

POSITION DESCRIPTION

POSITION DETAILS	
Position Title:	Veterinary Laboratory Technician
Position Number:	00016340
Classification:	HEO5
Faculty/Division:	Faculty of Sciences, Engineering and Technology
School/Branch:	Roseworthy Veterinary Hospital
Reports to (position title):	RVH Pathology Laboratory Manager
Delegations:	Nil
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability.
Significant Working Relationships:	<ul style="list-style-type: none"> RVH staff RVH Pathologists Veterinary Practitioners and Veterinary Nurses Academic staff and students External clients

POSITION SUMMARY
<p>As a member of Australia's G08, the University of Adelaide is recognised as one of the nation's most respected research-intensive universities, challenging and inspiring graduates to make a real difference. The Faculty of Sciences, Engineering and Technology (SET) holds an outstanding reputation for teaching, research and quality graduates. Comprised of 8 schools, 21 centres and five institutes, the Faculty of SET is responsible for teaching over 8,500 students across our three campuses, North Terrace, Waite and Roseworthy, and has an annual budget of \$300 million. The faculty is a significant contributor to the University's research reputation, earning annual research revenue above \$120 million. Many of our research areas have achieved a world-class research rating of 5 in the 2018 ERA rankings. The faculty is responsible for teaching and research across a wide range of disciplines including Engineering, Computer and Mathematical Sciences, Architecture, Biology, Physics, Chemistry and Earth Sciences, Agriculture, Food and Wine and Animal and Veterinary Science. The Faculty of SET is an innovative and agile working environment that champions excellence, diversity and inclusion in our teaching, research, and global engagement leadership.</p> <p>Roseworthy Veterinary Hospital (RVH) is the commercial clinical services structure embedded within the School of Animal and Veterinary Sciences. RVH is comprised of three distinct business units established to provide the school with financially sustainable clinical teaching environments. These commercial units are the Small Animal Hospital, Large Animal Hospital and Pathology. RVH Pathology provides routine and specialised diagnostic and pathology services to the two veterinary business units and to researchers and external organisations.</p> <p>Working under general direction of the Laboratory Manager, the Veterinary Laboratory Technician is a member of the RVH Pathology team with the primary role to provide in-house clinical diagnostic support. The role encompasses a range of activities and tasks performed within RVH Pathology under the direction of the senior pathologist. The Veterinary Laboratory Technician must be comfortable working with animal materials, bio-hazardous and chemical materials and will take initiative to improve the quality of lab maintenance systems and lab safety.</p>

KEY RESPONSIBILITIES	
Provide technical laboratory services	<ul style="list-style-type: none"> Undertake a full range of diagnostic laboratory tests in haematology, biochemistry, endocrinology, clinical pathology, parasitology, histology and microbiology. Assist veterinary pathologists in the post-mortem examination of animals. Assist in specific farm or field-based exams or recovery activities as appropriate. Prepare and photograph lesions as directed by pathologist. Prepare large animal carcasses for disposal.

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	<ul style="list-style-type: none"> • Clean and maintain post-mortem room including all tools and equipment and knife sharpening. • Receive samples in specimen reception, set up appropriate test analyses, archive and retrieve samples, and assist in reporting patient results through the LIMS. • Perform regular maintenance, calibration and troubleshooting of auto analysers. • Prepare standard laboratory solutions and reagents as required for testing. • Maintain and calibrate other laboratory equipment as required as required for testing. • Perform QC and external QAP as directed and review and action performance issues. • Assist with continuous improvement initiatives in relation to accreditation activities, maintenance activities and laboratory safety. • Assist in the training of other technical staff as requested by the pathologist and/or laboratory manager
Compliance, accreditation and record keeping	<ul style="list-style-type: none"> • Support and assist in compliance with accreditation and regulatory standards, information collection, record keeping and administrative procedures. • Assist in monitoring compliance with accreditation and regulatory standards, reviewing practices relevant to these standards and identifying areas of potential or actual non-compliance, and recommending and implementing corrective actions. • Assist in the maintenance the Quality System including the creation and review of standard operating procedures in compliance with the requirements of ISO/IEC 17025 standard as they apply to the field of veterinary testing. • Maintain accurate specimen/result records through the LIMS. • Process and dispatch specimens to be sent to outside labs and maintain accurate records of all referrals. • Perform invoicing tasks associated with work performed in the laboratory.
Maintain a safe and efficient laboratory.	<ul style="list-style-type: none"> • Complete safety data information and record keeping as per university safety systems. • Comply with all University procedures and protocols, including OHW and animal ethics related practices and systems. • Maintain agreed standards for ISO/IEC 17025, laboratory safety protocols and waste procedures.
Technical support and guidance	<ul style="list-style-type: none"> • Provide technical support to researchers and students in a teaching environment as required. • As required provide occasional assistance to researchers using basic laboratory skills and in use of the necropsy laboratory. • Assist in the demonstration of laboratory techniques to students/higher degree students. Assist and support pathologists in the temporary supervision of students. • Assist in the training of other technical staff as requested by the pathologist and/or laboratory manager. • Assist in the demonstration of necropsy related techniques and safe operating procedures to new staff, students/higher degree students. • Assist and support pathologists in the temporary supervision of students in the necropsy laboratory.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- Nil

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

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UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct

STAFF VALUES AND BEHAVIOUR FRAMEWORK

Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](#) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff.

SELECTION CRITERIA

Knowledge and Experience:

1. Advanced knowledge and demonstrated experience in laboratory techniques in Biochemistry, Haematology and endocrinology in a diagnostic setting.
2. Knowledge in animal necropsy and dissection techniques.
3. Capacity to work independently but participate cooperatively in team projects.
4. Attention to detail in record keeping and documentation
5. Demonstrated knowledge and in experience in the application of ISO/IEC 17025 standard and Occupational Health, Safety & Welfare policies in a laboratory environment and ability to identify and contribute to improvements within the laboratory, its systems and laboratory safety.
6. High level communication skills with the ability to train and/or demonstrate to others.
7. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

Qualification/s:

8. A relevant tertiary qualification or an equivalent combination of relevant experience and education or training.

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