

## Statement of Duties

<b>Position Title:</b> Medical Scientist (Microbiology)	<b>Position Number:</b> Generic	<b>Effective Date:</b> March 2017
<b>Group and Business Unit:</b> Tasmanian Health Service (THS) – Royal Hobart Hospital		
<b>Section:</b> Pathology	<b>Location:</b> South	
<b>Award:</b> Allied Health Professional (Tasmanian State Service) Agreement	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Full Time	
<b>Level:</b> 1-2	<b>Classification:</b> Allied Health Professional	
<b>Reports To:</b> Medical Scientist in Charge		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

The Medical Scientist (Microbiology) will work as part of a team of professional staff engaged in the provision of an efficient and high quality diagnostic clinical microbiology service. The occupant will be expected to:

- Demonstrate competence and proficiency compatible with their level of experience in the provision of this service.
- Be an effective team member and contribute to new initiatives in the Department of Microbiology.

### Duties:

1. Perform routine and specialised tests in the area of clinical microbiology testing with accurate documentation of results and reports.
2. Follow guidelines in reporting test results.
3. Assist in the maintenance of protocols, equipment, quality control and supplies of consumables to ensure an uninterrupted service as far as possible.
4. Maintain adequate records of work performed according to the policy of the Functional Unit.
5. Participate in approved research and review studies.
6. Participate in on-going education.
7. Assist in the evaluation and development of new techniques and equipment.
8. Participate in quality improvement programs within Pathology Services.

9. Perform the specific analyses of clinical samples required for the provision of the out-of-hours service.
10. 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.
11. 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:**

- Direction and supervision will be provided by the Medical Scientist in Charge. The level of supervision received is dependent on the level of experience attained and the ability of the individual to demonstrate sound professional judgement.
- It is expected that as experience is gained, independent professional judgement will be exercised, when required, in problem solving, and recognising situations where principles, procedures, techniques and methods require modification.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

### **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 at 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

**Selection Criteria:**

1. Sound theoretical knowledge of the analyses performed in the field of clinical microbiology and an understanding of the work performed in a modern diagnostic microbiology laboratory.
2. Effective leadership skills, including the ability to supervise staff, or the ability to develop these skills.
3. Well-developed interpersonal and communication skills.
4. Ability to be self-motivated and show initiative. This includes the ability to determine work priorities, problem solve and exercise independent professional judgement.
5. Good knowledge of modern techniques and instrumentation in a routine clinical microbiology laboratory.

**Working Environment:**

- Participation in weekend and out-of-hours call-back rosters may be required.

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. The 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.