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## SA Health Job Pack

Job Title	Biomedical Engineering Warehouse Coordinator
Eligibility	Open to Everyone
Job Number	872596
Applications Closing Date	12/7/2024
Region / Division	Barossa Hills Fleurieu Local Health Network
Health Service	Rural Support Service - Biomedical Engineering
Location	Torrensville
Classification	OPS2
Job Status	Permanent Full-time position
Salary	\$57,842 to \$62,221 p.a.

## Contact Details

Full name	Jenny Crook
Phone number	7425 2801
Email address	<a href="mailto:jenny.crook@sa.gov.au">jenny.crook@sa.gov.au</a>

## 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 Human Services (DHS) Criminal History Check and/or a South Australian Police (SAPOL) National Police Check (NPC). The following checks will be required for this role:

- Working with Children Check (WWCC) - **DHS**
- National Disability Insurance Scheme (NDIS) Worker Check- **DHS**
- Unsupervised contact with Vulnerable groups- **NPC**
- Unsupervised contact with Aged Care Sector- **DHS**
- No contact with Vulnerable Groups - 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.

# Immunisation

## ***Risk Category A (direct contact with blood or body substances)***

This role carries specific immunisation requirements. To be eligible for appointment in this role you will be required to meet the immunisation requirements associated with Category A (direct contact with blood or body substances). [Please click here for further information on these requirements.](#)

## 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 [Guidelines for Applicants](#) for further information regarding

- Salary Packaging
- Opportunities for movement within SA Health
- Flexible working arrangements
- Criminal History screening and background checks
- Immunisation requirements
- Rights of review
- Information for applicants



**ROLE DESCRIPTION**

<b>Role Title</b>	Warehouse Coordinator
<b>Classification Code</b>	OPS2
<b>Position Number</b>	P24941
<b>Local Health Network</b>	Barossa Hills Fleurieu Local Health Network Inc.
<b>Hospital / Service / Cluster / RSS</b>	Rural Support Services
<b>Department/Section / Unit/ Ward</b>	Biomedical Engineering
<b>Role reports to</b>	Manager – Biomedical Engineering
<b>Role Created/ Reviewed Date</b>	September 2012 / January 2023 / October 2023
<b>Criminal History Clearance Requirements</b>	<input checked="" type="checkbox"/> NPC – Unsupervised contact with vulnerable groups <input checked="" type="checkbox"/> DHS Working With Children Check (WWCC) <input type="checkbox"/> NDIS Worker Screening <a href="#">Please click here for further information on these requirements</a>
<b>Immunisation Risk Category</b>	Category A (Direct Contact with blood or body substances) <a href="#">Please click here for further information on these requirements</a>

**ROLE CONTEXT**

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

- > The primary objective of BHFLHN, RSS-BME is to assure the safety, effectiveness, availability and compliance of biomedical technology used directly for patient diagnosis, treatment or monitoring for or in connection with the public hospital and healthcare facilities of SA Health.
- > Contribute to the effective management of assigned physical resources in order to facilitate the delivery of biomedical engineering services that are considered specialised and essential to patient outcomes.
- > Provide effective biomedical engineering operational services, advice and assistance, to support the ongoing operation, availability, application and maintenance of current and emerging biomedical devices, systems and technologies, which ensures the provision of effective services within RSS-BME sites, in compliance with relevant regulations, codes, and specifications.
- > Exercise a very high level of organisational skill to coordinate parts, equipment and consumable inventories stored at the corporate warehouse.

**Key Relationships/ Interactions:**

- Internal
- > Hospital and healthcare facility staff, biomedical engineering staff, students and trainees.
- External
- > Patients, Service Providers and vendors.

**Challenges associated with Role:**

- Major challenges currently associated with the role include:
- > Provide effective contribution to BHFLHN, RSS-BME for the provision of technical and technical engineering support to clinical, scientific and academic staff of SA Health and associated bodies on approximately 12,000 biomedical devices valued at over \$85 million.
  - > Work in a manner that supports and ensures the ongoing safety, effectiveness, availability and compliance of the technology used directly for patient diagnosis, treatment and/or monitoring at, or in connection with, the public hospitals and healthcare facilities of SA Health.
  - > Work effectively and sensitively within a number of patient occupied areas, which enhances the complexity of the work being undertaken in terms of the safety and relationship management aspects of the role.

