

Accreditation and Quality Compliance Officer

Updated 12 August 2026

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	International Centre for Point-of-Care Testing
Supervisor (Title)	Program Lead and Scientific Manager – First Nations Molecular POCT Program
Classification	Higher Education Officer Level 6
Employment Type	Part-Time, Fixed Term

POSITION SUMMARY

The Flinders University International Centre for Point-of-Care Testing (ICPOCT) is a global leader in point-of-care testing (POCT) and is recognised for expertise in POCT research and teaching, encompassing chronic, acute and infectious diseases. The Centre's research activities have made a significant contribution to increasing access to health care and improving health outcomes, particularly in Indigenous communities and rural and remote settings nationally and internationally.

Under general to broad supervision, the Accreditation and Quality Compliance Officer will develop and implement continuous improvement activities of the First Nations Molecular (FNM) POCT Program to ensure technical, procedural and document alignment for accreditation and regulatory obligations. This includes relevant requirements as described in the International Standard for Human Pathology (ISO15189), the Australian Commission of Safety and Quality in Health Care, the National Pathology Accreditation Advisory Council (NPAAC) standards as needed to meet bespoke accreditation under National Association of Testing Authorities (NATA) for molecular point-of-care testing for sexually transmitted infections (STIs) and respiratory infections (Influenza A/B, SARS-COV-2 and RSV), in the first instance. The Accreditation and Quality Compliance Officer will work closely with the Quality Manager, Quality Committee and Scientific Lead of the FNM POCT Program to support ongoing accreditation readiness, audit management and quality improvement initiatives in the program.

There are no supervisory responsibilities in this role.

UNIVERSITY EXPECTATIONS AND VALUES

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:

- 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 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;

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- 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 *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Accreditation and Quality Compliance Officer is responsible for:

1. Preparation of technical, procedural and other regulatory documentation required for accreditation, advisory visits, quality system and technical assessments and corrective action/s.
2. Coordination of project timelines and documentation with the First Nations Molecular POCT Program Quality Manager, Quality Committee and Scientific Lead to support initial accreditation visits and corrective action/s in the program.
3. Assisting the FNM POCT Program Scientific Lead and senior scientists to oversee, document and maintain the First Nations Molecular POCT Program's training and quality management (e.g. quality control and quality assurance) risk assessment, policies, procedures, standard operating procedures and other technical documentation.
4. Assisting the FNM POCT Program Scientific Lead and senior scientists to review and coordinate staff training programs, competency and records for Flinders staff members working on the First Nations Molecular POCT Program.
5. Assisting the Quality Manager, Quality Committee and Scientific Lead with the development, coordination and maintenance of internal audits, preparation of internal compliance reports and root cause analysis and implementation of opportunities for Improvement (OFIs).
6. Assisting the Quality Manager, Quality Committee and Scientific Lead with maintaining quality and accreditation risk registers and business continuity plans and in liaising with assessors and accreditation bodies.
7. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A Bachelor of Medical Science or equivalent degree in a relevant field with subsequent relevant experience.

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- Strong knowledge of international and national standards and associated regulatory documents pertaining to medical and human pathology laboratories and/or point-of-care testing.
- Willingness to complete relevant accreditation training courses with the National Association of Testing Authorities (NATA) Education and Advisory Services for regulatory standards and quality management systems.
- Demonstrated knowledge and experience in developing risk assessment and mitigation procedures for the use of *in vitro* diagnostic tests and/or hazardous chemicals, including sourcing Material Safety Data Sheets (MSDS) and import to chemical registers (e.g. Chemwatch).
- Experience in updating quality management systems, performing/reporting internal audits and using document management software (e.g. Ideagen) is highly desirable.
- Demonstrated effective written and oral communication skills across a broad multidisciplinary team and stakeholders.
- Demonstrated ability to work effectively in a culturally appropriate manner, with consideration to the culturally and linguistically diverse populations serviced by the Program.
- Demonstrated experience in working autonomously under reduced supervision, as well as frequently participating in a team including a Clinical Governor, Quality Manager, Quality Committee and Scientific Program Lead and other multidisciplinary research and professional staff members.
- Demonstrated strong computing skills with sound capabilities in use of all products within Microsoft Office suite.