

Position Description – Scientific Assistant

Updated 20 February 2023

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	International Centre for Point-of-Care Testing
Supervisor (Title)	Scientific Manager
Classification	Higher Education Officer Level 5
Employment Type	Fixed term, full time

POSITION SUMMARY
<p>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 Aboriginal and Torres Strait Islander communities and in rural and remote settings nationally and internationally.</p> <p>The Scientific Assistant position will provide support for delivery of program key performance indicators for the infectious disease POCT Programs of the Centre.</p> <p>The level of supervision provided for this position is general. There are no supervisory responsibilities for this position.</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 Working With Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).</i></p>

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

COVID-19 vaccination, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#) is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Scientific Assistant is responsible for:

1. Assisting with the delivery of training to health workers at a range of sites including, but not limited to, regional and remote Aboriginal and Torres Strait Islander health services;
2. Providing scientific and technical support services in relation to troubleshooting point-of-care testing devices and related software;
3. Assisting in the production and updating of educational and training resources used to assist POCT device operators in conducting quality-assured POCT;
4. Providing quality management support services for internal quality control and external quality assurance frameworks;
5. Assisting in the preparation of material for publication including government reports, newsletters, website and promotional material;
6. Contributing to research and the preparation of published refereed articles on POCT;
7. Some interstate travel and out of hours work may be required;
8. 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.
- Demonstrated understanding of point-of-care testing and its application in the primary care sector.
- Proven ability to manage, analyse and report on scientific data and keep clear and accurate records of research.
- Demonstrated effective written and oral communication skills.
- Demonstrated sound computing skills and the ability to conduct literature surveys and access web-based information.
- Demonstrated proficiency with information and communication technology systems including effectively using a range of Microsoft Office applications, with particular emphasis on Outlook, Word, Excel PowerPoint and Teams.
- Demonstrated ability to work effectively in a culturally appropriate manner, that is, considering and amending practices to account for relevant cultural differences of the groups you work with.