**Delegations:**

- > Nil

**Resilience:**

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

**Performance Development**

It is your responsibility to actively participate in the Performance Review & Development Program which will include a six (6) monthly review of your performance against the responsibilities and key result areas associated with your position and a requirement to demonstrate appropriate behaviours which reflect a commitment to South Australian Public Sector and Barossa Hills Fleurieu Local Health Network Inc. values and strategic directions.

**General Requirements:**

\*NB References to legislation, policies and procedures includes any superseding versions

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.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children's Protection Act 1993 (Cth)* – 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > Independent Commissioner Against Corruption Act 2012 (SA).
- > SA Information Privacy Principles.
- > Relevant Awards, Enterprise Agreements, *Public Sector Act 2009 (SA)*, *Health Care Act 2008 (SA)*, 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.
- > Health Practitioner Regulation National Law (South Australia) Act 2010.  
*Mental Health Act 2009 (SA)* and Regulations.  
*Controlled Substances Act 1984 (SA)* and Regulations.
- > Professional Practice Standards and competencies consistent with area of practice as varied from time to time.
- > SA Health / Barossa Hills Fleurieu Local Health Network Inc. policies, procedures and standards.

**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.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Statement:**

Rural Support Service (hosted by Barossa Hills Fleurieu Local Health Network Inc) welcomes Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. Rural Support Service (hosted by Barossa Hills Fleurieu Local Health Network Inc) is a culturally inclusive work environment that is respectful of Aboriginal and Torres Strait Islander culture.

**Special Conditions:**

\*NB Reference to legislation, policies and procedures includes any superseding versions

