Position Description

JOB TITLE:	**Technical Assistant**
DEPARTMENT:	**Personalised Medicine**
REPORTS TO:	**Clinical Operations Manager**
LAST DATE REVIEWED:	**July 2021**

JOB SUMMARY

The ZERO Childhood Cancer National Personalised Medicine Program (ZERO) is Australia's first and most comprehensive personalised medicine program for children and adolescents with very high-risk cancer (anticipated likelihood of survival <30%). A unique, multidisciplinary program bringing together cutting-edge science, the latest technology, and the brightest minds in research and clinical care, it is on a path to change the model of care for children with cancer today. Having already demonstrated significant impact in improving the lives of children faced with the most challenging prognosis, the program is now in preparation to expand and grow to include all children with cancer by 2023.

This position is a key support position for the work conducted by ZERO. The Technical Assistant will join the Molecular Profiling Team, working closely alongside an additional Technical Assistant and Research Assistant, and will take responsibility for patient sample processing, preparation, submission and data tracking for genomic analysis. This role is vital in supporting the reporting of genomic findings for patients in a clinically relevant timeframe. It requires excellent teamwork, meticulous attention to detail and close adherence to deadlines so that patient test results can be provided in a timely manner.

PRIMARY TASKS / RESPONSIBILITIES

- Ability to work with clinical patient samples to deliver accurate and efficient processing of patient samples for immediate or later testing as required
- Isolation of nucleic acids (e.g. DNA and RNA) from different patient biomaterials
- Operate liquid handling robotics
- End-to-end sample tracking using the Laboratory Information Management System (LIMS)
- Accurate labelling of all processed patient samples
- Track and meticulously record all aspects of laboratory operations whilst ensuring patient confidentiality
- Preparation of samples and liaising with couriers and external laboratory collaborators for sample distribution
- Assist Research Assistant and other senior team members, where required, to optimise and integrate new laboratory methods and technologies to enhance patient sample quality, quantity, and turnaround time
- Liaising with hospitals for sample collection and shipping
- Responding to emails and calls in a clinically relevant timeframe

- Proactively coordinate the laboratory supplies inventory, assist in sample and data quality management and auditing
- Compliance with OH&S requirements for handling of human samples and according to Institute policies
- Compliance with privacy legislation, ethics guidelines and the legal requirements for research involving human material
- Compliance with relevant legislation and Australian standards
- Any other tasks required by the Personalised Medicine Program Leader or delegated senior team member

MINIMUM REQUIREMENTS

Qualifications

- Tertiary qualifications in science or relevant laboratory processing experience

Experience and requirements

- 1 years relevant laboratory experience highly desirable
- Professional approach to patient sample handling and patient information privacy and confidentiality
- Experience with correct manual handling techniques.
- Experience with PC2 and WHS standards and behaviour highly desirable

KEY SKILLS

- Excellent attention to detail
- High level technical skills
- Highly developed interpersonal and customer service skills
- Ability to work to deadlines
- Demonstrated initiative
- Excellent listening & verbal communication skills
- Excellent written communication skills
- Proficient with computers and Microsoft Suite (Excel, Word, PowerPoint, Outlook, SharePoint)
- Ability to quickly respond to situations as they arise
- Flexible attitude to work and ability to work with tight deadlines
- Ability to maintain confidential information
- Organisational skills
- Ability to work as part of a team and independently as necessary
- Integrity is key to ensure honest and transparent interactions within the team

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EXPECTED OUTPUTS

- High quality accurately labelled processed patient samples, ready in time for sequencing and accurate storage of samples and the associated data

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy

SERVICE STANDARDS

- Respond to phone calls and emails within 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

W H & S

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor

- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Clinical Operations Manager

Note: *Reporting structure may change subject to management decisions and business requirements.*