

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Theatre Technician Grade 1,2,3,4,5</b>
<b>Award Classification:</b>	<b>IN7, IN8, IN9, IN10, IN11</b>
<b>Award / Agreement Name:</b>	<b>Health and Allied Services, Managers and Administrative Workers(Victorian Public Sector) Single Interest Employers Enterprise Agreement 2021 - 2025</b>
<b>Position Reports to:</b>	<b>Operational: Associate Program Director Surgery through Perioperative Service Manager/Nurse Unit Manager and Theatre Technician Manager</b>

### EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



## **1. POSITION PURPOSE**

This position requires the Theatre Technician to perform duties related to transporting, setting up, cleaning and maintaining equipment and assisting positioning of the patient within the Perioperative Environment and ensuring theatre efficiency and safe patient outcomes within the Perioperative Environment.

The Theatre Technician is a valued and collaborative member of the multidisciplinary health care team at Eastern Health and is accountable for coordinating and delivering safe and comprehensive patient centred care while working competently within their scope of practice and in alignment with the Eastern Health Standards.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

Technical Skills and Application – Based on Classification

Responsibilities include but are not limited to:

- Comprehensive working knowledge/functions of the operating table and associated attachments
- Prepare and maintain all equipment and consumables safely for all Surgical Procedures
- Safe patient positioning preoperative, intraoperative and postoperative
- Manage clinical waste, rubbish and linen within the Perioperative environment and correct disposal
- Ensuring all Perioperative areas/equipment are cleaned as per Infection Prevention Standards and cleaning schedules
- Understanding and compliance of Asepsis within the Perioperative Environment
- Assist Anaesthetics and Surgical Teams prepare Procedure/Surgical Site
- Transport Patients
- Ongoing training for processes, procedures and equipment
- Contribute with written and verbal Clinical Documentation under RN supervision
- Additional Duties as directed

## **SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all

clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

### **3. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

### **4. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

### **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

### **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

### **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

## 10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

## 11. NOTE

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager

### INCUMBENT STATEMENT

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

<b>Position Title:</b>	<b>Theatre Technician Grade 1,2,3,4,5</b>
<b>Award Classification:</b>	<b>IN7, IN8, IN9, IN10, IN11 &amp; IN12</b>
<b>Award / Agreement Name:</b>	<b>Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) Single Interest Employers Enterprise Agreement 2021 - 2025</b>
<b>Position Reports to:</b>	<b>Operational: Associate Program Director Surgery through Perioperative Service Manager/Nurse Unit Manager and Theatre Technician Manager</b>

### KEY SELECTION CRITERIA – Theatre Technician GRADE 1 (IN7)

#### Minimum Qualifications

- Less than 12 months experience (full time equivalent) working as a Theatre Technician
- May have more than 12 months experience (full time equivalent) working as a Theatre Technician without a Theatre Technician Qualification
- Holds a Theatre Technician Qualification but has less than 12 months experience (full time equivalent) as a Theatre Technician

#### Supervision

- A Grade 1 with less than 3 months experience (full time equivalent) will work under direct supervision

#### Skills

- Performs work of a general nature – transport, set-up, clean and maintain theatre equipment
- Demonstrated interpersonal and problem solving skills.
- Able to work within a multi-disciplinary team
- Demonstrates the ability to plan, organise and prioritise workload
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Computer skills

#### Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System

- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000

## **KEY SELECTION CRITERIA – Theatre Technician GRADE 2 (IN8)**

### Minimum Qualifications

- Greater than 12 months experience (full time equivalent) working as a Theatre Technician
- Holds a Theatre Technician Qualification

### Skills

- Within established guidelines and procedures, undertakes work of a more complex nature gaining experience rotating through all surgical and clinical specialties under direct guidance Demonstrated interpersonal and problem solving skills
- Able to work within a multi-disciplinary team
- Demonstrates the ability to plan, organise and prioritise workload
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Computer skills

### Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000
- Required to complete Certificate III in Health Services Assistance Operating Theatre Support

## **KEY SELECTION CRITERIA – Theatre Technician GRADE 3 (IN9)**

### Minimum Qualifications

- Greater than 24 months experience (full time equivalent) working as a Theatre Technician
- Holds a Certificate IV in Operating Theatre Technician Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

### Preferred Additional Qualifications

- Holding a Certificate III in Health Service Assistance Operating Theatre Technical Support

### Duties

- Is able to work in all surgical and clinical specialities offered in Eastern Health's operating suite
- Operate with a high degree of autonomy and accountability
- Is not required to supervise or train other Theatre Technicians (Grades 1 to 3)

### Skills

- Demonstrated interpersonal and problem solving skills
- Promotes theatre efficiency
- Able to work within a multi-disciplinary team.
- Demonstrates the ability to plan, organise and prioritise workload.
- Demonstrated effective communication skills
- Continued demonstrated awareness in changes and trends to practice.
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice.
- Computer skills

### Level of Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Information Privacy Act 2000
- Accident Compensation (Work Cover) Act 2004

## **KEY SELECTION CRITERIA – Theatre Technician GRADE 4 (IN10)**

### Minimum Qualifications

- Hold a Certificate IV in Operating Theatre Technician Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

### Preferred Additional Qualifications

- Certificate III in Health Service Assistance Operating Theatre Technical Support

### Experience

- Greater than 36 months experience (full time equivalent) as a Theatre Technician

### Skills

- Has comprehensive knowledge and ability to work in all surgical and clinical specialties offered in Eastern Health
- Operates at a high degree of autonomy and accountability
- Undertakes additional tasks, but not limited to
  - o Supervision and training of junior Theatre Technicians
  - o Quality and governance
  - o Floor coordination
- May be required to perform Higher Duties were the Theatre Technician Manager is on leave
- Promotes theatre efficiency
- Demonstrated interpersonal and problem solving skills
- Ability to direct and motivate staff
- Effective time management and advanced organisational skills
- Continued demonstrated awareness in changes and trends to practice
- Demonstrated leadership ability and role modelling
- Able to work within a multi-disciplinary team
- Demonstrated effective communication skills, including conflict resolution and negotiation skills
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Perform weekly stores order and restock
- Assist with implementation of new technologies, process changes and associated specialties



- Monitor and control the economical use of equipment and supplies

#### Knowledge and Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Accident Compensation (Work Cover) Act 2004
- Information Privacy Act 2000

### **KEY SELECTION CRITERIA – Theatre Technician GRADE 5 (IN11)**

#### Minimum Qualifications

- Hold a Certificate IV in Operating Theatre Technical Support (HLT47515), or
- An equivalent qualification awarded by a registered training organisation, recognised by Eastern Health

#### Preferred Additional Qualifications

- A Certificate III in Health Service Assistance Operating Theatre Technical Support

#### Experience

- Has greater than 12 months experience (full time equivalent) working as a Theatre technician Grade 4

#### Skills

- Has comprehensive knowledge and ability to work in all surgical and clinical specialties offered in Eastern Health
- Operates with a high degree of autonomy and accountability
- Undertakes additional given responsibilities determined locally
  - o Supervision and training of junior technicians
  - o Quality and governance
  - o Rostering
  - o Floor Co-ordination
- Promotes and drives Theatre Efficiency
- Development and provision of training to the team for equipment/consumables and new initiatives to Eastern Health

- Ensure staff compliance with mandatory training requirements specified by Eastern Health within required time frames
- Lead Smart Moves Training and other department education
- Ensuring all Perioperative areas/equipment are cleaned as per Infection Prevention Standards and cleaning schedules
- Demonstrated interpersonal and problem solving skills
- Ability to direct and motivate staff
- Effective time management and advanced organisational skills
- Continued demonstrated awareness in changes and trends to practice
- Demonstrated leadership ability and role modelling
- Able to work within a multi-disciplinary team
- Demonstrated effective communication skills, including conflict resolution and negotiation skills
- Employ the skills of timely and effective communication within healthcare personnel and colleagues to guide and achieve best practice
- Perform weekly stores order and restock
- Assist with implementation of new technologies, process changes and associated specialties
- Monitor and control the economical use of equipment and supplies
- May be required to perform Higher Duties were the Theatre Technician Manager is on leave

#### Knowledge and Understanding

- AS/NZS 4187 - 2014
- ACHS Quality System
- Occupational Health and Safety Act 2004
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Accident Compensation (Work Cover) Act 2004

Information Privacy Act 2000

**Aboriginal & Torres Strait Islander Candidates**

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)