



## POSITION DESCRIPTION

**POSITION TITLE:** Fit Tester

**DEPARTMENT:** Continuum of Care

**CLASSIFICATION:** HS3

**INDUSTRIAL INSTRUMENT:** Victorian Public Health Sector (Health and Allied Services, Managers & Administrative Workers) Single Interest Enterprise Agreement 2016-2020 and subsequent agreements.

**REPORTS TO:** Operational Director Continuum of Care

**PRE-REQUISITES:**

**Essential:**

- Current Police Check.
- Current Working with Children Check.
- Current Flu Vaccination (evidence required).

**Desirable**

- Some clinical background
- Understanding of the healthcare industry
- Some educational or leadership experience

**KEY SELECTION CRITERIA:**

- An understanding of Benalla Health and the services offered by the health service
- Initiative to manage and resolve issues in unforeseen situations
- Demonstrated ability to make decisions to achieve positive outcomes
- Accurate and efficient data entry experience, with excellent computer skills and the ability to use Microsoft excel.
- Demonstrated communication and negotiation skills with an ability to hold effective and engaging conversations at all levels.
- Demonstrated communication skills in choice of language when providing feedback
- Exercise discretion in handling sensitive and confidential matters
- Satisfactory National history criminal check prior to commencement of employment

**OUR PURPOSE:**

The purpose of Benalla Health is to care for our community by providing safe, high quality healthcare for everyone.

**OUR VALUES:**

Compassion, Empathy, Accountability, Respect and Excellence.

## **POSITION SUMMARY:**

The Fit Tester: Respiratory Protection Equipment (RPE) provides respiratory protection to Benalla Health staff who work in high risk areas of the health service. The protection is provided via a fitting and testing process of selected and approved face masks which are designed to protect the wearer and prevent the inhalation of contaminated air. The Fit Tester will be responsible to undertake the fit testing procedure with relevant staff to ensure such staff are able to wear masks which provide full protection from respiratory hazards during the course of their work. It is recommended staff are fitted with at least three different masks which provide full protection.

## **RESPONSIBILITIES:**

### **Administration**

- Greet staff attending for fit testing and record their details on a laptop
- Record details of the fitted and passed RPE in a templated database and a handwritten record
- Order supplies of consumables from the Supply Department to ensure stock is on hand
- Ensure the fit testing machine is sterilised as required
- Ensure the fit testing machine is set up correctly and in working order
- Data collected each day is to be backed up and forwarded to the Administrator

### **Fit testing**

- Ensure hand hygiene and sanitising is undertaken before and after a staff member attends for fit testing, or at any appropriate time, such as after any handling of consumables or touching of masks or staff member attending for fit testing.
- Communicate with the staff member and ensure they have read the information sheet and understand why they are undertaking the fit testing process
- Before testing, engage with the staff member to gain an:
  - Understanding of the work area (clinical or non-clinical) in which the staff member undertakes their duties
  - Understanding of the physical movements used by the staff member in undertaking their duties
  - Understanding of the length of time the mask may be worn by the staff member
- In discussion with the staff member, consider the masks selected for fit testing on the staff member and offer advice where necessary regarding masks which may offer a better fit and result.
- Advise the staff member about the fit testing process and the testing levels to be achieved
- Guide the staff member in donning the RPE correctly and for comfort. Sometimes this may require close contact with the staff member to adjust or position straps
- Commence the fit testing process, with consideration to the comfort and safety of the staff member
- During the process, consider and communicate any improvements or adjustments which can be made by the staff member to achieve a 100% fit
- Once fitted successfully with a particular mask, ensure the staff member is capable of "fit checking" the mask each time it is worn, to ensure 100% protection
- If necessary, offer suggestions regarding the prevention and care of potential skin irritation which may be caused by the RPE
- Save details from the fit test both in the testing machine and on a separate sheet to be given to the staff member
- Where a staff member isn't able to achieve a 100% fit for RPE, respectfully communicate that advice to the staff member, the RPP Administrator and the staff member's manager
- Facilitate the flow of staff for fit testing, should an appointment time become vacant
- Consider and attend any relevant Fit Testing educational opportunities as they arise

## **SAFETY MANAGEMENT SYSTEMS:**

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures.
- Reporting hazards and injuries.
- Participating in OH&S consultation and OH&S training.
- Cooperating with managers and supervisors to ensure that OH&S responsibilities are met by all.
- Not wilfully interfering with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Each employee is responsible for ensuring that they are fit to perform their duties without risk to the safety, health and well-being of themselves and others within the workplace. This responsibility includes compliance with reasonable measure put in place by the employer and any related OH&S requirements.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

## **QUALITY & RISK:**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

## **POLICIES & PROCEDURES:**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the Benalla Health Intranet site.

## **RISK MANAGEMENT:**

All staff have a responsibility to identify and report risks in their workplace. All staff are required to participate in risk management training identified as relevant to their position and level of employment.

