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## SA Health Job Pack

Job Title	Endoscopy Technician
Job Number	685611
Applications Closing Date	Friday 26 April 2019
Region / Division	Southern Adelaide Local Health Network
Health Service	Flinders Medical Centre
Location	Bedford Park
Classification	WHA4
Job Status	Permanent, Part-Time (24 hours p/wk), 5 Day Roster
Salary	\$26.61 - \$26.91 per hour

## Criminal History Assessment

Applicants will be required to demonstrate that they have undergone an appropriate criminal and relevant history screening assessment/ criminal history check. Depending on the role, this may be a Department of Communities and Social Inclusion (DCSI) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- ☒ Child Related Employment Screening - **DCSI**
- ☒ Vulnerable Person-Related Employment Screening - **NPC**
- ☐ Aged Care Sector Employment Screening - **NPC**
- ☐ General Employment Probity Check - **NPC**

Further information is available on the SA Health careers website at [www.sahealth.sa.gov.au/careers](http://www.sahealth.sa.gov.au/careers) - see Career Information, or by referring to the nominated contact person below.

## Contact Details

Full name	Luke Betts, A/Nurse Unit Manager
Phone number	(08) 8204 7757
Email address	Luke.Betts@sa.gov.au

# Guide to submitting an application

Thank you for considering applying for a position within SA Health. Recruitment and Selection processes across SA Health are based on best practice and a commitment to a selection based on merit. This means treating all applications in a fair and equitable manner that aims to choose the best person for the position.

A well presented, easy to read application will allow the panel to assess the information they need from your application. To give yourself the best opportunity to reach interview, the application should clearly and concisely demonstrate to the selection panel that you are suitably equipped to perform the role, and that you possess all of the stated minimum essential skills, abilities, knowledge, experience and educational qualifications (where required).

The online application form to apply for this position will ask for employment history, education, qualifications and referees however to understand the position and requirements we suggest you become familiar with the attached Job and Person Specification.

We request that you attach the following to your application -

- ✍ **A covering letter** of up to 2 pages introducing yourself to the selection panel and describing your skills, abilities, knowledge, qualifications and experience in relation to the position;
- ✍ **A current Curriculum vitae/Resume** that includes your personal details, relevant employment history, education, training courses, qualifications and professional memberships.

\* Refer to <http://www.sahealthcareers.com.au/information/> for further information regarding

- The Indicative Total Remuneration which is inclusive of Award salary, superannuation and other monetary benefits.
- Information for Applicants
- Criminal History Assessment requirements



## Southern Adelaide Local Health Network (LHN) JOB AND PERSON SPECIFICATION (NON-MANAGERIAL)

<b>Role Title:</b>	Endoscopy Technician
<b>Classification Code:</b>	WHA4
<b>LHN/ HN/ SAAS/ DHA:</b>	SOUTHERN ADELAIDE LOCAL HEALTH NETWORK
<b>Hospital/ Service/ Cluster</b>	Flinders Medical Centre
<b>Division:</b>	Surgical and Perioperative Medicine
<b>Department/Section / Unit/ Ward:</b>	Endoscopy
<b>Role reports to:</b>	<b>Operationally:</b> Nurse Unit Manager, Endoscopy <b>Professionally:</b> Nurse Unit Manager, Endoscopy
<b>Role Created/ Reviewed Date:</b>	31/1/2017
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

### JOB SPECIFICATION

#### Primary Objective(s) of role:

The Endoscopy Technician will be multi-skilled in client and allied care services. As a member of the Endoscopy team it is essential you perform a range of ancillary duties associated with the general servicing and day to day running of the Endoscopy department.

You will be required to undertake the equipment reprocessing operations for the unit. This is an essential requirement to ensure the effective and efficient reprocessing of endoscopic equipment and accessories, guaranteeing smooth operations for the endoscopy department.

The Endoscopy Technician is an effective multidisciplinary team member; it is imperative you maintain confidentiality and give respect to all matters relating to patients or visitors. It is essential you communicate and demonstrate empathy and courtesy to patients at all times. You will ensure to assist the Nurse Unit Manager of Endoscopy and your colleagues in the maintenance of a safe working environment for all patients, visitors and staff.

The Endoscopy Technician will ensure all micro testing of scopes are undertaken as per relevant legislative guidelines and ensure your knowledge and skills in Endoscopy reprocessing are updated annually or as required.

