

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Specimen Collector - COVID-19 Testing Clinic
<b>Position Number:</b>	Generic
<b>Classification:</b>	Health Services Officer Level 4
<b>Award/Agreement:</b>	Health and Human Services (Tasmanian State Service) Award
<b>Group/Section:</b>	Emergency Coordination Centre
<b>Position Type:</b>	Casual
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Nurse Unit Manager
<b>Effective Date:</b>	November 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Desirable Requirements:</b>	Satisfactory completion of COVID-19 Specimen Collection Online Training Course (MOOC) Certificate in Provide Basic Emergency Life support (HLTAID010) or ability to obtain same Current Driver's Licence
<b>Position Features:</b>	This is a daytime shift work role including weekend work Required to wear Personal Protective Equipment (provided by the Agency) in accordance with Agency requirements

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

Tasmanian COVID-19 Testing Clinics are responsible for the delivery of COVID-19 tests to individuals/groups in line with the Tasmanian Testing Strategy.

Under the on-site supervision and direction of the Nurse Unit Manager or delegate, the Specimen Collector - COVID-19 Testing Clinic:

- Supports with the delivery of COVID-19 testing services to the Tasmanian population in Department of Health Testing Clinic settings.

## Duties:

1. Undertake COVID-19 specimen collection, under the supervision of the Nurse Unit Manager or delegate and in accordance with established procedures and compliance protocols.
2. Prepare and maintain the COVID-19 testing environment including assisting with the maintenance, cleaning, and management of equipment and the care, storage and processing of swab specimen in line with Infection Prevention and Control requirements for the site.
3. Provide general customer service that supports clinical staff operations and ensures prompt, sensitive and confidential services to the public.
4. Provide educational resources to members of the community, including answering questions within the scope of role and seeking support from the Nurse Unit Manager or delegate for complex enquiries.
5. Access and update patient information management systems required to report on patient care and the COVID-19 testing program, ensuring tracking and labelling of information and data is accurately entered and completed.
6. Participate in and contribute to team meetings, ongoing education, quality improvement and performance development activities, and orientation of new staff.
7. Ensure personal compliance with the *Work Health and Safety Act 2012* and the Service's Workplace Health and Safety Policy and Procedures. Cooperate in the fulfilment of personal, employer and other employees' duty of care obligations.
8. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
9. 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.

## Key Accountabilities and Responsibilities:

- Work under the direction of the Nurse Unit Manager or delegate and in accordance with COVID-19 Testing Clinic Protocols, Guidelines and Standard Operating Procedures.
- Responsible for patient safety during specimen collection process including recognition of changes in the client's condition and reporting those observations to relevant staff.
- Exercise initiative and independent judgement in undertaking tasks under the supervision of the Nurse Unit Manager or Delegate.
- Responsible for the quality of own work and assist with the orientation and/or skill development of other staff as required.

- Assist in maintaining a professional environment and awareness of COVID-19 testing developments.
- Exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Participate in maintaining a supportive and positive workplace culture.
- Perform the duties allocated consistent with the Department's organisational values and promote, model and support workplace values in the workplace.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply with policy and protocol requirements, including those relating to mandatory education, training and assessment.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

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.

## Selection Criteria:

1. Ability to demonstrate appropriate skills and competencies for a COVID-19 Specimen Collector within a COVID-19 Testing Clinic including specimen collection and basic administrative duties at level.
2. Demonstrated interpersonal and communication skills (verbal and written) and the ability to establish a rapport with a wide range of people.
3. Ability to work efficiently and cooperatively with the COVID-19 Testing Clinic team in maintaining clinic standards and a safe working environment.
4. Ability to apply safe infection prevention and control measures relevant to the role.
5. Demonstrated commitment to upholding, modelling and supporting positive workplace behaviours that reflect respect and courtesy.
6. Awareness of, and ability to comply with, the *Work Health and Safety Act 2012* and the Service's Workplace Health and Safety Policy and Procedures.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).