## **CONFIDENTIALITY:**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

## **MANDATORY ORGANISATIONAL COMPETENCIES:**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete competencies as prescribed (on commencement, annually, every two years or as otherwise stated).

Refer to the organisations mandatory training policy for full details.

## **PREVENTION AND RESPONSE TO FAMILY VIOLENCE:**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at Benalla Health will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.

- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and morale.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

**PERFORMANCE REVIEW & DEVELOPMENT:**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review.

If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

**EMPLOYMENT CONDITIONS / HOURS:**

The services provided by this organisation are offered to the community on a 24 hour day, 7 days per week basis. We will endeavour to meet individual preferences and needs however the incumbent acknowledges that this may not be possible in all instances.

**DIVISION:**

The employment with the organisation is offered in the Clinical Services Division. Staff may be required to work in different units within the organisation to meet patient / resident needs.

**KEY PERFORMANCE INDICATORS:**

- Attendance and active participation at meetings as required
- 100% compliance with training requirements as outlined in the GV Health Education Framework
- Active participation in the Performance and Development review process
- Fit testing of GV Health staff is undertaken in a timely and professional manner supported by appropriate and considered communication
- 100% accuracy of data collected and saved
- Positive and informed feedback from GV Health staff who have undertaken a fit testing procedure

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*This position description is subject to review and amendment at any time, as appropriate and as approved by the relevant Director.*

*To ensure a healthy and safe work environment for employees and our clients, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.*

<b>EMPLOYEE'S NAME:</b>	_____
<b>EMPLOYEE'S SIGNATURE:</b>	_____
<b>DATE:</b>	...../...../.....

\_\_\_\_\_

**MANAGER'S NAME:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_

**DATE:** ...../...../.....

**CREATED:** March 2021  
**REVISED:**

# Benalla Health

## Aligning behaviours to our Values and Code of Conduct

Compassion	Empathy	Accountability	Respect	Excellence
<b>In our team we ...</b>				
<p>are kind to each other</p> <p>are forgiving</p> <p>respect personal space</p> <p>seek clarity where there is uncertainty</p> <p>maintain confidentiality for those in our care and those we work with</p> <p>encourage and support each other to discuss issues</p> <p>ensure open consultation and two-way communication</p> <p>use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives</p> <p>we see the person as being separate from any unacceptable behaviour.</p>	<p>ask others 'how can we help'</p> <p>act to include each other</p> <p>seek to understand the facts</p> <p>will support those who admit errors</p> <p>pull together especially in tough times</p> <p>have patience for those who are learning</p> <p>are safe to question and be inquisitive</p> <p>report incidents and mistakes recognising we work in a 'just' culture</p> <p>promote a culture of continuous improvement</p> <p>summarise what we have heard to demonstrate our understanding</p> <p>have fun</p>	<p>are honest and reliable</p> <p>do what we say we will do</p> <p>are honest with each other</p> <p>call below the line behaviour.</p> <p>reflect on our own behaviour.</p> <p>acknowledge problems and seek and/or offer a solution</p> <p>have the courage to speak up and use our voice</p> <p>will comply with reasonable directives</p> <p>follow policies and procedures including rostering rules</p>	<p>acknowledge the views, opinions, beliefs and ideas of others</p> <p>say thank you</p> <p>manage each other up</p> <p>encourage robust discussion</p> <p>smile and greet each other</p> <p>acknowledge people from culturally diverse backgrounds</p> <p>turn up on time</p> <p>apologise when we have hurt others and/or have been below the line in our behaviour.</p> <p>model and demonstrate polite behaviour.</p> <p>use AIDET when we communicate</p> <p>follow our organisation's dress code and dress appropriately</p>	<p>have a 'can do' attitude</p> <p>work hard</p> <p>choose our attitude</p> <p>encourage innovation</p> <p>lead by positive example</p> <p>work as a team</p> <p>acknowledge when we are wrong</p> <p>encourage each other to be the best we can be and celebrate each other's achievements</p>
<b>In our team we do not ...</b>				
<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour.</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumour, mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
<b>Our standard is what we choose to walk past ...</b>				