



Job Description Form



Community | Compassion | Quality



Integrity | Equity | Curiosity

Position Title

Position number: 616539

Covid-19 Specimen Collector

Division description

The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast area of two and a half million square kilometres. We are the primary provider of public health services across the Kimberley, Pilbara, Midwest, Wheatbelt, Goldfields, South West and Great Southern.

About the WA Country Health Service

Our Strategic Priorities



Our Values

Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity

We bring honesty, collaboration and professionalism to everything that we do.

Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

Our Vision

To be a global leader in rural and remote healthcare.

Our Mission

To deliver and advance high quality care for country WA communities.

Directorate overview

This Directorate has been established to coordinate the response to the COVID-19 pandemic across regional WA. The WACHS EOC provides a command and control structure to link between the regions and the Incident Controller located at the State Health Incident Coordination Centre. The WACHS Emergency Operations Centre (EOC) provides a coordinating role across seven regional areas.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at www.wacountry.health.wa.gov.au

Position Details

Position Number:	616539	Registration Date:	December 2021
Classification:	HSO Level G2	Location:	Various locations
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Emergency Operations Centre		

Position Overview

Collects pathology specimens from hospital in-patients and other clients.

Prepares specimens (including centrifugation and separation) and registers requests.

Reporting Relationships

Responsible to:

Commander, WACHS Emergency Operations Centre
 HSO Level 12
 616056



Responsible to:

Logistics Cell Lead, WACHS Emergency Operations Centre
 HSO Level G10
 616061



Other positions reporting to this position:

616070 Deputy Lead, HSO G8
 616071 Cell Officer, HSO G6
 616080 Cell Support Officer, HSO G4

This position:

COVID-19 Specimen Collector HSU L2



Key Duties/Responsibilities

1. CLINICAL

- 1.1. Collects COVID-19 pathology samples from hospital inpatients and outpatients and other clients.
- 1.2. Prepares specimens (including centrifugation and separation), and registers requests for processing to Central Specimen Reception Area.
- 1.3. Liaises with clinical, pathology, para-medical and other staff as necessary, in the collection of the appropriate specimen to ensure safety and minimum trauma to the patient.
- 1.4. Liaises with clinical staff regarding specialised test procedures and prepares and assists for these procedures.
- 1.5. Maintains standard PPE training.
- 1.6. Maintains PPE precautions as required.

2. GENERAL

- 2.1. Contributes towards the delivery of high-level customer-focused service.
- 2.2. Receives and screens visitors and phone call and redirects to other staff as appropriate.
- 2.3. Maintains confidentiality in relation to patients and staff.
- 2.4. Ability to work independently and demonstrate initiative working as part of a multidisciplinary team.
- 2.5. Maintains stocks of expendable items used in day to day duties of the position.
- 2.6. Maintains cleanliness of the collection room and equipment.
- 2.7. Participates in relevant clerical work as required inclusive of statistics, document control, NATA requirements and patient accounts.
- 2.8. Assists with mobile (domiciliary or other) and/or public/private specimen collections as required.
- 2.9. Participates in educational/training programs organised by the department.
- 3.0. Communicates effectively with stakeholders including Clinic Leads, REOC, PathWest and transport providers where required.

3. OTHER

- 3.1. Performs duties in accordance with WACHS Policies and Procedures.
- 3.2. Performs duties in accordance with relevant Occupational Safety and Health, Workers' Compensation and Injury Management, and Equal Opportunity Legislation.
- 3.3. Ensures, as far as practicable, the provision of a safe working environment.
- 3.4. Completes mandatory training as relevant to role.
- 3.5. Performs duties in accordance with Government, WA Health, WACHS and Departmental / Program specific policies and procedures.
- 3.6. Performs other duties as directed.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.



Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

Essential

1. Demonstrated effective interpersonal and communication skills and an ability to maintain confidentiality
2. Demonstrated ability to work independently and demonstrate initiative and work as part of a multidisciplinary team
3. Understanding and commitment to good customer service
4. Well-developed written and verbal communication and interpersonal skills
5. Sound computer skills with experience using Windows, Microsoft Office and various databases

Desirable

1. Understanding of pathology specimen collection techniques or willingness to complete training or gain relevant experience in pathology specimen collection techniques
2. Progress towards certificate of laboratory practices qualifications
3. Possession of a current Class C driver's license
4. Current knowledge of and commitment to Equal Opportunity, Disability Services and Occupational Health & Safety in all aspects of employment and service delivery

Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening clearance
- Successful Pre- Placement Health Screening clearance
- Vaccine status that complies with the [Health Worker \(Restrictions on Access\) Directions No. 3](#)
- Successful WA Health Integrity Check
- Possession of a Working with Children (WWC) check
- Ability to undertake regional travel with the possibility of overnight stays
- Possession of current C or C-A driver's licence.

WA Country Health Service –
Central Office

10 December 2021
REGISTERED