#### Key Relationships/ Interactions:

##### Internal:

- Report directly to the Nurse Unit Manager Endoscopy

##### Ensure close working relationships with the following stakeholders:

- Unit Administration Staff
- Associate Clinical services Coordinator (ACSC)
- Registered Nurses
- Medical staff
- CSSD
- Maintenance
- Biomedical Engineering
- ICCU equipment room staff

- Patient Services Staff

### **External**

Ensure close working relationships with the following stakeholders:

- Service providers and equipment distributors
- The Queen Elizabeth Hospital
- The Royal Adelaide Hospital
- Flinders Private Hospital

### **Challenges associated with Role:**

Major challenges currently associated with the role include:

- Maintaining current knowledge in reprocessing equipment and guidelines
- Ensuring procedure/ guidelines are followed correctly at each reprocessing event
- Ensuring micro testing is completed at the required intervals and following guidelines
- Some out of hours work may be required
- Requirement to wear a uniform

### **Delegations:** (as defined in SALHN instruments of delegations)

Financial	N/A
Human Resources	N/A
Procurement	N/A

### **Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

### **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

### **General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- Meet immunisation requirements as outlined in the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- Information Privacy Principles.
- Relevant Awards, Enterprise Agreements, *Public Sector Act 2009*, *Health Care Act 2008*, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

**Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

**Special Conditions:**

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children's Protection Act 1993* (Cth) or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 1998* made in pursuant to the *Aged Care Act 2007* (Cth).
- Appointment and ongoing employment is subject to immunisation requirements as per Risk Category identified on page 1.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

## STATEMENT OF KEY OUTCOMES AND ASSOCIATED ACTIVITIES

- a. Provides effective manual cleaning & disinfection of endoscopic equipment & accessories, in line with unit policies and procedures based on national standards by:**
- Familiar with all relevant aspects of GESA/GENCA infection control guidelines
  - Wears appropriate PPE (Long sleeve, full length gown, glasses and gloves) at all times when cleaning scopes
  - Collection of contaminated equipment from Endoscopy, Operating Theatres and other related areas, transporting equipment in a safe, protected transport system
  - Manual cleaning of all endoscopic equipment & accessories
  - Reprocessing in automatic washer
  - Ultrasonic cleaning of endoscopic accessories
  - Tracking & surveillance of endoscopic equipment & accessories
  - Drying & storage of endoscopes documented appropriately
- b. Perform Microbiological testing of all Endoscopes, Steris machines, HLD's and all other reprocessing washers where in accordance to national standards**
- Perform all micro-testing in accordance to GENCA standard and best practice
  - Wear appropriate PPE at all times when performing testing
  - Perform mice-testing at appropriate time intervals at all times
  - Document accurately and legibly the results of all testing and systematically record results
  - To report any positive test results and accordingly to GENCA guidelines, alerting nurse manager and infection control
  - To forward on results to infection control monthly
- c. Ensures a safe and effective transport service is achieved by:**
- Using appropriate safe techniques when transporting patients or equipment
  - Transporting patients between units and departments in a reliable and timely manner, prioritising work load appropriately
  - Transporting unit/department based equipment including small oxygen cylinders
  - Providing additional courier service as requested by the Clinical Nurse Unit Manager delegate, including pharmaceutical supplies, patient specimens, x-rays, medical records, patient property, request forms and unit documentation.
- d. Contributes to the effective management of unit material resources by:**
- Reporting any faults, malfunctions or loss of equipment.
  - Notifying Environmental Services of repairs and/or maintenance using the prescribed form
  - Keeping tracking & surveillance records in a legible manner using available proformas
  - Carrying out required equipment checks
  - Ensure safe storage of disinfectants and chemical spill policies
  - Updates and ensures Material Safety Data Sheets for all hazardous substances are filed in central area
  - Standard operating procedures are updated in conjunction with CSC
  - Performing annual Audits relevant to area as requested by CSC
  - Supporting the Work Health Safety process by carrying out general environment safety checks including:
  - Reporting to the Clinical Nurse Unit Manager or delegate any situation which may cause potential danger, eg corridors cluttered with equipment, loose cables on floor, torn carpets.
- e. Contributes to the unit's development & improvement by:**
- Communicating effectively to each other
  - Communicating with nurses to be clear what the needs and demand of scopes are for the unit to run effectively for that day
  - Participating in staff development and in-service training programs
  - Participating in staff meetings and quality & safety meetings
  - Assisting in keeping store room tidy, procedure rooms stocked, completing daily checklist

**f. Contributes to providing a high standard of patient care by:**

- Functioning effectively as part of the patient care team
- Communicating appropriately with patients, relatives and other members of the health care team
- Maintaining confidentiality in respect to patient records and information regarding patients' condition and treatment
- Assisting Nurses in the transferring of patients
- Making unoccupied beds
- Undertaking 'fetch and carry' of equipment/ food/ medications or any other item that may be required within the unit
- Maintain a clean working environment, if the nurses station/ bathroom/ or floor requires attention, assist with the cleaning of area
- Ensuring day to day 'housekeeping' is undertaken in a timely and effective manner

