

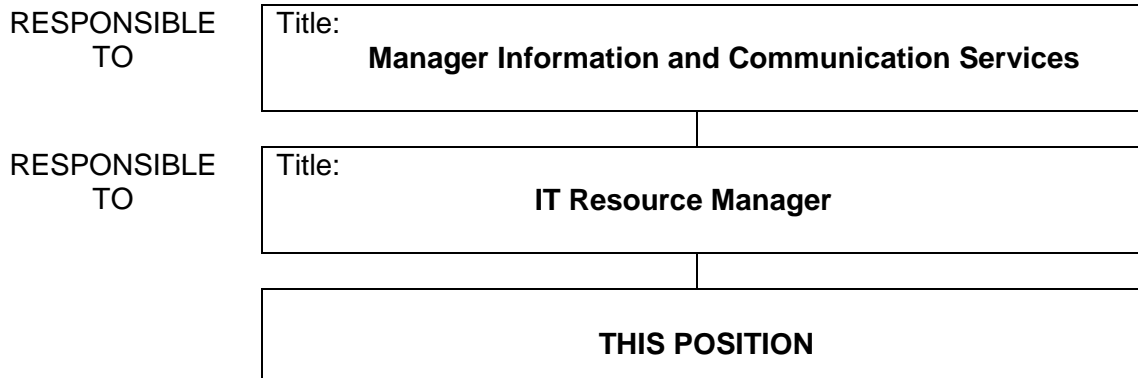


<CLEARANCE REG NO. PWWF2240 – DG31OCT2016>

**SECTION 1 - POSITION IDENTIFICATION**

|                     |                      |                       |                                    |
|---------------------|----------------------|-----------------------|------------------------------------|
| <b>NETWORK SITE</b> | Corporate QEII       | <b>POSITION TITLE</b> | Technician (Informatics)           |
| <b>DEPARTMENT</b>   | Corporate Services   | <b>LEVEL</b>          | G4                                 |
| <b>SECTION</b>      | Information Services | <b>POSITION NO</b>    | 00007586                           |
|                     |                      | <b>AWARD</b>          | Health Salaried Officers Agreement |

**SECTION 2 - POSITION RELATIONSHIPS**



Positions under direct Supervision:

| <u>Position No.</u> | <u>Title</u> | <u>Classification</u> | <u>FTE</u> |
|---------------------|--------------|-----------------------|------------|
|                     |              |                       |            |

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the position. Refer to definitions of terms to ensure the correct meaning of verbs frequently used eg. Controls, Maintains, etc.

Assists with the development and maintenance of information systems required for the business of PathWest Laboratory Medicine WA.

# JOB DESCRIPTION FORM

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## TECHNICIAN (INFORMATICS), LEVEL G-4, POSITION NO 00007586.

### SECTION 4 – BRIEF STATEMENT OF DUTIES

| Duty No. | Details  |
|----------|--|
| 1.       | <p><b>SYSTEM DEVELOPMENT</b></p> <p>1.1 Implements laboratory information management policies and strategies.</p> <p>1.2 Liaises with clinical and laboratory staff with respect to information management requirements in the development and modification of systems required to support Divisional functions.</p> <p>1.3 Assists with development, documentation, implementation, maintenance and support of custom laboratory software, including electronic interfaces between laboratory equipment and other laboratory information systems.</p> <p>1.4 Assists with the development, documentation, implementation, maintenance and support of Divisional Clinical and Administrative information systems.</p> <p>1.5 Prepares and maintains technical and user documentation of laboratory information systems, appropriately targeted for laboratory staff.</p> |
| 2.       | <p><b>SYSTEMS SUPPORT</b></p> <p>2.1 Maintains and supports database management systems used within the Division including configuration and security of these systems.</p> <p>2.2 Participates in software and hardware trouble shooting.</p> <p>2.3 Participates in laboratory computer systems security support.</p> <p>2.4 Assists users with general computing problems.</p> <p>2.5 Participate in the support and implementation of applications used for electronic delivery of results to PathWest clients.</p> <p>2.6 Provides support and customer service to PathWest clients receiving electronic pathology results</p>  |
| 3.       | <p><b>GENERAL</b></p> <p>3.1 Develops training programs and materials for training laboratory staff in the use of laboratory information systems.</p> <p>3.2 Studies literature to maintain currency of knowledge in laboratory informatics as well as information system methodology and technology.</p>  |
| 4.       | <p><b>OTHER</b></p> <p>4.1 Performs duties in accordance with organisational Policies and Procedures.</p> <p>4.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.</p> <p>4.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.</p> <p>4.4 Participates in Performance Planning and Review.</p> <p>4.5 Performs other duties as directed.</p>  |

**JOB DESCRIPTION FORM**

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**TECHNICIAN (INFORMATICS), LEVEL G-4, POSITION NO 00007586.**

**SECTION 5 - SELECTION CRITERIA**

**ESSENTIAL MINIMUM REQUIREMENTS**

1. Vocational qualification or equivalent experience in a computer related area.
2. Knowledge of Windows Operating System.
3. Ability to work as part of a team.
4. Well developed written, verbal and interpersonal skills.
5. Well developed analytical and problem solving skills.
6. Good understanding of customer service skills
7. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

**DESIRABLE REQUIREMENTS**

1. Demonstrated experience in UNIX operating system.
2. Demonstrated computing skills – Word, Excel and Access.
3. Knowledge of Disability Services – Awareness of access to health services that affect clients of this position.

**SECTION 6 – APPOINTMENT FACTORS**

| LOCATION QEI  | ACCOMMODATION |
|---|---------------|
| <b>ALLOWANCES/SPECIAL CONDITIONS:</b> <ul style="list-style-type: none"><li>- <b>Criminal Record Clearance required.</b> The Criminal Record Screening is processed by Health Support Services (HSS) under the Department of Health's Criminal Record Screening Policy.</li><li>- <b>Citizenship of Australia or Permanent residency of Australia</b> as defined by the Commonwealth Immigration Act is an essential requirement if applying for permanent positions. For positions advertised for fixed term or casual appointment a relevant work visa must be held. (if not currently held, must be acquired prior to commencement at applicant's expense). Verification of residency/visa status must be provided prior to employment commencing.</li><li>- <b>Completion of 100 point identification check required.</b></li><li>- <b>Successful Pre-Employment Health Assessment required.</b></li><li>- <b>Successful Pre-Employment Integrity check required.</b></li></ul> |               |
| <b>SPECIALISED EQUIPMENT OPERATED</b>   |               |

**CERTIFICATION**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**HEAD OF DEPARTMENT/ PRINCIPAL SCIENTIST**  
**SIGNATURE**  
**DATE**

**EXECUTIVE DIRECTOR**  
**SIGNATURE**  
**DATE**

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| NAME | SIGNATURE | DATE APPOINTED TO POSITION | DATE |
|------|-----------|----------------------------|------|
|      |           |                            |      |