Technical/Simulation Officer (Nursing, Midwifery, Paramedicine)

HEP Level 5

POSITION NUMBER	910317
ORGANISATIONAL UNIT	Technical Services
POSITION REPORTS TO	Technical Manager (Nursing, Midwifery, Paramedicine)
OVERALL PURPOSE	The overall purpose of the Technical/Simulation Officer (Nurisng, Midwifery, Paramedicine) is to be responsible for providing and applying specialised technical, procedural and experiential knowledge of health practices to a wide range of procedures and interrelated situations within the nursing, midwifery and paramedicine clinical laboratories and simulated learning environment. The position services both Higher Education and Victoria Polytechnic as required.
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	**Within the University the position:** ◆ Works closely with the the Technical Manager (Nursing, Midwifery, Paramedicine), and shares duties as part of a team of other technical staff. ◆ Works with all academic staff within the required service areas. **Outside the University the position liaises with:** ◆ Liaises with external parties as directed by the Technical Manager (Nursing, Midwifery, Paramedicine).
LOCATION/CAMPUS	The position is currently located at the St Albans Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The Technical Services team works to deliver quality practical teaching outcomes, high quality valid, accurate and reliable research outputs together with supporting community engagement activities within University laboratory or workshop spaces. When undertaking these activities, the team is tasked to ensure the safe, efficient and compliant operation of all laboratory and workshop spaces and equipment across the University.Technical Services operates as a shared service to the University. The core activity of Technical Services is to support teaching and learning and research in the Colleges, Research Institutes and Victoria Polytechnic as required.

MAJOR TASKS AND ACCOUNTABILITIES

- Set up and monitor the clinical and simulation learning laboratories equipment, manikins, teaching models, stock and health care supplies, using prescribed lists and in a timely fashion, to ensure smooth running of all teaching activities, including the modification of the clinical and simulated learning laboratories and teaching space to meet specified requirements of a variety of teaching activities.

- Maintain at all times, the clinical and simulation learning laboratory equipment, associated technology, manikins and teaching models in operating order according to the manufacturers' instructions to ensure equipment is available and in good working order at all times.

- Set up, operate, monitor and demonstrate to students and academic staff the use of the manikin based computers and technical audio-visual equipment in the laboratories. Participate in moulage and development of simulated materials and where appropriate provide research and consultancy support to academic staff and postgraduate students.

- Participate in scenario development with regard to technical scenario logistics and fulfil the technical aspects of role delivery as documented in the scenario templates.

- Participate in the selection, ordering and purchase of laboratory equipment and consumables, assist with the maintenance of equipment and maintain an accurate inventory of equipment and stock using the in-house database, recycle wherever possible and prepare reports on usage and losses of stock and equipment.

- Liaise with the Technical Manager (Nursing, Midwifery, Paramedicine), academic, general and technical staff with regards to practical/simulated requirements and participate in the implementation of new scenarios and teaching initiatives and maintain an accurate record of simulated learning environment use by staff and students.

- Receive inwards of all supplies and equipment and collect delivery forms and invoices to be forwarded to the Technical Manager (Nursing, Midwifery, Paramedicine) for processing.

- Update Chemical register and equipment manuals with manufacturers' information and prepare technical notes on recommended use of stock and consumable supplies.
- Observe Occupational Health and Safety Regulations with regard to storage, maintenance and disposal of all equipment, chemicals and pharmaceutical products used in the laboratories, contribute to the development of Safe Operating Procedures for laboratory equipment, facilitate the risk assessment/management process and provide laboratory safety inductions for use of space and equipment.

TYPICAL/MAJOR CHALLENGES

- Responsible for the planning, preparation and maintenance of timetabled clinical laboratories and simulation classes that have established procedures and protocols.
- Provide a range of services such as preparation, organisation and maintenance of equipment and clinical and simulation laboratory space for a variety of complex and non-routine teaching and learning activities with guidance from the Technical Manager (Nursing, Midwifery, Paramedicine) and Discipline Coordinators.
- The incumbent must be competent in following the College guidelines and procedures relating to safe practice and the University's occupational health and safety guidelines.
- Work collaboratively with academic and other technical staff within the College of Health and Biomedicine to facilitate usage of the laboratories.

LEVEL OF SUPERVISION

- Operates under routine supervision/general direction from the Technical Manager (Nursing, Midwifery, Paramedicine) and may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Eligibility to register as a Registered or Enrolled Nurse.
- An understanding of role related University/College policies and procedures relating to safe practice and the University's Occupational Health and Safety Guidelines and how they interact with other related functions.
- Knowledge and experience of MS Suite including Word, PowerPoint, Excel as well as audio-visual.
- Aptitude or ability to work with relevant University systems and databases.
- Awareness of quality assurance policies and procedures and other relevant legislative requirements.

KEY SELECTION CRITERIA

Essential

1. Knowledge or Training equivalent to: completion of a degree without subsequent relevant work experience; or completion of an associate diploma and at least 2 years subsequent relevant work experience; or completion of a post-trades certificate or advanced certificate and extensive relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.

2. Current registration or eligible to register as a Registered or Enrolled Nurse.

3. Proven ability to plan, prioritise and coordinate the operation of the clinical and technical requirements of simulated learning scenarios and skills practice sessions including proficiency in sourcing, preparing and maintaining stock, supplies, equipment and practice models of the simulated learning environment.

4. Suitable industrial experience in a relevant field and have demonstrated high level verbal, written communication, interpersonal, organisational and self-management skills and proficiency in the application of nursing and midwifery procedural knowledge in a variety of health care service sectors.

5. Proficiency in all aspects of word processing, including Microsoft word, excel and database packages; audio visual equipment and in Occupational Health and Safety.

6. Demonstrated ability to communicate effectively with other staff and students as well as people external to VU and possess the ability to work under general direction, exercise individual judgement and initiative in undertaking responsibilities and work effectively as a team member.

7. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OHS and Anti-Discrimination responsibilities and complete/attend relevant training.

8. A current E (Employee) Working with Children Check.

9. Demonstrated understanding of appropriate behaviours when dealing with young people regardless of their background or diversity of need.

Desirable

1. Previous experience in a Tertiary education institution and experience in and understanding of requirements of a Simulated Clinical Learning Environment or knowledge and interest in the role of simulated learning in health care.

2. Travel to other University campuses will be required, so possession of a current Victorian driver's license is preferred.

Organisational Chart

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                    │       Manager       │
                    │ (Technical Services)│
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│(Nursing, Midwifery,│ │Footscray Park x 3│ │Werribee x 1  │ │St Albans x 2 │
│Paramedicine)  │ └──────────────┘ └──────────────┘ └──────────────┘
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│ * Technical/Simulation│
│   Officer (Nursing, │
│Midwifery, Paramedicine)│
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