

## POSITION DESCRIPTION



|                             |                                                 |
|-----------------------------|-------------------------------------------------|
| <b>Position</b>             | Clinical Courier                                |
| <b>Level/Classification</b> | HEW0202                                         |
| <b>Reports to</b>           | Senior Clinical Pathology Laboratory Technician |
| <b>Unit</b>                 | The Animal Hospital at Murdoch University       |
| <b>Directorate</b>          | School of Veterinary Medicine                   |
| <b>Positions Supervised</b> | Nil                                             |

### Position Purpose

The Clinical Courier is responsible for the collection, transportation, and delivery of pathology specimens from various veterinary facilities, clinics, and collection centres to the clinical pathology laboratory (VetLab). This role ensures specimens are handled with care, maintaining integrity and compliance with health and safety regulations.

### About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

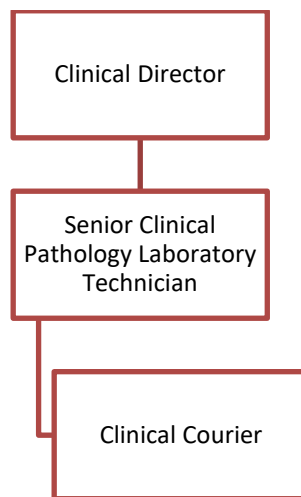
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

## About the Work Area

Murdoch University is home to the only Veterinary College in Western Australia, and its prestigious teaching hospital provides the clinical facility that enables students to have the clinical 'hands-on' opportunity. It also provides a service to community through its team of top specialists who oversee the care and treatment of all animals referred to the Hospital.

[The Animal Hospital At Murdoch University](#) (TAHMU) aims to provide an environment where high professional and clinical standards, based on available scientific evidence, are tempered with genuine care and compassion.

## Reporting Relationships



## Key Responsibilities/Duties

1. Safely collect and transport pathology specimens from designated locations.
2. Ensure timely delivery of samples to the laboratory while maintaining specimen integrity.
3. Follow strict protocols for handling and storing biological samples.
4. Maintain accurate records of collections and deliveries.
5. Adhere to infection control and biohazard safety procedures.
6. Communicate effectively with veterinary professionals and laboratory staff.
7. Perform routine vehicle maintenance checks and report any issues.
8. Carry out, and assist with, miscellaneous activities as requested.

## Selection Criteria

### Essential

1. Valid driver's license with a clean driving record.
2. Experience in courier services, preferably in healthcare or pathology.
3. Knowledge of specimen handling and transport regulations.
4. Strong attention to detail and ability to follow protocols.
5. Excellent communication and customer service skills.

6. Ability to work independently and manage time effectively
7. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
8. A commitment to equity and social justice principles.

### **Desirable**

9. Previous experience in a pathology or healthcare setting.
10. Familiarity with medical terminology and specimen types.

### **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. Current "C" class driver's licence
3. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
4. Regular travel between collection sites and laboratories.
5. Handling of biological specimens with appropriate safety measures.
6. Shift work may be required, including weekends and public holidays.
7. Ability to work outside of normal office hours when required.

### **General Obligations**

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

### **Guiding Principles and Values/Code of Ethics and Code of Conduct**

#### **Our Values**

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

#### **Our Principles**

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.

- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

All Staff undergoing a probation period are required to set probationary objectives with their leader within 3 months of commencement.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*