

Policy

Appointment and Accelerated Progression for Technical Officers

Insert the unique identification number



Health
Pathology

1. Purpose

The purpose of this Policy is to provide Human Resources Managers, their teams and staff with guidance in relation to managing the accelerated progression of technical officers.

2. Background

This Procedure rescinds and replaces any other document or authority in relation to this matter including but not limited to the Pathology West Memorandum issued on 3 September 1997 dealing with appointment of technical officers at Pathology West excepting technical officers who commenced with Pathology West prior to 1 December 2015.

3. Scope

This Policy applies to all NSW Health Pathology staff.

4. Definitions

Health Employees Technical (State) Award:

Technical Officer: a person appointed as such who is the holder of the Biological Technician's Certificate, the Chemistry Certificate, the Nuclear Medicine Technician's Certificate, the Pathology Technician's Certificate, the Pathology Technician's Higher Certificate, the Associate Diploma of Health Sciences (Pathology Techniques) of the Department of Technical and Further Education, the Associate Diploma in Medical Technology awarded by the Riverina CAE or the Associate Diploma in Medical Laboratory Science awarded by the Charles Sturt University or such other certificate or course of training as is, in the opinion of the employer, appropriate.

National Pathology Accreditation Advisory Council (NPAAC) 'Requirements for Supervision in the Clinical Governance of Medical Pathology Laboratories (Sixth Edition 2021)': which enables NSWHP laboratories to be accredited is:

Technical Officer means a person with relevant training and competence, and who is authorised to perform laboratory functions. This person must possess one of the following:

- (a) a qualification in the field of pathology awarded by a tertiary-level Australian institution, following successful completion of a course of at least 2 years' full-time study or an equivalent period of part time study;
- (b) a qualification at Australian Qualifications Framework level 5 or 6 with subjects relevant to the field of pathology awarded by an overseas institution accredited by the Australian Institute of Medical Scientists, according to their authority approved by Australian Education International via the National Office of Overseas Skills Recognition (AEI-NOORS).

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5. Policy Statement

5.1 Refer to Policy 'Suitable Qualifications for Scientific and Technical Positions for Recruitment' for Technical Officers eligible for appointment.

5.2 Commencement rates

The following Table sets out the commencement rate for a technical officer depending on the candidate's qualifications and work experience.

Appointment to positions of Technical Officer		
Qualification Level	Work Experience	Commencement Rate
The following qualifications are acceptable where an applicant is currently working or has recently worked in a pathology laboratory:		
<ul style="list-style-type: none">Pathology Technicians Certificate and the Higher Certificate (discontinued courses)	4 years	TO105
<ul style="list-style-type: none">Associate Diploma/Diploma of Health Science (Pathology Techniques) from TAFE (discontinued)Associate Diploma in Medical Technology from Riverina CAE (discontinued)Associate Diploma in Medical Laboratory Science from Charles Sturt University (discontinued)	nil	TO104
Modern recognised pathology qualifications:		
<ul style="list-style-type: none">Diploma of Laboratory Technology (Pathology)	Nil	TO104
<ul style="list-style-type: none">Diploma in the field of biology, chemistry or laboratory science for FASS or relevant to the role applied for	Nil	TO104
<ul style="list-style-type: none">Qualifications in Table 5.7	Nil	TO105
<ul style="list-style-type: none">Overseas qualification assessed by AIMS as Medical Scientist ANZSCO 311213	Nil	TO105
<ul style="list-style-type: none">Overseas qualification assessed by AIMS as Medical Laboratory Technician ANZSCO 234611	Nil	TO104
<ul style="list-style-type: none">Other qualifications assessed individually as being suitable for accelerated progression	Nil	TO104
<ul style="list-style-type: none">Technical Officer with qualifications not suitable for accelerated progression	Nil	TO101

In above table express commencement rate in terms of Grade and Year.

