**Department of Health and Human Services**

**and Tasmanian Health Service**

**Statement of Duties**

<table>
<thead>
<tr>
<th><strong>Position Title:</strong> Allied Health Professional – Radiation Protection Intern</th>
<th><strong>Position Number:</strong> 500751</th>
<th><strong>Effective Date:</strong> March 2015</th>
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</thead>
<tbody>
<tr>
<td><strong>Group and Unit:</strong> Public Health Services - Health Protection</td>
<td><strong>Section:</strong> Radiation Protection Unit</td>
<td><strong>Location:</strong> South</td>
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<tr>
<td><strong>Award:</strong> Allied Health Professionals (Tasmanian State Service) Agreement</td>
<td><strong>Position Status:</strong> Permanent</td>
<td><strong>Position Type:</strong> Part Time</td>
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<td><strong>Level:</strong> 1-2</td>
<td><strong>Classification:</strong> Allied Health Professional</td>
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<td><strong>Reports To:</strong> Senior Health Physicist</td>
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<td><strong>Check Type:</strong> Annulled</td>
<td><strong>Check Frequency:</strong> Pre-employment</td>
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**Focus of Duties:**

The position provides graduates with an introduction to the profession of Health Physics and the opportunity to:

- Gain insight into regulatory aspects of radiation protection.
- Carry out projects and inspections under the *Radiation Protection Act 2005*.
- Prepare related reports in support of the Radiation Protection Unit's objectives.

The Intern may assist the Radiation Protection Unit with the:

- Management of the day-to-day administration of the *Radiation Protection Act 2005*, including preparation of licences for issue and conduction of inspections to ensure that requirements of licence conditions and the Act are being met.
- Provision of advice on matters relating to radiation.
- Instrument calibration service offered to licence holders.

**Duties:**

1. Consistent with training, assist with projects related to inspections and quality assurance programs associated with the use of radiation apparatus and radioactive materials.
2. Participate in the collection of data to assist with investigations.
3. Assist in the preparation of project reports following inspections and quality assurance work.
4. Support the Senior Health Physicist by carrying out various clerical tasks associated with the calibration of survey meters, laboratory analysis of wipe tests and the development of computerised procedures.
5. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Scope of Work Performed:

Under the direct oversight of the Senior Health Physicist, the Allied Health Professional – Radiation Protection Intern is responsible for:

- The accuracy of work performed and for completion of tasks.
- Recognising own abilities, limitations and safety issues and seeking assistance where necessary.
- Exercising reasonable care in the performance of duties consistent with the relevant Work Health and Safety (WH&S) legislation.

The level of supervision provided will vary according to the training and required tasks.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee’s responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate course of study from a recognised tertiary institution.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
     a) crimes of violence
     b) sex related offences
     c) serious drug offences
     d) crimes involving dishonesty
  2. Identification check
  3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver’s Licence.

Selection Criteria:

1. Recent successful completion of at least three years of university course work with physics as a major subject in physics, preferably to Bachelor of Science (BSc) level, and some knowledge of and an interest in ionising radiation.

2. Proven capacity to be trained effectively using fragile scientific instruments under various field conditions.
3. Effective verbal and written communication skills with the ability to relate well with colleagues and members of the public and prepare formal reports.

4. Demonstrated ability to organise and set priorities in order to complete allocated tasks.

5. Demonstrated computer literacy skills with basic understanding of computer software packages.

6. An understanding of appropriate WH&S legislation and codes of practice.

**Working Environment:**

The Department of Health and Human Services (DHHS) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

*State Service Principles and Code of Conduct:* The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.


*Fraud Management:* The Department of Health and Human Services and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency’s fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DHHS and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

*Delegations:* This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DHHS and the THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency’s fraud policy and reporting procedures.
Blood borne viruses and immunisation: Health Care Workers (as defined by DHHS and THS policy) with the Department of Health and Human Services and Tasmanian Health Service are expected to comply with their Agency’s policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and Human Services and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and Human Services and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.