

JOB DESCRIPTION



Position Title	Bioresources & Laboratories Support Technician	Level	A
Reports to (role)	Bioresources Manager		
Team	Bioresources		
Location	Telethon Kids Institute, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The purpose of this position is to provide functional support to the research activities undertaken at the Bioresources Centre and Laboratories within the Telethon Kids Institute (TKI). This position provides routine cleaning and sterilisation of equipment, resources and facilities used in laboratory animal husbandry for the Bioresources Centre and Laboratories which is dedicated to finding cures for childhood diseases.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Housekeeping Cleaning and Sterilisation	- Cleans and maintains washrooms, laboratories, hallways and equipment including multiple support areas (PPE stations, storage rooms, and procedure labs). - Ensure animal caging and laboratory glassware and water pouches are assembled, washed, cleaned and sterilised using appropriate equipment. - Operates, cleans, loads, unloads and maintains autoclave equipment. - Remove, dispose and process waste in line with both internal and external policies and procedures. - Disinfect and fumigate non autoclavable equipment	- Clean washrooms, machine and equipment ready and available - No secondary infection or contamination reports - Observation Feedback from users - Observation, validation of loads and equipment - Clean and sterile equipment available - Autoclave validation records OGTR PC-2 compliance - Waste is processed in accordance with internal and OGTR, DA and the

		Code for the Care and Use of Animals for Scientific purposes, OS&H, SOPS and Work Instructions • Non autoclavable goods available
Maintenance of equipment and consumables	• Monitor, order and maintain inventory and stock levels for assigned areas including laboratories, PPE stations and storage areas. • Delivers clean and sterile equipment to appropriate locations • Maintains routine record keeping including wash and biological indicators • Maintenance of relevant to role machines including test runs, calibrations, and general upkeep. Reports equipment failures and prepares extra equipment in a timely manner • Autoclave treatment for food, enrichment, glassware, bedding, and laboratory consumables	• Disinfectants, PPE and consumables available • Feedback from users • Observation & feedback from researchers • Observation, validation, compliance • Review of Biological Indicator Records • Test Run Logs • Calibration Reports for compliance • Food, enrichment, laboratory consumables treated and available
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	Year 12 completion
Essential Skills, Knowledge & Experience:	• HSSD certificate desirable or hospital sterile services experience • Operational experience in a similar role. • Demonstrated ability to work both independently and as part of a small team. • A level of physical fitness and capability which will allow manual work. • Demonstrated superior customer service skills, specifically: active listening, positive language, and maintaining discretion where required (evidence of having performed successfully in a customer service role)

DIRECT REPORTS <i>List by job title any positions to be supervised by this role</i>	n/a
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Approved by:	Carla Smith
Date approved:	24.06.2022
Reviewed by P&C:	27.06.2022