

## Position Description – Senior Technical Officer Clinical Skills and Simulation

Updated 11 October 2024

POSITION DETAILS	
College/Portfolio	College Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Lecturer in Clinical Skills and Simulation - Lead
Classification	Higher Education Officer Level 6
Employment Type	Fixed-term, Part time

POSITION SUMMARY
<p>Under broad direction, the Senior Technical Officer will manage the development and coordination of teaching materials and equipment for the South Australia Rural Medical Program simulation and clinical skills-based teaching and assessment. This includes managing the setup and dismantling of clinical skills and simulation training and assessment sessions, maintaining equipment and adequate stock supplies and ensuring a clean and safe environment at all times.</p> <p>Using initiative and an up-to-date knowledge of technical advancements, the Senior Technical Officer will work with other staff across sites to source and implement new technologies to meet the teaching fidelity requirements of the MD degree.</p> <p>One 0.5FTE position will be based at the Mt Gambier campus and one 0.5FTE will be based at the Riverland campus. The incumbent will be required to live within the region.</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"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>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;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <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</i></p>

(SA).

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.

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

### KEY POSITION RESPONSIBILITIES

The Senior Technical Officer Clinical Skills and Simulation is accountable for:

1. Managing the operations within the SARM Program clinical simulation spaces including the setting up and dismantling of specialised practical teaching and assessment sessions.
2. Co-ordinating and providing effective training and support related to the safe and effective use of equipment and specimens to clinical skills and laboratory users.
3. Maintaining a range of complex equipment in good working order including its assembly, testing and repair.
4. Managing and ensuring sufficient supply of equipment, consumables and teaching resources for the clinical skills and simulation training areas and laboratories.
5. Proactively supporting academics across all functions relating to simulation, practical examination, and skills training.
6. Managing Work Health and Safety (WHS) within SARM Program teaching spaces, including equipment, hazardous chemicals and dangerous goods
7. Maintaining records of equipment inventories, maintenance schedules and stores orders.
8. Liaising with ICT staff to ensure the effective and efficient functioning of the CAE Learning Space (MLS) including establishing procedures for the maintenance of files recorded during simulation sessions.
9. Providing high level negotiation and communication to ensure industry standards are adhered to with respect to the purchase and utilisation of medical equipment.
10. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Completion of a diploma qualification with minimum of 2 years of subsequent relevant work experience OR an equivalent combination of experience and/or education and training.
- Demonstrated high level organisational skills, including the ability to use initiative to meet deadlines.
- Demonstrated high level of autonomy, including prioritisation and scheduling of tasks.
- Well developed experience with stock management and managing day to day operations.
- High level experience with technical equipment, including assembly, testing and repairing.
- High level computer skills which incorporate management of a broad range of IT products.
- Well developed written and verbal communications skills.
- Demonstrated knowledge of Work Health & Safety (WHS).
- Demonstrated ability to innovate advanced computer applications designed to program simulators or similar technical equipment including the processes involving related IT infrastructure.
- Ability to negotiate contractual/other arrangements with internal or external suppliers, departments or agencies on matters that may impact on the work area.