



<CLEARANCE REG NO. PWWF2366 – DG05JUL2017>

SECTION 1 - POSITION IDENTIFICATION

NETWORK	FSH Network
SITE	Mt Claremont
DEPARTMENT	Microbiology
SECTION	Media

POSITION TITLE	Laboratory Assistant
LEVEL	G1/2
POSITION NO	00002947
AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO

Title: **Laboratory Technician**

RESPONSIBLE TO

Title: **Technical Assistant**

THIS POSITION

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.

As directed and under supervision, prepares packages and labels a wide range of microbiological culture media and reagents in accordance with procedures defined in the unit's Quality System.

JOB DESCRIPTION FORM

PAGE 2 OF 3

LABORATORY ASSISTANT, LEVEL G1/2, POSITION NO 00002947

SECTION 4 – BRIEF STATEMENT OF DUTIES

Duty No.	Details
1.	<p>TECHNICAL</p> <p>1.1 Prepares, packages, labels and supplies a wide range of microbiological culture media and reagents in accordance with procedures defined in the unit's Quality System.</p> <p>1.2 Operates, maintains and cleans specialised equipment on a daily basis in order to ensure that the equipment meets safety, hygienic and functional requirements.</p> <p>1.3 Monitors, records and supplies stock levels of both consumables and raw materials to ensure that adequate supplies to customers are maintained.</p> <p>1.4 Assembles, packages and dispatches customer orders for transport in the prescribed manner.</p>
2.	<p>GENERAL</p> <p>2.1 Performs clerical duties including:</p> <ul style="list-style-type: none">➤ processing of customer orders➤ data entry➤ attends to telephone, written and public counter enquiries➤ generates invoices and picking slips➤ maintains production records <p>2.2 Assists with the delivery of media to customers as required. May require driving PathWest provided courier vehicle.</p>
3.	<p>OTHER</p> <p>3.1 Performs duties in accordance with organisational Policies and Procedures.</p> <p>3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.</p> <p>3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.</p> <p>3.4 Participates in Performance Planning and Review.</p> <p>3.5 Performs other duties as directed.</p>

JOB DESCRIPTION FORM

PAGE 3 OF 3

LABORATORY ASSISTANT, LEVEL G1/2, POSITION NO 00002947

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Good written and verbal communication skills.
2. Good manual dexterity.
3. Ability to perform basic laboratory procedures.
4. Ability to work as part of a team with minimum supervision.
5. Ability to work under pressure.
6. Class C or C-A driver's licence.

DESIRABLE REQUIREMENTS

1. Progress towards a science based qualification.
2. General knowledge of hospital procedures.
3. Previous experience with data input on computers.
4. Previous experience in a multidisciplinary hospital laboratory.
5. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

SECTION 6 – APPOINTMENT FACTORS

1. Position may provide services within and outside ordinary hours and may include weekends.
2. Current C or C-A driver's licence to be sighted prior to appointment

LOCATION Mt Claremont	ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS: <ul style="list-style-type: none">- Criminal Record Clearance required. The Criminal Record Screening is processed by Health Support Services (HSS) under the Department of Health's Criminal Record Screening Policy.- Completion of 100 point identification check required.- Successful Pre-Employment Health Assessment required.- Successful Pre-Employment Integrity check required.	
SPECIALISED EQUIPMENT OPERATED: Courier vehicle, Forklift.	

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

EXECUTIVE DIRECTOR

SIGNATURE

SIGNATURE

DATE

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