



## ROLE DESCRIPTION

<b>Role Title:</b>	Technical Officer
<b>Classification Code:</b>	TGO-0/1
<b>LHN/ HN/ SAAS/ DHW:</b>	Statewide Clinical Support
<b>Hospital/ Service/ Cluster:</b>	SA Pathology
<b>Division:</b>	Microbiology & Infectious Diseases
<b>Department/Section / Unit/ Ward:</b>	Virology/Serology/Molecular
<b>Role reports to:</b>	Section Head/Laboratory Manager
<b>Role Created/ Reviewed Date:</b>	April 2019
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</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)

## ROLE CONTEXT

### Primary Objective(s) of role:

The position is classified at the TGO-0/1 level by virtue of the overall level of job demand and responsibility, and particularly contains the requirement to apply standard practices and procedures in a technical environment. They will exercise their knowledge and apply technical expertise, experience and judgement within the Microbiology department.

The technical officer is required to perform routine diagnostic laboratory functions in the Microbiology Laboratory, including specimen reception, processing of diagnostic samples (automated and manual), preliminary evaluation and reporting of associated results and data processing associated with diagnostic tests, dispatch of specimens and maintaining laboratory supplies.

The incumbent will rotate through several work areas of the laboratory and other laboratory sites in SA Pathology in order to acquire and maintain expertise.

### Direct Reports:

The incumbent reports to the Laboratory Manager or Section Head through the Section Supervisor of the rostered section or workgroup.

The incumbent is required to work in conjunction with the appropriate section supervisor in the day-to-day operations of the assigned section.

Supervisor Reports to: Section Head/Laboratory Manager  
Supervisor's Position: Section Supervisor  
Subject Position: Technical Officer (TGO-0/1)

<b>Key Relationships/ Interactions:</b>
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>• Frequent communication with medical staff, within SA Pathology regarding specimens, testing and results.</li> <li>• Communication with staff within directorate and across directorates regarding specimens, tests and equipment.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>• Communication with staff requesting pathology testing regarding specimens, testing and results.</li> <li>• Communication of results to a variety of authorised staff.</li> <li>• Inform medical personnel including Infectious Diseases Consultants, ward staff and Infection Control staff of test results as required or requested.</li> </ul>
<b>Challenges associated with Role:</b>
<p>Major challenges currently associated with the role include:</p> <ul style="list-style-type: none"> <li>• The incumbent is required to fully participate in the laboratory roster and after suitable training and competency assessment and will be required to participate in a 24-hour / 7-day roster which includes day and afternoon shift and may include night shift.</li> <li>• The incumbent is required to handle and process infectious samples</li> <li>• As required the incumbent will rotate through a range of laboratory sub-speciality work areas</li> <li>• Some out of hours work and covering vacancies may be required at short notice.</li> </ul>
<b>Delegations:</b>
<p>Nil</p>

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>As directed by the Section Head or Section Supervisor, to participate in rostered system of duties that require the incumbent, depending on training and experience and assigned Section, to undertake a range of laboratory function</p>	<ul style="list-style-type: none"> <li>• Receive and prepare specimens for analysis and carry out diagnostic tests according to standard procedures, in the diagnostic laboratories as required</li> <li>• Operate and maintain laboratory instruments, including arranging for minor repairs</li> <li>• Enter request form and specimen details and laboratory results into data processing equipment and verify entered information</li> <li>• Prepare analytical reagents and controls and ensure that supplies of reagents and consumables are always available</li> <li>• Ensure that a high standard of analytical performance is achieved and maintained</li> <li>• Report routine and urgent results within specified turnaround times</li> <li>• Ensure the confidentiality of laboratory results</li> <li>• Participate in quality control programmes and meetings</li> <li>• To undertake routine laboratory housekeeping duties</li> <li>• Stock maintenance</li> <li>• Develop multidisciplinary skills as required</li> <li>• Assist with approved research and development</li> <li>• Participate in training programs and staff meetings</li> <li>• Assist as required, in the training of new staff in established methodologies</li> <li>• Assist as required, in the assessment of new techniques</li> <li>• Ensure that all work is performed in accordance with current Occupational Health and Safety Legislation, departmental procedures and NATA requirements and to ensure the confidentiality of laboratory results and patient information.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

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

For appointment at the TGO-1 level a Diploma or Advanced Diploma in a relevant technical discipline.

For the appointment at the TGO-0 level educational standards required for entry to an appropriate Technical study course.

Note that employees without the required qualifications who are already working in such positions, at the TGO-1 level are eligible to apply and compete for this position.

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

- A desire to work in a laboratory environment or as a TGO-1
- Demonstrable competency in the performance of routine tests undertaken in Microbiology or other medical laboratories – depending on training and experience
- Demonstrable technical skills, including manual dexterity and technical precision/accuracy
- Need to work with human body fluids, faeces and tissues
- Good interpersonal skills
- Numerical and keyboard skills
- Good oral and written communication skills
- Ability to prioritise work to ensure efficient and effective performance
- Ability to use initiative to solve problems
- Able to work effectively both in a team environment and without supervision when required
- Aptitude for 'out-of-hours' work
- Ability to handle confidential and sensitive information in a professional manner
- Punctuality – must be ready to commence work on time as indicated on rosters
- Proactive – must show initiative, especially alerting senior staff to potential problems
- Ability to speak and write English fluently

#### **Experience**

- Experience working within a team environment

#### **Knowledge**

- Knowledge of legislation, policies and guidelines relating to equal employment opportunity and diversity within public employment
- Knowledge of legislation, policies and guidelines relating privacy
- Knowledge of Occupational Health, Safety and Welfare legislation

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- Evidence of desire for self-improvement – attendance at seminars, courses, etc

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

- Motivated and demonstrated initiative and attention to detail being flexible and dependable
- Proven ability to communicate effectively with staff and management
- An ability to assess workloads and assign priorities

### **Experience**

- Previous experience in a Diagnostic Microbiology Laboratory

### **Knowledge**

- Computer/word processing skills with Microsoft Office and Microsoft Access
- Knowledge of commonly used Microbiology Laboratory Information Systems (LIS)

### Special Conditions:

- It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided the a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997* (Cth).
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- 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.

### General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, 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 by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- *Children and Young People (Safety) Act 2017* (SA) 'Notification of Abuse or Neglect'.
- Disability Discrimination.
- *Independent Commissioner Against Corruption Act 2012* (SA).
- *Information Privacy Principles Instruction*.
- 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and 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.

**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.

**Resilience:**

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

## 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 Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc. and SA Ambulance Service Inc.

### 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:

SA Pathology's mission is to provide:

- The people of South Australia with comprehensive quality pathology and associated critical services that improve patient outcomes and the health of the community through a commitment to education, innovation and research.
- Our customers with exceptional services and support.
- Our staff with a working environment conducive to fulfilling their potential.
- The Government of South Australia with cost-effective, sustainable pathology and clinical services.

## 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.

- 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.

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.

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

## Approvals

### Role Description 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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6