



Position Description

Position Title	Pathology Contract Manager
Position Number	30025777
Division	Clinical Governance
Department	Clinical Governance Med
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 6
Classification Code	HS6
Reports to	Executive Director Medical Services
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Drivers Licence

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Pathology Contract Manager undertakes the administration of the Pathology Contract across the services of the Hospital ensuring that a quality Pathology Services is provided consistent with accreditation requirements and in line with the quality outcomes as detailed in the contract.

The Manager Pathology Contract liaises with the Clinical Departments within Bendigo Health and the Pathology Contractor to ensure a positive cooperative and quality relationship and to ensure that all issues are addressed in an effective manner

Responsibilities and Accountabilities

Key Responsibilities

- Undertake regular reviews to ensure the compliance with the Pathology Contract including
 - Monitoring turnaround times for reporting on urgent and routine specimens
 - Verifying that required tests are performed in accordance with the contract (including on site)
 - Verifying that test equipment remains fit for purpose
 - Ensuring that Pathology Staff and related Contractors comply with Hospital by-laws and regulations
- Establish and maintain a process for reporting and reviewing complaints, risks and any other issues associated with the Pathology Services
- Develop and maintain an open communication process with the Pathology Contractor (particularly the Manager and Pathologists), the Clinical Departments and any other Stakeholders to ensure all issues are addressed in an effective and efficient manner
- Review, investigate and report on any Pathology related VHIMs related issues
- Monitor and review the actions of BHCG employees to ensure their behaviour and actions are consistent with BHCG's obligations under the Pathology contract
- Support the Executive Director Medical Services as Chairperson of the Pathology Steering Group (PSG) to ensure the PSG meets regularly to review the requirements and progress of the contract
- Report on any breaches of the contract to Executive Director of Finance and Resources Division, Executive Director Medical Services, and where appropriate to the PSG
- Prepare the agenda and minutes for PSG and subgroup meetings and ensure action items are addressed in a timely manner
- Provide a comprehensive review and approval process of the monthly invoices provided under the Contract
- In reviewing the monthly invoices provide regular reports on throughput or cost trends and variances
- Maintain lease and licence documentation
- Assist with the development of documentation required for variations to the contract and retendering.
- Ensure that there is an effective service for safe keeping of previous pathology service records and archived specimens
- Assist with the coordination of electronic orders and results
- Assist with the collation of ordering date for choosing wisely initiatives
- Assist with the development of reports for managing Pathology orders
- Development and report as required on the annual budget for the Pathology Service
- Operate within a framework of accreditation, best practice and quality improvement.

- Maintain Pathology credentialing records for accreditation purposes.
- Investigate and consider benchmarking to improve efficiency and efficacy of private/public clinical support service contracts eg. Pathology, radiology

Key Selection Criteria

Essential

1. Demonstrated understanding and knowledge of Pathology services and testing or Clinical background
2. Excellent communication, negotiating, problem solving and interpersonal skills.
3. Demonstrated leadership skills and abilities to effectively build and support teamwork.
4. Ability to monitor contract compliance.
5. Exceptional organisational skills including time management, prioritising, pre-planning and ability to deal with competing demands.
6. Capable of working independently and collaboratively within a team environment.
7. Understanding of acute health service delivery arrangements.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.