

DEPARTMENT OF HEALTH

# Statement of Duties

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| <b>Position Title:</b>         | Senior Respiratory Scientist   |
| <b>Position Number:</b>        | 518658, 510817   |
| <b>Classification:</b>         | Allied Health Professional Level 3   |
| <b>Award/Agreement:</b>        | Allied Health Professionals Public Sector Unions Wages Agreement   |
| <b>Group/Section:</b>          | Hospitals South – Acute Medical<br>Respiratory Medicine  |
| <b>Position Type:</b>          | Permanent, Full Time   |
| <b>Location:</b>               | South  |
| <b>Reports to:</b>             | Head of Unit Respiratory Medicine  |
| <b>Effective Date:</b>         | January 2018   |
| <b>Check Type:</b>             | Annulled   |
| <b>Check Frequency:</b>        | Pre-employment   |
| <b>Essential Requirements:</b> | Eligible for membership of the Thoracic Society of Australia and New Zealand<br><br><i>*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 if a registration/licence is revoked, cancelled or has its conditions altered.</i> |
| <b>Desirable Requirements:</b> | Experience or an equivalent qualification, appropriate to the nature of the work   |

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:

Assist the Head of Unit Respiratory Medicine in the planning and management of the operation and development of the Department of Respiratory Medicine at the Royal Hobart Hospital, ensuring the laboratory provides an accredited service which is in accordance with Department requirements and national standards.

Provide safe, high quality and compassionate patient care in delivery of laboratory operations, staff training, performance of routine and complex testing, and participation in educational and research activities.

## Duties:

1. Perform patient testing and other operational schedules in accordance with agreed objectives, and adapt to unforeseen circumstances such as equipment issues/failure.
2. Manage services and resources to ensure they meet Unit requirements and identify opportunities to improve the service delivery process. This will include managing laboratory supplies, hospital records, clinical reporting and billing.
3. Perform routine and complex measurements of respiratory physiology including but not limited to: Spirometry, Gas Transfer, lung volumes, maximal respiratory pressures, cardiopulmonary exercise tests, oxygen walking test, arterial blood gases, high altitude simulation, shunt study, Bronchial Provocation testing and overnight oximetry screening.
4. Perform, document and act on routine internal and external quality control and maintenance of all equipment.
5. Develop, implement and monitor quality assurance activities to ensure laboratory performance meets national accreditation requirements, including data analysis and quarterly reporting.
6. Maintain technical and service manuals inclusive of infection control and patient service pathways.
7. Evaluate new products including tender applications, liaise with product specialists, conduct formal and detailed assessment of equipment, and set-up testing protocols.
8. Monitor and maintain equipment to ensure reliability and accuracy for clinical and research purposes, recognising equipment and system issues, troubleshooting and formulating effective solutions and communicating this information to the Head of Unit - Respiratory Medicine.
9. Prepare monthly statistics for the Head of Unit Respiratory Medicine and senior management.
10. Assist in training and education for respiratory physiology testing procedures inclusive of both undergraduate students and medical staff.
11. Participate in the research and quality improvement program of the Department of Respiratory Medicine.
12. 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.
13. 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:

The Senior Respiratory Scientist is responsible to the Head of Unit Respiratory Medicine. The occupant will:

- Manage the day-to-day Respiratory Function team activities and supervise unit staff.
- Be responsible for performing diagnostic tests and other daily activities of the Respiratory Function team.
- 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 at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- 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, safeguarding practices for vulnerable people, and related training.

## 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. Knowledge and experience in a respiratory function unit or similar environment.
2. Knowledge of, and experience in, respiratory function testing and equipment, including the practice of arterial blood gas testing and venepuncture.
3. Well-developed communication skills, both written and verbal, high level interpersonal skills and the ability to work without direct supervision.
4. Well-developed information technology skills and experience working with computerised systems.
5. Broad understanding of the hospital environment, including a comprehensive approach to hazards and infection control.
6. Knowledge of, and a commitment to, Quality Improvement, Equal Employment Opportunity and Work Health & Safety.

## 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](#).