

Eastern Health

POSITION DESCRIPTION

Position Title:	Respiratory Scientist
Award Classification:	Medical Scientist Grade 2
Award / Agreement Name:	Medical Scientist, Pharmacists and Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Head of Respiratory Laboratory Services

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

- Responsible for the performance of routine and complex lung function tests without direct supervision.
- Responsible for the maintenance and quality assurance of equipment and procedures.
- Responsible for assessment and suitability for domiciliary oxygen therapy inclusive of online SWEP applications under the direction of the Head or Deputy Head of Respiratory Laboratory services.
- Educate patients for domiciliary oxygen therapy.
- Participation in projects including the maintenance and development of laboratory protocols as required under the direction of the Head or Deputy Head of Respiratory Laboratory Services.
- Show a commitment to regular professional development.
- Mentor and/or train undergraduate and graduate scientific staff within laboratory protocols
- Provide expertise and support to undergraduate students, scientific, nursing and medical staff in matters relating to domiciliary oxygen therapy.
- Assist the Head of Respiratory Laboratory Services with reviewing e-referrals and discussing tests selected to answer clinical question with referring doctor.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Perform both routine and complex lung function tests

- Perform both routine and complex lung function tests, including the preparation and cleaning of equipment, instruction of patients and assessment of test validity across all sites in the Respiratory Laboratory Service.
- Prepare patient reports and records including calculating, processing and documenting test data and entering succinct and accurate comments on the quality of the test
- Keep accurate records of daily laboratory statistics
- Assist with stocktake, ordering, procurement
- Give professional advice (non-clinical) within and outside the laboratory on appropriate scientific matters as appropriate within the scope of practice.

2.2 Maintain and operate all equipment and perform quality control (QC)

- Perform equipment maintenance and QC in accordance with Laboratory procedures and accurately complete associated documentation.
- Participate in and contribute to the monitoring of the quality assurance programs of the department.
- Trouble shoot instrument or quality control issues and - if cannot be resolved - escalate as appropriate.
- Independently perform appropriate troubleshooting for testing procedures, instrumentation and computer software and hardware.

2.3 Perform domiciliary oxygen therapy under the direction of the Deputy or Head of Respiratory Laboratory Services

- Evaluate patients for domiciliary oxygen therapy
- Willing to learn how to perform ABGs
- Arrange discharge domiciliary oxygen for Eastern Health patients

- Assess the efficacy and long term need for oxygen therapy treatment by performing tests which may include: lung function, 6 minute walk test and arterial blood gas measurement.
- Educate patients and others regarding oxygen therapy.
- Provide expertise and support to undergraduate students, scientific, nursing and medical staff in matters relating to domiciliary oxygen therapy.
- Complete documentation for and submit online State-wide Equipment Program (SWEP) domiciliary oxygen applications
- Processing billing for discharge oxygen

2.4 Evaluate new methods and protocols under the supervision of the Head of Respiratory Laboratory Services

- Evaluate new equipment and test procedures, and develop appropriate quality control measures, standards and protocols governing their use.
- Develop and review laboratory protocols, documentation and quality assurance programs.

2.5 Participate in the continuing education program of the department and attend relevant seminars, lectures and conferences

- Maintain and advance own professional knowledge by participation in continuing education activities.
- Maintain records of attendance and presentations given.
- Present research/quality improvement projects internally and/or at formal scientific meetings and write up research for peer reviewed publications.
- Participate in weekly Laboratory education sessions.
- Undertake training to perform specific tests for national and international research projects
- Participate in research and quality improvement activities as it relates to new and improved respiratory instrumentation, testing procedures and physiology.

2.6 Assist in the training of undergraduate and graduate scientific staff

- Mentor and/or train undergraduate and graduate scientific staff.
- Participate in the documented training program of the department.
- Assist with training and competency assessments for new and junior scientific staff and ensure staff maintain appropriate records.

2.7 Assist in the maintenance of a safe working environment and adheres to infection control policies

- Work in a manner that ensures safety of oneself, patients, visitors and other staff.
- Demonstrate compliance with Eastern Health Occupational Health and Safety and Infection Control policies.
- Maintain a clean, organised and uncluttered work environment.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate

discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Bachelor of Science or equivalent
- Proven, demonstrated experience in the field of respiratory science of > 5 years EFT

Desirable

- Certified Respiratory Function Scientist (CRFS)
- Post-graduate studies in the field of respiratory science or physiology
- Membership of the Australian and New Zealand Society of Respiratory Science
- Experience performing Cardiopulmonary Exercise Tests
- Experience performing Arterial blood gas sampling

Key Skills & Competencies:

Clinical:

- Effectively applies technical knowledge to solve a range of problems
- Computer skills with a knowledge of Microsoft Word/Excel/PowerPoint
- Understanding of Quality Control and Quality Assurance and their management and application
- Ability to establish and manage training and competency assessment
- Ability to critically assess and review laboratory methods

Other:

- Ability to establish rapport with patients performing tests of maximum effort
- Effective written and oral communication
- Shows high level of attention to detail
- Ability to work independently without direct supervision when appropriate
- Ability to work cooperatively as part of a team
- Customer focused approach
- Quickly and effectively solves client needs
- Shares expertise with others
- Shows initiative

- Ability to maintain a flexible approach and be prepared to develop new skills necessary for the smooth running of the Respiratory Laboratory Service

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au