- > 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 Child Safety (Prohibited Persons) Act 2016 must obtain a satisfactory Working With Children Check (WWCC) through the Screening and Licensing Unit, Department for Human Services (DHS).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of employment involving unsupervised contact with vulnerable groups.
- > Risk-Assessed roles under the National Disability Insurance Scheme (Practice Standards – Worker Screening Rules 2018) must obtain a satisfactory NDIS Worker Screening Check through the Department of Human Services (DHS) Screening Unit.
- > National Police Certificates must be renewed every 3 years thereafter from date of issue.
- > Working With Children Checks must be renewed every 5 years thereafter from date of issue.
- > NDIS Worker Screening Check must be renewed every 5 years thereafter from date of issue.
- > 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.
- > Appointment is subject to immunisation risk category requirements (see page 1). There may be ongoing immunisation requirements that must be met.
- > Participate in on-call roster and overtime as required.
- > May be required to travel intrastate, interstate or overseas for training or to conduct work at other SA Health sites, client sites or related industry sites (SA Health and non-SA Health).
- > Will be required to stay over-night a minimum of one week per month away from home.
- > Will be required to undertake a Job Demand Analysis to determine the physical capabilities of performing duties relevant to the job requirements.
- > Will be required to have a valid driver's licence and to abide by any relevant SA Health guidelines related to use of motor vehicles if driving is a job requirement.
- > May be required to work at a higher classification level for short periods to cover for absent employees of BHFLHN, RSS-BME.
- > Will be required to hold any specialised licences relevant to the position.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Biomedical Engineering Warehouse Services</b>	<ul style="list-style-type: none"> <li>&gt; Assist with the coordination of the parts, equipment and consumable inventories located at the RSS-BME corporate warehouse.</li> <li>&gt; Receipt and dispatch (including packaging and recording) faulty and repaired items of biomedical technology between relevant RSS-BME sites.</li> <li>&gt; Undertake or arrange the transfer of parts, equipment and consumables between Regional Health sites and to/from Client sites as required.</li> <li>&gt; Assist with the coordination of the disposal of biomedical technology decommissioned at any of the SA Health sites. Contribute to the implementation of a system of stock management through the maintenance of good records of stock in-hand and realistic and affordable targets of inventory levels.</li> <li>&gt; Assist with functional checks performed on newly procured biomedical technology or existing technology sought for re-commissioning to support the effective introduction of biomedical devices and systems into SA Health sites.</li> <li>&gt; Contribute to the identification of issues by reporting and recording trends arising from use of stock kept at the corporate warehouse.</li> <li>&gt; Contribute to the safety of the SA Health site by assisting with the implementation of safe work methods and safe physical work layouts.</li> <li>&gt; Assist with the management of the RSS-BME fleet of vehicles, including lifting apparatus, to assure compliance with relevant SA Health guidelines and to assure safety, effectiveness, availability and compliance.</li> <li>&gt; Contribute to the conduct of technical projects, including analysing product options, the standardisation of technology, and contributing to evaluation trials, to support service delivery and improvement objectives.</li> <li>&gt; Contribute operational competence to service outcomes through the establishment and maintenance of effective working relationships with a range of internal and external stakeholders.</li> <li>&gt; Contribute to quality and risk compliance activities and requirements, including assisting with risk analysis and mitigation functions.</li> <li>&gt; Provide operational assistance to other team members and equipment users, to support the ongoing safe and effective utilisation of biomedical devices and systems being used across SA Health.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>&gt; Support continuous quality improvement programs and activities that are linked to SA Health's strategic and corporate directions and targets.</li> <li>&gt; Contribute to the technical development of new approaches, methodologies and techniques by creating and maintaining documentation for biomedical investigations, to facilitate continuous improvement objectives.</li> <li>&gt; Contribute to the design and trial of biomedical devices, technologies and systems, to contribute to the delivery of best quality services to clients.</li> <li>&gt; Contribute to procurement processes for biomedical devices and systems, including analysing and interpreting client needs and liaising on replacement and configuration options, to contribute to the delivery of best quality services to clients.</li> <li>&gt; Contribute to assessing the value of making repairs to devices and systems, including examining the economic viability of maintaining or replacing devices and systems, and making recommendations on the appropriate action to be taken.</li> <li>&gt; Contribute to the identification and review of current and emerging technologies and support service improvements and efficiencies in SA Health operations, to contribute to the delivery of best quality services to clients.</li> <li>&gt; Participate in technical forums, conferences and committees that advance the practices and technologies of biomedical engineering.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Nil

#### **Personal Abilities/Aptitudes/Skills:**

- > Well-developed written and verbal communication skills across a multi-disciplinary environment including the capacity to undertake effective liaison with a range of technical and non-technical stakeholders.
- > Ability to work efficiently, either independently or in a team, and to effectively evaluate problems, situations and information, meet deadlines and work under pressure, and effectively use technical resources and information.

#### **Experience**

- > Experience in the acquisition, maintenance and repair of electronic equipment to meet strict engineering standards.
- > Experience in providing support to resolve operational issues for medical equipment and systems, within an environment in which client and staff safety is paramount.
- > Ability to engage with Aboriginal community / consumers in a culturally appropriate manner and a willingness to undertake further training in this area.
- > Experience working with Aboriginal consumers.

#### **Knowledge**

- > Knowledge of the clinical application and technical aspects of biomedical devices and systems, including an understanding of the impact of device operation on the patient and diagnostic outcomes.
- > Demonstrated understanding of regulatory requirements and practices as they relate to the procurement of biomedical devices, consumables and systems, and the use of those systems.
- > General understanding of Aboriginal culture and a willingness to undertake further training in this area.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- > Appropriate technical or trade qualifications in engineering and/or equivalent on-the-job training and experience.

#### **Experience**

- > Experience in operating within a technical / trade-based environment and delivery of effective remedial and preventative technical equipment maintenance services.

#### **Knowledge**

- > Knowledge and understanding of the relevant Australian and International Standards and Codes.
- > Knowledge of Biomedical Technology and medical equipment.



