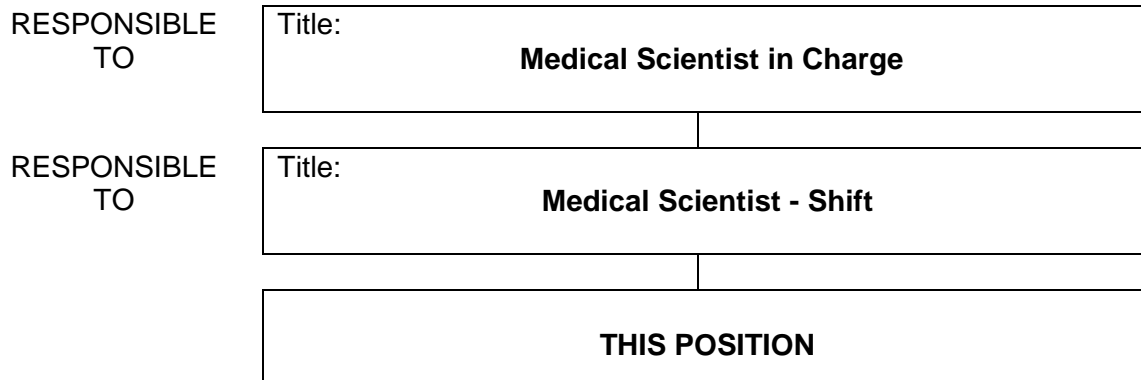


SECTION 1 - POSITION IDENTIFICATION

NETWORK	QEII	POSITION TITLE	Technical Assistant
SITE	QEII	LEVEL	G3
DEPARTMENT	Microbiology	POSITION NO	00017165
SECTION	Bacteriology/ Mycology/ Mycobacteriology	AWARD	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>
NIL			

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 limited supervision, undertakes and assists with the processing of routine clinical microbiology specimens according to approved microbiology procedures and techniques.

JOB DESCRIPTION FORM

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TECHNICAL ASSISTANT, LEVEL G3, POSITION NO 00017165**SECTION 4 – BRIEF STATEMENT OF DUTIES**

Duty No.	Details
1.0	<p>Within an assigned area or laboratory in accordance with quality assurance and safety standards:</p> <p>TECHNICAL</p> <p>1.1 Performs routine analyses on laboratory specimens including setting up, operation and maintenance of auto analysers.</p> <p>1.2 Performs manual and automated assays under supervision for the detection and identification of microbial organisms.</p> <p>1.3 Assists in the development, evaluation and review of testing methods and procedures.</p> <p>1.4 Assesses laboratory results with reference to normal values and controls the release of test results from analysers to the computer system prior to result issue according to defined protocols.</p> <p>1.5 Separates, aliquots and distributes samples for testing, including the packaging of samples for other laboratories.</p> <p>1.6 Assists in the set up, operation and maintenance of equipment used in the section.</p> <p>1.7 Prepares and maintains adequate stocks of reagents and consumables for use within the section.</p> <p>1.8 Performs quality control tests and procedures in the section.</p> <p>1.9 Assists in the supervision and training of others.</p>
2.0	<p>GENERAL</p> <p>2.1 Accesses results using computer terminals (answering telephone enquiries).</p> <p>2.2 Receives, sorts, prioritises and labels incoming laboratory specimens.</p> <p>2.3 Registers test requests in the computer system.</p> <p>2.4 Undertakes relevant clerical work as required.</p>
3.0	<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

TECHNICAL ASSISTANT, LEVEL G3, POSITION NO 00017165

SECTION 5 - SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS

1. Certificate IV in Laboratory Practices or equivalent, or extensive (normally 5 years) relevant experience.
2. Ability to perform tasks that involve manual dexterity.
3. Sound numeracy and literacy skills.
4. Demonstrated experience in and knowledge of laboratory procedures and safety protocols.
5. Demonstrated understanding of laboratory safety and quality systems.
6. Demonstrated effective communication and interpersonal skills.
7. Demonstrated ability to work effectively and productively within a team environment.
8. Good keyboard and computer skills.
9. A commitment to good customer service.

DESIRABLE REQUIREMENTS

1. Possession of, or progress towards, a higher science based qualification.
2. Experience in bacteriological, molecular and serological techniques for the detection of microorganisms.
3. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Health & Safety in all aspects of employment and service delivery.

SECTION 6 – APPOINTMENT FACTORS

1. This position participates in shift duties for a 24/7 Bacteriology Laboratory.
2. May be required to work across any site within the QEII Network.

LOCATION	QEII Network	ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS/PRE-EMPLOYMENT REQUIREMENTS:		
- Successful criminal record clearance as per Department of Health's Criminal Record Screening Policy.		
- Completion of identification check.		
- 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 MEDICAL SCIENTIST CHIEF EXECUTIVE

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