Australian National University

Position Description

College/Division:	ANU College of Science and Medicine
Faculty/School/Centre:	School of Medicine and Psychology
Department/Unit:	Canberra Clinical School
Position Title:	Senior Technical Officer
Classification:	ANU Officer 7 (Technical)
Position No:	22840
Responsible to:	Clinical Skills Coordinator
Number of positions that report to this role:	0
Delegation(s) Assigned:	0

PURPOSE STATEMENT:

The School of Medicine and Psychology (SMP) was established in 2023 to bring together expertise from Medicine and Psychology to develop a unique educational and research environment. The focus is to produce psychologists, researchers, and medical graduates who practice compassion, conscience and professional excellence, and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The school partners with a number of healthcare organisations to deliver teaching and training including but not limited to ACT Health, community practices throughout the ACT and South Eastern NSW. The SMP is committed to extending the boundaries of medical and psychology knowledge and improving societies through research. A focus on providing students with access to groundbreaking research is core to our research led education experience. Research is conducted over a range of disciplines and organised into three main themes: Society Culture and Health, Diagnostics, Therapeutics and Clinical Care and Brain, Vision, and Mental Processing. Collaborations in research and education have both a national and international reach to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Technical Officer reports to the Clinical Skills Coordinator and is based at The Canberra Hospital campus. The position provides support to the Medical School teaching program and works within the Clinical Skills Team.

Role Statement:

Under broad supervision the Technical Officer will:

- Drawing on their professional training, experience and skill set, supervise and teach Scrubbing, Gowning and Gloving to Phase 2 medical students as per the current ACORN Standard.
- Observe and provide feedback to students relating to the acquisition of the Scrubbing, Gowning and Gloving skill set.
- Assess student ability to safely complete Scrubbing, Gowning and Gloving when provided with appropriate supervision from the surgical team.
- Complete relevant assessment documentation relating to the acquisition of the Scrubbing, Gowning and
- Gloving skill. Complete general administration duties associated with Scrubbing, Gowning & Gloving teaching including the preparation of reports, ensuring safe working practices, WHS requirements and compliance protocols for regulatory requirements are met.
- Assist with the planning and development of Scrubbing, Gowning and Gloving teaching to ensure the delivery of high-quality teaching in accordance with the current ACORN standard.
- Provide advice on related inventory and consumable purchase and usage.
- Lead the general preparation and maintenance of teaching spaces utilised in the teaching of Scrubbing, Gowning and Gloving skill, providing expert advice on set-up and pack-down.

- Take a lead role in Work Health and Safety (WHS) and make active contribution towards the practice and compliance process in the WHS space.
- Undertake other duties as required from time to time consistent with the classification level of the position.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

SELECTION CRITERIA:

1. Registered Nurse, with a minimum of four years post-graduate clinical experience. Prior experience as a scrub/scout nurse and/or experience in teaching and assessing Scrubbing, Gowning & Gloving is desirable but not essential. Specialist expertise with equivalent combinations of relevant experience and/or education/training.
2. A Certificate IV in Training and Assessment is desirable but not essential.
3. Demonstrated experience in a nurse-educator role and / or clinical skills teaching environment.
4. A proven ability to contribute to leadership of clinical skills teaching and assessment with demonstrated experience assisting medical students acquire a broad range of clinical skills.
5. A demonstrated ability to communicate effectively and concisely, both orally and in writing, and to work both independently with limited supervision and harmoniously in a team environment with a diverse range of people.
6. Strong information technology and organisational skills with demonstrated ability to keep accurate records and prioritise tasks, exercising sound judgement to meet tight timelines.
7. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:		**Date:**	

References:
Professional Staff Classification Descriptors
Minimum Standards for Academic Levels (MSAL)

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CoSM	**Dept/School/Section**	SMP
Position Title	Technical Officer	**Classification**	ANU Officer 7 (Technical)
Position No.	22840	**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System Handbook.
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at 2024_ANU Inherent Requirements Reference Table.pdf

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☐	☒	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
organizing events	☐	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

PSYCHOSOCIAL HAZARDS (please specify):

OTHER POTENTIAL HAZARDS (please specify):