## 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, socioeconomic, 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 Wellbeing.
- >
- > The legal entities include but are not limited to Department for Health and Wellbeing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Barossa Hills Fleurieu Local Health Network, Eyre and Far North Local Health Network, Flinders and Upper North Local Health Network, Limestone Coast Local Health Network, Riverland Mallee Coorong Local Health Network, Yorke & Northern Local Health Network, Country Health SA Local Health Network and SA Ambulance Service. SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing.

### Health Network/Division/Department:

- > Barossa Hills Fleurieu Local Health Network has an expenditure budget of around \$280 million and an employed workforce of over 2000.
- > The LHN encompasses country hospitals and health services that provide support and services to approximately 12% of the South Australian population.
- > The region is an area of significant population growth for South Australia. Our sites and services are located at Mt Barker, Gawler, Victor Harbor (Southern Fleurieu), Strathalbyn, Kingscote, Mt Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda. The LHN has 11 public hospitals, 6 aged care facilities and an extensive range of community-based services.
- > A range of clinical services are delivered including Acute care, Medical, Accident and Emergency, Surgery, Birthing and Midwifery, Specialist Consultancy, Renal Dialysis, Chemotherapy, Transfusions, Rehabilitation, Residential Aged Care, Respite Care, Transitional Care Packages, Aboriginal Health, Mental Health, Allied Health, Community Health (Country Health Connect), Community Nursing, Palliative Care, Community Home Support Packages and Home Modifications.
- > The Rural and Remote Mental Health Service at Glenside, Adelaide, provides services to the region with a team including psychiatrists, psychologists, social workers, occupational therapists and mental health nurses. There are also specialist youth mental health clinicians and access to specialist older persons mental health services.
- > The Barossa Hills Fleurieu Local Health Network is the host LHN for the Rural Support Service. The RSS supports all six regions LHNs by bringing together a number of specialist clinical and corporate advisory functions focused on improving quality and safety.

### Health Network/Division/Department: Rural Support Service (RSS)

- > In 2018 the South Australian Government, through SA Health, introduced a governance reform process which culminated in the establishment from 1 July 2019 of regional local health network (LHN) governing boards. With the transfer of responsibility from the former Country Health SA LHN to the new regional LHN governing boards, the RSS was formally established on 1 July 2019.
- > The RSS is currently hosted within BHFLHN, and the BHFLHN Governing Board has the responsibility for overall governance of the RSS. The RSS is led by an Executive Director, RSS Governing Board and RSS Leadership Committee and operates in collaboration with each of the regional LHNs, providing a range of specialised clinical and corporate services at economies of scale. The RSS also delivers several state-wide services for and with all ten SA Health LHNs.



## OFFICIAL

RSS-BME is a regional state-wide service. Providing biomedical engineering support to the following Local Health Networks.

- Barossa Hill Fleurieu LHN
- River Mallee Coorong LHN
- Eyre & Far North LHN
- Limestone Coast LHN
- Flinders & Upper North LHN
- Yorke & Northern LHN
- Other Entities as directed

RSS-BME provides comprehensive technology management and teaching programs including a leadership role in the strategic planning and procurement of biomedical technology owned by SA Health. An objective of RSS - BME is to assure the safety, effectiveness, availability and compliance of the biomedical technology used for SA Health purposes.

The biomedical technology supported by RSS-BME includes all clinical devices used within the healthcare settings above.

## Values

### RSS Values

RSS staff embody the South Australian public sector values:

- Service – We proudly serve the community and the South Australia government
- Professionalism – We strive for excellence
- Trust – We have confidence in the ability of others
- Respect – We value every individual
- Collaboration and Engagement – We create solutions together
- Honesty and Integrity – We act truthfully, consistently and fairly
- Courage and Tenacity – We never give up
- Sustainability – We work to get the best results for current and future generations of South Australians.

### 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:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

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

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics and contribute to a culture of integrity within SA Health.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Reconciliation

SA Health acknowledges culture and identify as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health's vision for reconciliation is that the gap is closed on Aboriginal health disadvantage, and that Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## Approvals

### Role Description Approval

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

**Name:**            **Role Title:**

**Date:**            **Signature:**

## Role Acceptance

### Incumbent Acceptance

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

**Name:**

**Date:**            **Signature:**