



CLEARANCE REG NO. PWWF 2362- TLH20JUN2017

SECTION 1 - POSITION IDENTIFICATION

SITE	QEII
NETWORK	QEII
DEPARTMENT	Microbiology
SECTION	Biosecurity/Executive

POSITION TITLE	Medical Scientist in Charge
LEVEL	P3
POSITION NO	00011796
AWARD	Health Salaried Officers Agreement

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO

Title: Principal Scientist
Position No: 00008870 – Level P8

RESPONSIBLE TO

Title: Medical Scientist-in-Charge
Position No: 00003071 – Level P5

This Position

Medical Scientist-in-Charge
Position No: 00011796 – Level P3

Positions under direct supervision:			
<u>Position No.</u>	<u>Title</u>	<u>Classification</u>	<u>TOTAL FTE</u>
00003072	Medical Scientist	Level P2	0.5

SECTION 3 - KEY RESPONSIBILITIES

Manages legislated and regulated Biosecurity requirements for PathWest.
Oversees the day-to-day functionality of the PC3 laboratory.

MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION 00011796

SECTION 4 – BRIEF STATEMENT OF DUTIES

Details

Within an assigned area or laboratory and in accordance with quality assurance and safety standards:

PROFESSIONAL

- 1.1 Manages the activities within PathWest with respect to biosecurity. Provides advanced professional advice to internal and external clients on laboratory biosecurity.
- 1.2 Manages the RCPA Biosecurity QAP.
- 1.3 Oversees and coordinates the activities of the PC3 laboratory within the department and ensures compliance with accreditation standards required for the facility.
- 1.4 Ensures compliance with the NHS Act (2007) and the associated SSBA Standards. Manages the PathWest SSBA and Biorisk Management System and advises on the performance and resourcing requirements of the system.
- 1.5 Ensures compliance with federal requirements associated with the importation of biological materials in respect of personnel, premises and permits.
- 1.6 Co-ordinates infrastructure maintenance within the facility to ensure compliance.
- 1.7 Prepares management and other reports as necessary.
- 1.8 Participates in and contributes to related educational activities both internal and external to the department.

SUPERVISORY (As Required)

- 2.1 Supervises and provides specialist training and supervision for laboratory staff in all areas of biosecurity including select agent handling and testing, PC3 facility requirements, importation requirements, the NHS Act and its SSBA Standards, and RCPA Biosecurity QAP assessments.

OTHER

- 3.1 Performs duties in accordance with organisational Policies and Procedures.
- 3.2 Performs duties in accordance with relevant Occupational Health and Safety and Equal Opportunity Legislation.
- 3.3 Conducts duties in a manner that is ethical and promotes a positive image of PathWest Laboratory Medicine WA.
- 3.4 Participates in Performance Planning and Review.
- 3.5 Performs other duties as directed.

JOB DESCRIPTION FORM

PAGE 3 OF 3

MEDICAL SCIENTIST IN CHARGE, LEVEL P3, POSITION 00011796

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Tertiary qualification in medical science relevant to microbiology and eligible for Membership of the Australian Society for Microbiology.
2. Demonstrated high level knowledge in broad aspects of biosecurity, including the NHS Act and its SSBA Standards.
3. Demonstrated knowledge of and experience in the operation and maintenance of a PC3 laboratory.
4. Demonstrated high standard of negotiation, organisational and liaison skills.
5. Demonstrated high standard of written and verbal communication skills.
6. Demonstrated advanced ability to prepare management and scientific reports; presentations.
7. Demonstrated advanced use of analytical and problem solving skills.
8. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, an appropriate post-graduate qualification.
2. Evidence of demonstrated commitment to continued professional development.
3. Member of relevant professional body.

SECTION 6 – APPOINTMENT FACTORS

1. Evidence of eligibility for or current professional membership of relevant professional body must be provided prior to commencement.
2. Availability for after hours and On-call duties.

LOCATION QEII Medical Centre, Nedlands

ACCOMMODATION – N/A

ALLOWANCES/SPECIAL CONDITIONS:

- **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 checks required.**

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

NETWORK 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