



## Position Description

<b>Position Title:</b>	Technician
<b>Position Classification:</b>	Level 6
<b>Position Number:</b>	317604
<b>Faculty/Office:</b>	Faculty of Health and Medical Sciences
<b>School/Division:</b>	UWA Medical School
<b>Centre/Section:</b>	Surgery
<b>Supervisor Title:</b>	Chief Technician
<b>Supervisor Position Number:</b>	311779

## Your work area

The Clinical Training & Evaluation Centre (CTEC) sits within the Division of Surgery in the Medical School. CTEC provides training and education in an authentic simulated environment to enhance the skills of health professionals. CTEC runs a wide variety of courses suitable for trainees, consultant surgeons and physicians at postgraduate level, but also offers courses for medical students, paramedics, nursing and allied health professionals. The Centre conducts research and evaluation into the impact of training interventions on the skill level of health professionals.

## Reporting Structure

Reports to: Chief Technician

## Your role

As the appointee you will, under limited supervision, provide a high level of specialist technical support within the Hill Medical and Surgical Workshop and ensure compliance with regulations and standards. You will be preparing and managing cadaveric and animal gross materials. You will be required to operate the Image Intensifier (X-Ray Machine) - training would be provided.

## Your key responsibilities

Care for and maintain laboratory equipment and resources including routine maintenance, regular calibration and regular stock-takes using approved systems including EBMS and the Asset Management system

Ensure that stocks are maintained and order materials

Liaise with staff on the provision of specialised equipment and/or experimental models

Undertake the technical set-up and set-down for skills development courses and research projects

Coordinate and deliver technical support for tours and promotional events in a manner exhibiting strong customer service, respect for confidentiality and consistent with CTEC objectives, policies and procedures

Ensure compliance with Safety and Health policies, Radiation Safety, Infection Control, AHB Technical Services Agreement, Australian / New Zealand Standards 4187 and other regulatory standards and industry best-practice guidelines. Ensure safe handling, storage and disposal of bio-hazardous materials

Ensure adherence to regulations of The Anatomy Act, and AHB/CTEC policies with regard to the supply and preparation of cadaveric & animal tissue

Review and revise procedures and develop new operational processes in consultation with senior staff

Maintain positive working relationships with industry contacts, teaching faculty and internal staff

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification preferably in Biological Sciences degree or technical qualification or equivalent competency

Substantial relevant technical experience at an appropriate level

Highly developed written, verbal and interpersonal communication skills with an emphasis on strong customer service orientation

Highly developed planning and organisational skills and demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and provide leadership as part of a team

Ability to promote safety in a laboratory environment

Knowledge of, and skills in, the preparation and management of cadaveric material or animal tissue along with, practical anatomical knowledge

### **Special Requirements (selection criteria)**

It is a requirement that the incumbent have up to date vaccination/Immunisation histories for Tetanus (DTP), Hep A&B, Rubella (MMR) and QV Fever.

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Inclusion and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics); <http://www.web.uwa.edu.au/inclusion-diversity>