



## HSS Registered

# Technical Officer (Clinical Physics)

Health Salaried Officers Agreement: Level G3/4

Position Number: 602620

Health Technology Management Unit

Corporate Services & Contract Management

East Metropolitan Health Service (EMHS)

## Reporting Relationships

Principal Medical Physicist  
HSU Level P6  
Position Number: 103184



Medical Physicist  
HSU Level P3  
Position Number: 602619



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE

Also reporting to this supervisor:

- 103195 Technical Officer, G5



## Key Responsibilities

To provide an efficient, effective and timely service in the provision of laboratory services in support of diagnostic physics services, radiochemistry and related investigations, in order to satisfy the quality and service delivery objectives of the Department, the Hospital and its customers.

## EMHS Vision and Values

### Our Vision

***Healthy people, amazing care.  
Koorda moort, moorditj kwabadak.***

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

## Brief Summary of Duties (in order of importance)

The position of Technical Officer (Clinical Physics) works within a team, responsible for providing laboratory services and specialised investigations in relation to diagnostic physics and radiochemistry laboratory services across EMHS and to related services provided to the SMHS, private practice client services and the State.

### 1. The post is responsible to the designated Senior Medical Physicist to:

- 1.1 Provide laboratory support and field services for the investigation, measurement and analysis of factors related to the delivery of ionising and non-ionising radiation used in the diagnosis and treatment of patients. Typically this includes, personnel dosimetry, surveys for assessing shielding and radiation protection standards, safety checks, dosimetry measurement, participation in decontamination procedures, monitoring and processing radioactive waste, purchasing, accepting and dispensing radiopharmaceuticals and assisting with patient treatment procedures.
- 1.2 Provide advice and assistance to other personnel, in the operational and safety aspects of undertaking investigations in the laboratory and using laboratory facilities.
- 1.3 Accurately enter data and information onto the Division record to provide a comprehensive record of the investigation and analyses conducted and the use of labour, parts and consumables in accord with the prescribed protocols.
- 1.4 Manage personal work flow to ensure timely compliance with outcome and quality management objectives viz: (i) maintenance and updating of current, accurate and complete quality documentation; (ii) facilitation of the conduct of internal and external Quality Audits, plus the timely implementation of their recommendations.
- 1.5 Maintain appropriate contemporary knowledge of (i) contemporary measurement and analysis practices and treatment procedures conducted by the Division; (ii) imaging and treatment equipment and installations for which the Division is responsible; (iii) bacterial contamination hazards and (iv) special precautions and practices required in respect of procedures conducted in the laboratory (e.g. handling of radioactive materials and dangerous chemicals).
- 1.6 Ensure relevant occupational safety and health practices and standards are implemented and maintained.
- 1.7 Design, construct or modify specialised laboratory equipment, prototype equipment as required.
- 1.8 Observe protocols supporting the operation and maintenance of the Division's imprest stores.
- 1.9 Provide the Senior Medical Physicist with information necessary for maintaining reliable and timely communication at all times, while working in the hospital or on related activities.
- 1.10 Other duties as reasonably directed by the Senior Medical Physicist.

### 2. The post is responsible to service recipients:

- 2.1 To ensure delivery of services within the set time frame at an acceptable quality, in accord with priorities developed in liaison with the individual and the team leader.
- 2.2 To ensure an efficient, effective, timely, and ongoing process of continuous quality improvement, consultation and feedback to customers in order to meet their needs and concerns.

### 3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Participates in an annual performance development review.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4. Undertakes other duties as directed.

## Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

### Essential Selection Criteria

1. AQF4 or other post-secondary qualification in a relevant discipline, equivalent to a minimum 12 months full time formal training
2. Experience in laboratory methods and practices.
3. Well-developed interpersonal methods and practices relevant to the work of the laboratory.
4. Experience using MS Suite including MS Word, Excel and Access
5. Knowledge and understanding of the general principles of Continuous Quality Improvement and their practical application in systematically evaluating and meeting customers' needs.
6. Knowledge of occupational health and safety principles.

### Desirable Selection Criteria

1. Diploma, (or higher qualification) in applied science, medical physics or laboratory practice in a relevant discipline.
2. Experience in laboratory methods relevant to the purchasing, acceptance and dispensing of medical grade radioactive materials.
3. Handling of sealed and unsealed radioactive materials and knowledge of radiation safety procedures.
4. Participation in an accredited Quality Management System such as ISO9001.
5. Experience in maintaining stock, placing orders and checking invoices.
6. Experience in using requisitioning applications such as iProcurement.
7. 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

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>				
Danielle Hudson		He17760		
<b>Manager / Supervisor</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>	
John Burrage		He14864		
<b>Dept. / Division Head Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>	
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>				
<b>Occupant Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>	
<b>Effective Date</b>				
<b>HSS Registration Details (to be completed by HSS)</b>				
			24 October 2022	
<b>Created on</b>	<b>Last Updated on</b>			