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| **Position Description** |

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| **Clinical Laboratory Senior Technical Officer** | |
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| **Position No:** | NEW |
| **College:** | College of Science, Health and Engineering |
| **School:** | Nursing and Midwifery |
| **Campus/Location:** | Melbourne Bundoora |
| **Classification:** | Higher Education Officer Level 6 (HEO6) |
| **Employment Type:** | Continuing, Full-time |
| **Position Supervisor :**  **Number:** | Clinical Laboratory Coordinator  50009176 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

School of Nursing and Midwifery - <http://www.latrobe.edu.au/school-nursing-and-midwifery>

**For enquiries only contact:**

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| **Clinical Laboratory Senior Technical Officer** |

**Position Context**

The College of Science, Health and Engineering comprises 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the Clinical Laboratory Coordinator, this position will have responsibility for the day to day functioning of the Bundoora site, Nursing and Midwifery Clinical Learning Laboratories (C.L.L.). This will include the preparation, setup prior to and removal afterwards of equipment required for all laboratory sessions within the unit. Other responsibilities will include the orientation of staff and students to the labs, supporting teaching staff in the use of equipment within the labs, assisting with the setup and running of simulation sessions, preparation of simulation supplies, monitoring of stock levels and ordering of supplies, and supporting the care and maintenance of laboratory equipment.

This position will also support the activities of the Schools clinical laboratory services across the Clinical Schools as deemed appropriate by the Clinical Laboratory Coordinator, to achieve a high level of operational integrity and efficiency.

**Duties to include:**

* Provide orientation to the Nursing and Midwifery Clinical Learning Laboratories (C.L.L.) and educate and inform staff and students in safe laboratory practices and techniques.
* Provide instruction to academic staff and students in the proper and safe use of all laboratory equipment.
* Maintain the C.L.L. as a clean, safe and functional work environment in accordance with appropriate legislation and University guidelines.
* Provide administrative support to the Clinical Laboratory Coordinator.
* Under the guidance and direction of the Clinical Laboratory Coordinator, carry out Safety Audits in the C.L.L., maintain and update Safety Manuals as required and ensure appropriate personal protective equipment, emergency information and First Aid Kits are available.
* Utilizing directions and guidelines, carry out the set up, technical session support and take down of equipment for all laboratory sessions within the C.L.L.
* Provide technical support for simulations within the dedicated immersive simulation space(s).
* Oversee the maintenance and servicing of all equipment within the C.L.L. and, where required, the Schools laboratory equipment located at the Clinical Schools.
* Under the direction of the Clinical Laboratory Coordinator, carry out the preparation of laboratory and simulation materials to support clinical laboratory and simulation programs as required for the School curriculum. This includes clinical laboratory and simulation sessions at the Bundoora C.L.L., as well as those at the Clinical Schools, as required.
* Monitor stock levels, process the ordering of stock and organise the storage of stock in an efficient and effective manner.
* Provide remedial clinical skills to support students as requested by academic staff and supported by the Clinical Laboratory Coordinator.
* Undertake other duties as required by the Clinical Laboratory Coordinator and School Manager, relevant to the role.

**Key Selection Criteria**

* A recognised nursing qualification with subsequent relevant experience in a clinical laboratory, or an equivalent alternate combination of relevant knowledge, training and/or experience within a clinical laboratory or nursing environment.
* Demonstrated understanding as to the range and type of medical equipment and consumables used in tertiary nursing education programs and clinical teaching laboratories, with an understanding of simulation theory, equipment and technology.
* Demonstrated ability to provide high quality technical laboratory support, with an ability to prioritise and trouble shoot problems in a timely manner.
* Demonstrated understanding of the OH&S regulations and guidelines governing the effective operation of laboratories and the capacity to manage operations within this legislation and guidelines.
* Demonstrated experience in customer service including high level interpersonal and communication skills and the ability to respond to people positively, confidently and with respect.
* Proven ability to work independently and as a member of a team in a busy clinical laboratory environment.
* Computer literacy in systems, including Word, Excel, Outlook. Experience with other systems such as the Learning Management System (LMS) and UNITE is desirable.
* Demonstrated ability in the use of audio-visual and simulation equipment with an understanding of emerging digital health technologies.

**Other relevant information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: