

POSITION DESCRIPTION – The Alfred

DATE REVISED:	February 2022
POSITION:	Animal Technician
AWARD/AGREEMENT:	ALLIED HEALTH PROFESSIONALS (VICTORIAN PUBLIC HEALTH SECTOR) SINGLE INTEREST ENTERPRISE AGREEMENT 2020 - 2021
CLASSIFICATION TITLE:	Community Development Worker Class 1
DEPARTMENT/UNIT:	Department of Diabetes, Central Clinical School
CLINICAL PROGRAM:	Monash Program
DIVISION:	Finance
ACCOUNTABLE TO:	Mark Cooper

ALFRED HEALTH

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at www.alfredhealth.org.au

OUR PURPOSE

To improve the lives of our patients and their families, our communities and humanity.

OUR BELIEFS

Our staff are expected to demonstrate and uphold the beliefs of Alfred Health:

- Patients are the reason we are here – they are the focus of what we do
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental
- Excellence is the standard we work to everyday. Through research and education we raise the bar for tomorrow
- We work together. We play vital roles in a team that achieves extraordinary results
- Our leadership shares ideas and demonstrates behaviours that inspire others to follow

DEPARTMENT

The **Faculty of Medicine, Nursing & Health Sciences (FMNHS)** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au/

Central Clinical School encompasses the Departments of Anaesthesia and Perioperative Medicine, Haematology, Immunology and Pathology, Infectious Diseases, Diabetes, Gastroenterology, Allergy and Respiratory Medicine, Medicine and Surgery. CCS also includes the Melbourne Sexual Health Centre, Monash Alfred Psychiatry research centre and the National Trauma Research Institute. It is located at the Alfred Hospital precinct in Melbourne, known as AMREP (Alfred Medical Research and Education Precinct). The school is involved in teaching students from both the Faculty of Medicine, Nursing and Health Sciences and the Faculty of Science and its teaching and research is conducted at Alfred Health, Cabrini, Epworth Richmond, Peninsula Health and at Clayton.

POSITION SUMMARY

Animal Technicians play an important role in looking after and ensuring the welfare of experimental animal used by researchers within the Department of Diabetes.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:

- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

- Research activities will be undertaken commensurate with the role

SUPERVISION AND RESPONSIBILITIES

Supervision and Accountability

- This position is accountable to and receives broad supervision from the Supervisor & Laboratory Head
- Provide direction and allocate specific tasks to Junior Animal Technicians in order to achieve daily departmental requirements

Level of Supervision

- Routine supervision, moving to general direction with experience
- Able to undertake the majority of role with general supervision

Job Requirements, Responsibilities & Duties:

- Maintain animal husbandry & care to a high standard and to report any irregularities to the supervisor and/or investigator;
- Administer drugs to the laboratory animals (i.e. gavaging and injections);
- Maintain accurate animal records (i.e. animal weights, blood glucose, caging etc.) on paper;
- Prepare and assist with animal termination;
- Follow, carry out, develop and amend Standard Operating Procedures for animal techniques;
- Perform Glucose and Insulin Tolerance Testing;
- Coach junior staff in experimental techniques

QUALIFICATIONS/EXPERIENCE REQUIRED

Perform duties at a level which requires the person to have knowledge of the role from previous experience or to have been trained in the key technical functions equivalent to:

- Completed or are currently studying a Diploma in Animal Technology and have experience in working with animals, particularly rodents.
- Relevant experience or combination of relevant experience and or education/training.

Position Description authorised by: Karin Jandeleit-Dahm

Date: February 2022