

## Statement of Duties

<b>Position Title:</b> Technical Officer	<b>Position Number:</b> 512195	<b>Effective Date:</b> March 2021
<b>Group:</b> Hospitals South – Royal Hobart Hospital (RHH)		
<b>Section:</b> Jack Jumper Allergy Program	<b>Location:</b> South	
<b>Award:</b> Health and Human Services (Tasmanian State Service)	<b>Position Status:</b> Permanent	
	<b>Position Type:</b> Part Time	
<b>Level:</b> Band 3	<b>Classification:</b> General Stream	
<b>Reports To:</b> Program Manager (Jack Jumper Allergy Program)		
<b>Check Type:</b> Annulled	<b>Check Frequency:</b> Pre-employment	

### Focus of Duties:

Provide technical assistance in support of the Jack Jumper Allergy Program at the Royal Hobart Hospital.

Understanding the risks involved in ant collection and the potential for accidental exposure, meaning those with a history of a life-threatening allergy to insect stings would preclude such work.

### Duties:

1. Perform venom sac dissection of the Jack Jumper (*Myrmecia Pilosula*) Ant to support the manufacturing of Ant Venom Active Pharmaceutical Ingredient (API).
2. Assist the Pharmacist (Manufacturing) in the manufacture of Jack Jumper (API), Clinical Use Venom and diluent in accordance with Good Laboratory Practice and Good Manufacturing Practice Principles.
3. Prepare instruments and consumables used in the manufacturing of Venom products for sterilisation processing including packaging and regular testing of sterilisation equipment in accordance with established guidelines and protocols and complying with relevant Australian Standards for sterilisation including Pharmaceutical Inspection Convention Scheme (PICS) Guides.
4. Collection of raw materials (ant collection) in bushland areas within Tasmania.
5. Maintain meticulous records of work performed according to documented policies and procedures.
6. Assist the Quality Manager in the maintenance of protocols, equipment, reagents, standards, and consumables to ensure an uninterrupted service as far as possible.
7. Assist with administrative tasks including ordering stock, filing, telephone and data entry.
8. 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.

9. 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 positions at this classification level.

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

- Responsible for maintaining a high standard of technical work.
- Responsible for the correct use of equipment and safety procedures.
- General direction and supervision provided by Senior Pharmacy Technician and Professional Specialist Pharmacist.
- Comply at all times with 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.*

- An Associate Diploma from a recognised tertiary institution, or an equivalent qualification, appropriate to the nature of the work.
- 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. Ability and willingness to perform fieldwork and undertake the collection/handling of stinging ants in bushland areas within Tasmania.
2. Demonstrated medical laboratory and microscopy skills and/or experience working as a technician in a pharmacy manufacturing facility.
3. Knowledge, experience and/or qualifications in hospital sterilising technology or the willingness to undertake a relevant course in Sterilising Technology.
4. Ability to follow pre-determined procedures accurately and diligently with attention to detail.
5. Well-developed communication skills and demonstrated computer skills using Microsoft based applications such as Word, Excel, and Outlook.
6. An understanding of the principles of quality control and quality assurance activities and knowledge of standards required by accrediting bodies such as the National Association of Testing Authorities (NATA), International Organisation for Standardisation (IOS) or the Therapeutic Goods Administration (TGA).

## **Working Environment:**

The Department of Health (DoH) 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, safe and people-focussed health system. Alongside this, staff are expected to act with integrity, be accountable for their actions, and work collegially with colleagues and others to provide better outcomes for Tasmanians.

*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 has 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 Chief People Officer or to the Manager Internal Audit. The DoH 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. The DoH and 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 DoH and THS policy) within DoH and THS 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 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:* DoH and THS workplaces are smoke-free environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.