

Position Description – Technical Officer

POSITION DETAILS	
College	College of Nursing and Health Sciences
Organisational Unit	Healthcare Simulation Hub
Supervisor	Senior Manager, Healthcare Simulation
Classification	Higher Education Officer Level 5
Employment Type	Continuing, Part-Time (0.4 FTE)

POSITION SUMMARY
<p>Under general direction, the Technical Officer will provide services in a range of technical functions, including simulation activities, to support the programs of the College of Nursing & Health Sciences in the Riverland. Under general direction the incumbent will use their wide-range of clinical experience to ensure that workshop preparation and associated simulation equipment supports the learning requirements of students working in the Healthcare Simulation Laboratories in accordance with university course requirements.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>In addition, it is a requirement of this position that the incumbent maintain a current Child Related Employment Screening which is satisfactory to the University in accordance with the Children's Protection Act 1993 (SA).</i></p> <p><i>A National Police Clearance Screening which is satisfactory to the University will be required before the successful applicant can commence in this position.</i></p> <p><i>Flinders University has implemented its COVID-19 Vaccination Policy (2022), as a result, all new and current staff must adhere to this policy as a requirement of their employment. Should the staff member not be up-to-date with their COVID-19 vaccinations or have a valid medical exemption, then the staff member will be subject to the requirement to undertake regular Rapid Antigen Testing as per the Rapid Antigen Testing Procedures</i></p>

KEY POSITION RESPONSIBILITIES

1. Prepare the laboratory environment for clinical skills workshops in accordance with university course requirements liaising when applicable with the Senior Manager, Healthcare Simulation, Team Leaders, course coordinators, and academic and other laboratory staff.
2. Provide technical advice and assistance during practical classes including demonstration of equipment, procedures and techniques as required.
3. Provide assistance and support for the Health Sciences Laboratories when applicable.
4. Assume the functional responsibilities of the Team Leader and/or Laboratories Manager in their absence.
5. Maintain, monitor and supervise stock control for smooth operation of all programs.
6. Ensure that maintenance requirements are followed in accordance with relevant policy and legislation.
7. Liaise and collaborate with manufacturers, industry partners and company reps to ensure product support, maintenance and troubleshooting is managed with minimal impact to students' experience.
8. Collate, record, report and resolve IT, AV and simulation equipment faults to minimise interruption to student learning.
9. Maintain current records relating to simulation information including products, licences, software versions etc. ensuring specialised simulation equipment is regularly updated to latest versions
10. Provide education, advice and instruction to staff on simulation equipment functions and capabilities to ensure effective and safe operation.
11. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Eligibility for registration as a registered nurse or midwife with the AHPRA, and possess a current practicing certificate or an equivalent combination of experience and/or education and training relevant to the position.
- Demonstrated experience in working with new and emerging simulation technologies.
- Demonstrated well-developed interpersonal and oral communication skills including demonstrated customer relationship skills and ability to develop productive relationships with colleagues, other staff at all levels within the organisation, and with external contacts and stakeholders.
- Demonstrated ability to work independently, with limited supervision or as part of a team.
- Demonstrated ability to use initiative, prioritise work and problem solve to meet competing deadlines.
- Demonstrated knowledge of Occupational Health and Safety legislation, including management of hazardous substances.
- Demonstrated ability to effectively supervise staff.
- High level of attention to detail and organisational skills, with a willingness to work flexibly.
- Previous experience in a hospital or teaching laboratory environment.