**g. Demonstrates and maintains a satisfactory knowledge base for safe practice by:**

- Maintaining up-to-date knowledge of policies and procedures relevant to HAW duties.
- Attending relevant training and development courses
- Getting annual review scope cleaning technique by approved assessor
- Completed the Queensland Health Online reprocessing learning program
- Successfully completing an annual proficiency test in: Fire and Safety training
- Contribute to a safe and healthy work environment, free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector and departmental human resource policies, including WHS requirements.
- Responsible to undertake agreed daily work routines and methods as documented in order to deliver quality support services to Theatre (not limited to) by undertaking a combination of tasks that are identified in level 2, 3 and 4 activity schedules in the South Australian Government Health Etc. Ancillary Employees Award
- Participate in developing a team environment that exercises judgment and initiative in the day-to-day execution of their own work and provide assistance and cooperation to other employees, by sharing knowledge of work practice, being flexible in work routines and communicating with all levels of staff
- Commitment to achieving and complying with National Safety & Quality Health Service Standards

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Acknowledged by Occupant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## PERSON SPECIFICATION

### ESSENTIAL MINIMUM REQUIREMENTS

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#### Educational/Vocational Qualifications

Completed Australian Qualification Framework Certificate III

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#### Personal Abilities/Aptitudes/Skills

- Commitment to a multi-skilled patient focussed service.
  - Friendly, helpful and courteous manner towards patients and fellow staff members.
  - Flexible working attitudes.
  - Ability to respect and maintain patient confidentiality.
  - Ability to communicate and comprehend orally and in written form in the English language.
  - Ability to perform a range of duties in a team environment.
  - Proven commitment to the principles and practise of:
    - EEO, Ethical Conduct, diversity and WHS;
    - Quality management and client oriented service;
    - Risk management
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#### Experience

Previous experience with direct client contact in a service provision environment

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#### Knowledge

- Understanding of Work Health Safety principles and procedures.
  - Understanding of standard & additional precautions within patient care areas in relation to infection control and hygiene
  - Understanding of Quality Management principles and procedures
  - Understanding of Delegated Safety Roles and Responsibilities
  - Awareness of National Safety and Quality Health Service Standards
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### DESIRABLE CHARACTERISTICS

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#### Personal Abilities/Aptitudes/Skills

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#### Experience

- Previous experience in reprocessing of medical equipment, ideally endoscopes
  - Proven experience in basic computing skills, including email and word processing
  - Previous experience in hospital cleaning activities.
  - Previous experience in hospital catering services.
  - Previous experience in hospital orderly and/or portering services.
  - Successful completion of the Olympus Reprocessing Specialist Training
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#### Knowledge

- Understanding of GENCA/GESA infection control in Endoscopy policy
  - Awareness of the Charter of Health and Community Services rights.
  - Awareness of the Australian New Zealand standard, cleaning, disinfecting and sterilizing reusable medical and surgical instruments and equipment and maintenance of associated environments in health care facilities. AS/NZS 4187:2003
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#### Educational/Vocational Qualifications

Nil specified

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#### Other details

Nil specified



## ORGANISATIONAL CONTEXT

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socio economic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Health Network/ Division/ Department:

The Southern Adelaide Local Health Network (LHN) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 7,000 skilled staff provides high quality patient care, education, research and health promoting services.

Southern Adelaide LHN provides a range of acute and sub-acute health services for people of all ages, and has two hospitals, Flinders Medical Centre and Noarlunga Hospital. Southern Adelaide LHN Intermediate Care Services will deliver multi-disciplinary clinical care, addressing complexity through targeted approaches to complex chronic disease management in the community, and supported hospital discharge and avoidance programs. There is a key focus on building partnerships across the care continuum supporting interfaces between acute sites, GPs, Primary Care and Community based services.

Mental Health Services provides a range of integrated services across community and hospital settings, targeted at all age groups, in collaboration with non-Government organisations and General Practice Network South.

## VALUES

### SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

### Code of Ethics

The Code of Ethics for the South Australian Public Sector provides an ethical framework for the public sector and applies to all public service employees; it sets out the South Australian Public Sector values as:

- Service – Proudly serve the community and Government of South Australia.
- Professionalism – Strive for excellence.
- Trust – Have confidence in the ability of others.
- Respect – Value every individual.
- Collaboration & engagement – Create solutions together.
- Honesty & integrity – Act truthfully, consistently, and fairly.
- Courage & tenacity- Never give up.
- Sustainability – Work to get the best results for current and future generations of South Australians.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

### Domestic and Family Violence

The Southern Adelaide Local Health Network (SALHN) recognises the devastating impact domestic or family violence can have on the lives, of those who experience abuse and are committed to supporting employees who experience domestic or family violence by providing a workplace environment that provides flexibility and supports their safety.

### SALHN Vision

We believe in providing the standard of health care that we desire for our own families and friends.

### SALHN core value TRUST

Building positive relationships; with our patients, employees and partners.

## APPROVALS

### Job and Person Specification Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:**

**Role Title:**

**Signature:**

**Date:**

## ROLE ACCEPTANCE

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**