



POSITION DESCRIPTION

Centre for Youth Mental Health
Faculty of Medicine, Dentistry and Health Sciences

Casual Mobile Phlebotomist

POSITION NO	0040755
WORK FOCUS CATEGORY	Research Focused
RATES	\$39.00 per hour
WORKING HOURS	Casual (approximately 10 – 20 hours per week but may vary)
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Name: Melissa Kerr Tel: 0412 577 017 Email: mkerr@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

Orygen, The National Centre of Excellence in Youth Mental Health (Orygen) is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to provide services to Orygen. University employees working at Orygen are required to adhere to University policies, procedures, regulations and statutes, and to Orygen policies and procedures including its delegations of authority framework which can be found at <http://staff.orygen.org.au/>. For the period of providing services to Orygen, employees will adhere to the control and direction of Orygen.

A Casual Mobile Phlebotomist is required to join the Staged Treatment in Early Psychosis (STEP) study. STEP is funded by the National Institute of Mental Health (NIMH) in Washington DC, and will produce an evidence-base to guide a stepwise clinical approach to treatment for young people at ultra high risk (UHR) of psychosis.

The Phlebotomist is responsible for coordinating appointments for study participants with research study staff and laboratories, traveling to clinics or client's homes to perform blood collection from research study participants for the purpose of genetic and biological analyses and delivering samples to laboratories for processing. The successful applicant may be required to work on other trials or projects within different research areas.

This position reports to the Project Manager and the lead study investigator.

1. Key Responsibilities

1.1 RESEARCH SAMPLE COLLECTION

- ▶ Coordinate and organize appointments for study participants with research study staff and with laboratory.
- ▶ Travel to multiple appointment locations in North Western Melbourne, principally headspace centres but occasionally participants' homes, for the purpose of obtaining blood samples.
- ▶ Perform blood collection from research study participants following blood collection instructions established in STEP Research Pathology Manual. Ensuring safety standards required are met at all times.
- ▶ Prepare and appropriately label specimen tubes and laboratory processing request forms with patient identifiers and package them in to study kits for each participant in accordance with the procedures specified in the STEP Research Pathology Manual.
- ▶ Deliver samples to laboratories for processing in accordance with the procedures and timeframes for specimen transportation specified in the STEP Pathology Manual.
- ▶ Ensure that adequate supplies of consumables are available for all study phlebotomy related tasks and that the work environment is clean and appropriately maintained.

1.2 OTHER REQUIREMENTS

- ▶ Effective demonstration and promotion of Orygen and University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
- ▶ Attend and participate in project team or division meetings as required.
- ▶ Any other duties as reasonably requested, consistent with the classification of this position.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Certificate IV in Pathology Collection.
- ▶ Demonstrated relevant experience in pathology collection.
- ▶ Proven ability to work effectively as a member of a team and to communicate effectively with clients, parents, clinicians and research staff.
- ▶ Well-developed organisation and time management skills.
- ▶ Flexible and responsive to changing priorities.
- ▶ Open attitude to extensive travel across various sites and locations.
- ▶ Ability to work independently with minimal supervision.
- ▶ Positive focus on patient care and comfort.
- ▶ Current Victorian Driver's Licence.
- ▶ Availability to work across 4-5 business days.

2.2 DESIRABLE

- ▶ Prior experience working in a research environment.
- ▶ Experience of working with adolescents and young adults and an appreciation of adolescent developmental issues.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 CENTRE FOR YOUTH MENTAL HEALTH

www.cymh.unimelb.edu.au and www.orygen.org.au

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Shitij Kapur, Dean of the Faculty.

The Research Division of Orygen is staffed by the academic, research and associated professional staff from the Centre for Youth Mental and clinical specialists from Melbourne Health.

Our areas of research are:

- Clinical Translational Neuroscience
- E-Health
- Emerging Mental Disorders
- First Episode Psychosis
- Functional Recovery
- Mood Disorders
- Neurobiology and Neuroprotection in Emerging Mental Disorders

- Personality Disorders
- Suicide Prevention
- Ultra-High Risk for Psychosis
- Vulnerable and Disengaged Youth

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum.

The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of *Research at Melbourne: Ensuring Excellence and Impact to 2025*.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>