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5.3 Accelerated Progression

Applications for the regrading from Technical Officer Grade 1 to Grade 2 can occur either by automatic progression or based on personal merit. Persons eligible can progress automatically through the incremental scale in an accelerated progression as follows:

Year of Service	GRADE	Rate of Pay
1st Year	Grade 1	4th year rate of pay
2nd Year	Grade 1	5th year rate of pay
3rd Year	Grade 1	6th year rate of pay
4th Year	Grade 1	8th year rate of pay
5th Year	Grade 2	1 st year rate of pay
6th Year	Grade 2	3rd year rate of pay
7th Year	Grade 2	4th year rate of pay

5.3.1 Automatic Progression

Persons appointed at Technical Officer Grade 1 who obtain one of the following qualifications are eligible for automatic progression.

Approved for Accelerated Progression Technical Officer
Qualification Level
<ul style="list-style-type: none">Diploma of Laboratory Technology (Pathology)
<ul style="list-style-type: none">Qualifications in Table 5.7
<ul style="list-style-type: none">Overseas qualification assessed by AIMS as Medical Scientist (ANZSCO 311213) or Medical Laboratory Technician (ANZSCO 234611)
<ul style="list-style-type: none">Other Australian qualifications assessed individually as being suitable for accelerated progression (5.3.1.1)

If an employee has obtained additional qualifications during the course of their employment, that is approved for accelerated progression, they will enter the accelerated progression scale from their current rate of pay.

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5.3.1.1 Individually assessed qualifications

Persons with a Bachelor of Science, Biomedical Science or Medical Science from courses not included in Table 5.7 must provide their transcript for assessment of accelerated progression. The course must be equivalent to >2 years of study in analytic or forensic science assessed by FASS, or in the field of pathology-related subjects for diagnostic pathology positions, such as:

- Immunology
- Histopathology
- Virology
- Genomics
- Microbiology
- Haematology
- Cytology
- Clinical biochemistry
- Blood transfusion/ Immunohaematology
- Molecular pathology (genetics and genomics)
- Cytogenetics
- Parasitology
- Mycology

5.3.2 Progression based on Personal Merit

Staff can apply for regrading from Grade 1 to Grade 2 based on personal merit as set out in a) and b) below. Applications will be assessed by the NSWHP Grading Committee and must be submitted via the operational area Human Resources Manager to HR Support Services.

- a) Progression to Grade 2 based on personal merit for persons without those qualifications recognised in 5.2 and 5.3.1, when the applicant has completed years of service up to Grade 1 Year 8.

In this situation applications must establish a case based on the attainment of significant additional responsibilities and the acquisition and administration in the role of a standard of competency acceptable to the NSWHP Grading Committee. Such responsibilities may include:

- a. Responsibility for staff training
- b. Checking and validating assays performed by other staff

The Committee must be satisfied that the employee, by virtue of the experience and work being performed is of a value superior to that ordinarily performed by a Technical Officer of equal years of experience to warrant such progression.

- b) Progression to Grade 2 based on personal merit can also be approved in the following situations before the applicant has reached Grade 1 Year 8 (evidence of competency sign-off must be provided):
- a. Taking sole responsibility for a laboratory in the absence of senior staff (e.g. overnight shift)
 - b. Undertaking complex cut-up in Anatomical Pathology

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5.4 Pathology West Memorandum

On 3 September 1997, a memorandum was released which outlined the appointment and progression of Technical Officers within Pathology West.

The memorandum stated that employees who held the Pathology Technicians Higher Certificate, Bachelor of Science or equivalent would be entitled to accelerated progression based on the following incremental scale –

1 st year of service Grade 1	-	5 th year
2 nd year of service Grade 1	-	6 th year
3 rd year of service Grade 1	-	8 th year
4 th year of service Grade 2	-	1 st year
5 th year of service Grade 2	-	3 rd year
6 th year of service Grade 2	-	4 th year

As of 1 December 2015, new employee's commencing with NSW Health Pathology shall be graded as per the Accelerated Progressions Guideline that is used statewide.

Note: when conducting a review of accelerated progression for a Technical Officer who commenced prior to 1 December 2015, the appointment as per the memorandum still applies i.e. commence as Technical Officer Grade 1 Year 5 if entitled to Accelerated Progression.

5.5 Positions of Senior Technical Officer

The classification of Senior Technical Officer is a senior supervisory one. This classification will only apply in **exceptional circumstances** because positions to which it might apply would be classified as Scientist / Senior Scientist. At the time of application, the Grading Committee should consider the role being undertaken, scope of practice and whether a recommendation should be made to reclassify the position to a Scientist / Senior Scientist position. A Senior Technical Officer position can only be created or regraded to, with the approval of the Director Clinical Operations and the NSW Health Pathology Grading Committee.

Applicants for promotion on personal merit to Senior Technical Officer must be able to show:

- Senior supervisory responsibilities
- Responsibility for method development and validation
- Method troubleshooting
- Personal commitment demonstrated by, for example: membership of a professional society, presentation at scientific meetings.
- Ability to take on additional responsibility for: staff training, checking and validating assays performed by other staff, responsibility for documentation such as methods or other departmental records and/or preparation and/or maintenance of departmental budgets.
- Presentations at scientific meetings

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5.6 Seeking review of a decision in relation to accelerated progression

If an applicant seeks a review of a decision in relation to accelerated progression the applicant will need to provide the following to HR Support Services: qualification, academic transcripts and resume.

5.7 Recognised Pathology Qualifications

AIMS Accredited Courses
Bachelor of Medical Laboratory Science (Honours) – Central Queensland University
Bachelor of Medical Laboratory Science – Charles Darwin University
Bachelor of Medical Laboratory Science (Pathology) – Charles Sturt University
Bachelor of Science (Laboratory Medicine) – Curtin University
Bachelor of Medical Laboratory Science – Fiji National University
Bachelor of Medical Laboratory Science – Griffith University
Bachelor of Medical Laboratory Science (Honours) – James Cook University
Bachelor of Laboratory Medicine – Murdoch University
Bachelor of Medical Laboratory Science – Queensland University of Technology
Bachelor of Biomedical Science (Laboratory Medicine) – RMIT University
Master of Laboratory Medicine – RMIT University
Bachelor of Laboratory Medicine (Honours) – University of South Australia
Bachelor of Laboratory Medicine – University of Tasmania
Masters of Laboratory Medicine – University of Tasmania
Master of Clinical Pathology – University of Western Australia
Pathology courses usually with a full pathology component but not AIMS accredited (transcripts must be checked)
Bachelor of Biomedical Science – University of Technology Sydney (accredited until 2016)
Bachelor of Science (Biomedical Science) – University of Technology Sydney (accredited until 2016)

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Bachelor of Medical Science (Pathology) - University of Technology Sydney (from 2022)
Bachelor of Medical Laboratory Science – Massey University, New Zealand (accredited until 2018)
Bachelor of Medical Laboratory Science – University of Otago, New Zealand (accredited until 2016)
Graduate Diploma in Diagnostic Pathology – University of Canberra (discontinued)
Masters in Diagnostic Pathology – University of Canberra (discontinued)
Bachelor of Biomedical Science - Southern Cross University

6. Roles and Responsibilities

All managers and recruitment convenors must comply with this policy.

7. Legal and Procedure Framework

Health Employees (Conditions of Employment) (State) Award
Health Employees Technical (State) Award

8. Related Legislation and Supporting Documents

NPAAC 'Requirements for Supervision in the Clinical Governance of Medical Pathology Laboratories (Fifth Edition 2018)'

9. Review

This policy will be reviewed by xxx.

10. Risk

Risk Statement	Non-compliance with this policy will impact on the effective recruitment of new employees.
Risk Category Choose one category	Workforce

11. Further Information

For further information, please contact:

Policy Contact Officer	Position:
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	Name:
	Telephone:
	Email:

12. Version History

The approval and amendment history for this document must be listed in the following table.

Version No	Effective Date	Approved By	Approval Date	Procedure Author	Risk Rating	Sections Modified
1.0	DD/MM/YYYY	ED P&C	DD/MM/YYYY	Vanessa Thomson	Low	NA

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