

## Statement of Duties

<b>Position Title:</b> Hyperbaric Technician (Casual)	<b>Position Number:</b> 511860	<b>Effective Date:</b> May 2014
<b>Group and Unit:</b> Tasmanian Health Service (THS) – Surgical Services		
<b>Section:</b> Hyperbaric Medicine Unit	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service) Award	<b>Position Status:</b> Casual	
	<b>Position Type:</b> Casual	
<b>Level:</b> Band 5	<b>Classification:</b> General Stream	
<b>Reports To:</b> Hyperbaric Technical Facilities Manager		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-Employment	

### Focus of Duties:

In conjunction with the Medical Director(s) and the Hyperbaric Technical Facilities Manager:

- Provide the safe operation of the Hyperbaric Chamber and Ancillary equipment.
- Implement the Facility's policies and safety regulations in accordance with regulatory authority standards and regulations.
- Conduct of hyperbaric treatment of divers and application of therapeutic treatment schedules for recognised medical indications as instructed by the Director of Hyperbaric Medicine.

### Duties:

1. Provide the safe operation and supervision of the chamber during diver treatment, medical patient treatments, staff training, test and research dives in accordance with Australian and international recognised tables.
2. Ensure staff and patient safety in the hyperbaric environment.
3. Liaise with and assist the Hyperbaric Technical Facilities Manager with routine maintenance of the Hyperbaric Facility in accordance with Australian and international standards.
4. Operate all equipment, fittings and machinery associated with the Hyperbaric Facility.
5. Maintain detailed records of all chamber compressions, technical maintenance and staff diving profiles.
6. Ensure all equipment exposed in the hyperbaric environment is safe and suitable for that environment.
7. 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.

8. 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 jobs at this classification level.

### **Scope of Work Performed:**

- The occupant is responsible for:
  - a) Ensuring the safe conduct and coordination of the hyperbaric exposure, including the adequate decompression of staff, chamber life support systems monitoring and initiation of emergency procedures
  - b) Providing professional advice/opinion to distinguish between a range of options for hyperbaric treatment schedules
  - c) Ensuring the clinical database is maintained for accurate records and hyperbaric investigations
  - d) Ensuring all Work Health and Safety (WH&S) statutes, regulations and codes of practice are adhered to at any workplace under their control or management
  - e) Reviewing and monitoring recommendations arising from WH&S issues.
- Works independently, with advice being provided from the Hyperbaric Technical Facilities Manager and senior staff within the Hyperbaric Medicine Unit.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **Essential Requirements:**

- Diploma of Occupational Diving or Diploma of Clearance Diving or an equivalent qualification from a recognised training institution with a minimum two years' experience; and
- A diving supervisors certificate as awarded by Australian Divers Accreditation Scheme (ADAS) and
- Eligible to become a full member of the Hyperbaric Technicians and Nurses Association (HTNA).
- 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 Requirement:**

- Certificate IV in Hyperbaric Technology or equivalent.

**Selection Criteria:**

1. Significant experience in the day to day operation, maintenance and testing of a hyperbaric facility including a demonstrated awareness of all relevant rules and regulations pertaining to the operation of a Hyperbaric Facility and the proven capacity to implement all of the current therapeutic treatment schedules.
2. Holds a Diver Medical Technicians certification as recognised by the Australian Diver Accreditation Scheme (ADAS) or an approved industrial first aid qualification and be capable of administering basic first aid and Cardio Pulmonary Resuscitation (CPR).
3. Well-developed interpersonal and communication skills; including the ability to provide accurate information and exercise initiative and judgement within an environment subject to work pressure and change.
4. Understanding and awareness of decompression tables and repetitive dive procedures including the supervision of complex mixed gas dives procedures.
5. Comprehensive knowledge of the principles and benefits associated with Hyperbaric Oxygen therapy treatments on various medical conditions.
6. Proven experience in setting up and using complex medical equipment within a hyperbaric environment to monitor critical care patients.
7. Basic knowledge of medical terminology, medications and protocols or the capacity to rapidly acquire that knowledge.
8. Excellent computer skills and experience in maintaining accurate and up to date electronic records.

**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.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>.

*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.