



Respiratory & Sleep Service

Bookings: 1300 780 377 Fax: 9955 4099

www.respiratoryservice.com.au

ABN 27 105 357 828

PROUDLY
SUPPORTING



ASTHMA
AUSTRALIA

Position – Senior Scientist / Laboratory Manager

Position Overview (Full Time Permanent Contract – Salary Range: \$80,000 – \$100,000)

The following position will perform a variety of tasks related to the management of medical diagnostic respiratory/sleep laboratories as well as performing, reviewing, and reporting of respiratory function and home-based sleep study tests. The tests conducted include but are not limited to Spirometry, Lung Volumes (Plethysmography), TLCO (gas transfer), Bronchial Provocation Challenge Test, Feno, Respiratory Pressures and Home-Based Sleep Studies. The following position will be responsible for carrying out laboratory maintenance including calibration, quality control, sterilisation, cleaning of equipment and inventory control, as well as the overseeing and quality control of all medical reports generated by our laboratories. This role will also be responsible for patient accounting such as routine billing at the completion of testing, liaising with hospital, medical centre, consulting room staff and doctors, as well as ongoing company sales/promotional work.

The primary role of this position is to oversee and ensure that our testing laboratories provide the highest level of service and support to our patients, referring physicians/doctors, customers, scientific/administrative team and, in turn help the company achieve ongoing growth while maintaining the highest standard of diagnostic testing, set out by Respiratory & Sleep Service management.

Key Responsibilities & Tasks:

- KPI sheet available upon request

Standards:

- Conduct duties in accordance with Respiratory & Sleep Service protocols and guidelines
- Conduct duties in accordance with scientific standards and scientific equipment manufacturer recommendations
- Ensure communication (regardless of the medium - phone, fax, letter, email and spoken word) is clear and correctly expressed when communicating with patients, physicians/doctors, customers, suppliers and fellow staff
- Maintain a courteous, respectful and professional image at all times when communicating with patients, physicians/doctors, customers, suppliers and fellow staff
- Know and follow company values, policies, processes and procedures
- Abide by all company and legal OHS standards and regulations

Skills, Personal Attributes & Experience:

- Strong patient relation focus
- Strong doctor/physician relation focus
- Excellent communication skills
- BSc in physiology or clinical science
- Sound knowledge of relevant scientific fields
- Strong attention to detail
- Minimum 4 years of experience in pulmonary function testing & sleep diagnostics
- Paediatric & adult experience
- Participative and proactive in problem solving
- Research orientated
- Proficient IT skills
- Lab management capabilities
- Self-motivated but also a team player
- Current drivers' licence
- Experience with use of Ganshorn technology, Bedfont & Bosch devices, & Somnomedics sleep technology is desirable

Locations:

Summerhill Medical Centre
830 Plenty Road, Reservoir

Bairnsdale Regional Health Service
122 Day Street, Bairnsdale

George St Consulting Suites
2 – 4 George St, Doncaster East

Yarra Valley Health
297 Maroondah Hwy, Healesville

Manningham General Practice
200 High St, Lower Templestowe

Wantirna Rd Consulting Suites
4 Wantirna Rd, Ringwood

Blackburn Specialist Centre
195 Whitehorse Rd, Blackburn

Lilydale Consulting Suites
475 Swansea Rd, Lilydale