



## POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Technical Officer - Histology</b>
<b>Program (or D.S.G. Organisation):</b>	<b>Cancer Research Program Prostate Cancer</b>
<b>Reports to (Title):</b>	<b>Research Assistant, Histology Lab</b>
<b>Job Classification &amp; Grade:</b>	<b>TBA (dependent on applicant's experience)</b>
<b>Approved By:</b>	<b>Prof Rob Sutherland</b>
<b>Date:</b>	<b>July 17 2008</b>

### SUMMARY

The Technical Officer is accountable, under direction, for supporting the Scientific Officer managing the Cancer Histology Facility. This includes, but is not limited to, routine duties pertaining to accessioning and filing of clinical specimens, microtomy and basic section staining, preparation of stock reagents / solutions as well as the general maintenance of the Cancer Histology Facility.

### ESSENTIAL DUTIES and RESPONSIBILITIES

The Technical Officer has the following responsibilities:

- To perform and maintain all histopathological work including embedding, microtomy and basic section staining.
- To assist with the registration and handling of specimens.
- To assist in the collection and databasing of histology results and tissue specimens into the in-house database, CanSto.
- To assist in the maintenance and auditing of tissue banks for use by the Cancer Research Program.
- To assist in the development of new technologies which involve the use of histological specimens.
- To assist in the implementation of new initiatives involving Histology.
- To assist members of the Cancer Research Program with their histology needs where required.
- Undertake any other duties as assigned by the Manager of the Cancer Histology Facility.

### KEY COMMUNICATIONS

*Internal:* Alice Boulghourjian (Manager of Cancer Histology Facility) and Ruth Pe Benito.

### DECISION MAKING

#### Major Responsibilities

- Histopathological work
- General maintenance of Laboratory

#### Time Allocation

- 75%
- 25%

### ORGANISATIONAL ENVIRONMENT

The Cancer Research Program is an integrated series of strongly interactive research groups undertaking research aimed at increasing the international knowledge base on the development, progression, treatment and prevention of human cancers.



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### **FORMAL QUALIFICATIONS**

The Technical Officer should have an appropriate TAFE qualification in a relevant discipline (or equivalent).

The Technical Officer should have demonstrated competency in histological techniques for a wide range of specimen materials.

### **EXPERIENCE, KNOWLEDGE and SKILLS REQUIRED**

The applicant should:

- Extensive experience in the cutting and handling of paraffin sections;
- Experience in interpreting routine staining morphology;
- Demonstrate ability to work with limited supervision.

Preference will be given to applicants who have prior experience in immunohistochemical work and demonstrate proficiency with database programs.

### **PERSONAL ATTRIBUTES**

The position holder should possess the following personal attributes and qualities:-

- Highly developed technical skills
- Well developed planning and organising/work management abilities
- A strong commitment to quality and detail
- Well developed communication skills
- Ability to work in a team/collaborative environment
- High degree of flexibility
- A commitment to personal and professional improvement through relevant courses
- Excellent understanding of clinical aspects of the research

### **GENERAL**

All staff:

- are required to adhere to all health and safety policies, procedures and programs of the Garvan and take all reasonable care that their actions or omission of actions do not impact on the health and safety of others in the Institute;
- have a responsibility to co-operate with management and staff with nominated or elected OH&S functions;
- not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety;
- must immediately report any unsafe work conditions or equipment to management; and
- must participate in compulsory safety training.