



HSS REGISTERED AUGUST 2020

Surveillance Officer (Project Officer)

Health Salaried Officers Agreement: Level G5

Position Number: 008542

Temporary Workforce

NMHS Mental Health, Public Health, Dental Services

COVID-19 Public Health Operations

Reporting Relationships

Nurse Coordinator
Public Health Operations - Mental Health, Public
Health & Dental Services
Award Level: ANF SRN 7
Position Number: 008468



Clinical Nurse Manager – Surveillance
Mental Health, Public Health & Dental Services
Award Level: ANF SRN 4
Position Number: 008437



This Position



Also reporting to this supervisor:
CNS Surveillance
CN Surveillance
RN Surveillance
HSU G6 Surveillance Officer (Team
Leader)
Surveillance Officer HSUG5 50D
EN Surveillance

Directly reporting to this position:

- Nil

Prime Function / Key Responsibilities

Functions as a member of the multidisciplinary team that performs contact tracing on confirmed COVID-19 cases and their contacts. Ensures optimal case follow up, contact tracing and outbreak investigation including liaison with relevant external agencies. Undertakes accurate electronic recording of relevant key information. Provision of COVID-19 education as described in COVID-19 procedures to clients and the general public.

Brief Summary of Duties (in order of importance)

Contact Tracing

- Undertakes COVID-19 contact tracing processes.
- Provides health education as described in COVID-19 procedures related to disease process, treatment, infection control and other relevant issues for clients and the public on COVID-19.
- When undertaking contact tracing of COVID-19 cases and contacts, utilises interpreters to ensure the client has a comprehensive understanding of their health care requirements.
- Liaises with other health team members and agencies to ensure equitable health care for all clients.
- Acts as patient advocate when necessary.
- Undertakes and maintains quality data entry into computer patient information systems and databases and other electronic records as required.
- Provides appropriate information handover of cases and contacts to nursing staff and team leaders to ensure appropriate ongoing case follow up.
- Participates in training and supporting other COVID-19 surveillance health professionals as required and with support from the nurse workforce.
- Maintains professional knowledge and skills related to the COVID-19 pandemic disease and epidemiology.
- Carries out other duties as required.

NMHS Governance, Safety and Quality Requirements

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Work Related Requirements

Essential Selection Criteria

1. Demonstrated effective computer skills including experience with data entry.
2. Demonstrated sound interpersonal and communication skills (oral and written)
3. Research, problem-solving and analytical skills.
4. Demonstrated ability to work with minimal supervision and as part of a team
5. Ability to prioritise and organise work to meet timeframes
6. Demonstrated ability to maintain confidentiality.

Desirable Selection Criteria

1. Qualification in relevant discipline or knowledge and understanding of public health surveillance and contact tracing.
2. Knowledge of medical terminology.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature:
Date:

Position Occupant

Name:
Signature:
Date: