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace. Report all hazards, incidents, injuries and near misses immediately to your manager and log them in Riskman.</p>	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency.

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Bachelor Applied Science (Medical Science) or equivalent
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Minimum 5 years previous experience in cryopreservation processing and/or cell therapies <p>Desirable</p> <ul style="list-style-type: none"> • Experience in delivering ISO 15189 compliant service, including NATA accreditation audit preparation • Flow Cytometry • Appropriate experience and knowledge of haemato-oncology
Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Recognised scientific training and competence relevant to the position • Demonstrated data collection and management skills • Professional approach to patient care, service confidentiality and provision of pathology/testing services. <p>Desirable</p>

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	<ul style="list-style-type: none"> • Knowledge or experience in cryopreservation • Experience in aseptic technique • Membership of and involvement with relevant professional societies
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to work flexible shift times to meet needs of the service • Demonstrable ability to work and communicate cooperatively in a team including other scientists, pathologists, nursing staff, clinicians and researchers • Responsible attitude and work ethic • Ability to work autonomously, whilst also being an active member of a larger team • Contribute to an environment of continuous learning and quality improvement • Demonstrates initiative and critical thinking • Well-developed communication and interpersonal skills • Ability to adapt to and foster technology to improve service delivery and outcomes.

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
February 2022	April 2026	Laboratory Manager

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____