



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	
Position Title:	Surgical Gowning and Gloving Officer (Casual)
Classification:	ANU Officer Level 4/5 (Technical)
Position No:	16061
Responsible to:	Clinical Skills Coordinator
Number of positions that report to this role:	0
Delegation(s) Assigned:	

PURPOSE STATEMENT:

The School of Medicine and Psychology (SMP) was established in 2023 to bring together expertise from Medicine and Psychology to develop a unique educational and research environment. The focus is to produce psychologists, researchers, and medical graduates who practice compassion, conscience and professional excellence, and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver teaching and training including but limited to ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, South Eastern NSW. The SMP is committed to extending the boundaries of medical and psychology knowledge and improving societies through research. A focus on providing students with access to groundbreaking research is core to our research led education experience. Research is conducted over a range of disciplines and organised into three main themes: Society Culture and Health, Diagnostics, Therapeutics and Clinical Care and Brain, Vision, and Mental Processing. Collaborations in research and education have both a national and international reach to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Surgical Gowning and Gloving Officer reports to the Clinical Skills Manager and is based at The Canberra Hospital. The position provides support to the Medical School teaching program and works closely with the Clinical Skills Team.

Role Statement:

Under general direction, the Surgical Gowning and Gloving Officer will:

1. Demonstrate and teach Scrubbing Gowning and Gloving as per the current ACORN Standard to Medical Students
2. Observe and provide feedback to students regarding Scrubbing Gowning and Gloving
3. Assess students ability to safely complete Scrubbing Gowning and Gloving when provided with appropriate supervision from the surgical team
4. Complete relevant assessment documentation (i.e. sign off of the relevant parts of the Clinical Skills ELogbook)
5. Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
6. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

Note:

As a multi-campus School all staff are required to hold a current driver's licence.

SELECTION CRITERIA:

1. Registered Nurse with minimum two years clinical experience. Prior experience as a Scrub/Scout Nurse and/or in teaching and assessing Scrubbing, Gowning and Gloving is desirable but not essential.
2. Certificate IV in Training and Assessment is desirable but not essential.
3. Accreditation in Scrubbing Gowning and Gloving by the Canberra Hospital or willingness to undertake such accreditation.
4. Demonstrated high level written and oral communication skills with the ability to work effectively with a diverse range of people.
5. Demonstrated proficiency in the use of computer based applications e.g. MS Office Suite,.
6. Demonstrated ability to work collegially and respectfully as part of a team, meet deadlines, and to promote a positive culture within the workplace.
7. A demonstrated understanding of equal opportunity and WHS principles and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Health and Medicine	Dept/School/Section	School of Medicine and Psychology
Position Title	Surgical Scrubbing Gowning & Gloving Officer	Classification	ANU04/5
Position No.	16061	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

<ul style="list-style-type: none"> • Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties. 					
TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					
Supervisor/Delegate Name:		Alastair Walters		Date:	10 April 2024