

Eastern Health

POSITION DESCRIPTION

Position Title:	Equipment & Supply Technician Emergency Department
Award Classification:	Technical Officer Grade 2
Award / Agreement Name:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Position Reports to:	Nurse Unit Manager

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

The Maroondah Hospital Emergency Department sees over 50,000 patient presentations each year and is equipped to providing physiological monitoring and life supporting therapies. The department consists of 33 spaces in the Emergency department and 20 spaces in the Fast Track Annexe and Short stay areas. Each area is equipped with cardiac monitoring capacity, equipment and consumables that require service and maintenance. There is a total of 4 clinical and 10 consumable equipment storage spaces that also require maintenance.

The Emergency Department Equipment Technician is a member of the ED multidisciplinary team who works collaboratively with the ED Equipment nurse and is an important part of the Leadership team. He/She ensures timely and cost-effective acquisition of products, services and equipment for the ED, and provides necessary analysis and recommendations for the selection and evaluation of products, services and equipment. He/She serves as the central point of contact for communication and queries relating to equipment and consumables and is responsible for working with clinicians and other end users, manufacturers, distributors and other departments internal and external to the organisation.

Your performance at Eastern Health will be measured through your successful ability to provide Quality care by providing services that meet the needs of our patients, their families and their carers.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Reports to the ED Equipment Nurse in collaboration with the ED NUM
- Responsibly ensures infection prevention is maintained within the ED through appropriate cleaning and maintenance of equipment
- Daily delivery and equipment collection from Engineering and Biomed
- Maintenance of storerooms, including Resus, c-spine collars and orthotics
- Maintenance and daily audit of wheelchairs including education, service provision and safe practices. Maintains a monthly, rotating trolley cleaning schedule to ensure infection prevention standards are met
- Monthly reconciliation of diagnostic units in each clinical space, including trouble shooting, replacement and sustainment of units
- Maintain a monthly cleaning schedule and “wheel” maintenance for the commode chairs in ED & SSU
- Completes OHSC training – participate in monthly OHSC workplace audits
- Attends and provides a report back from Hotel services
- Assists with the sustainability portfolio and committee attendance at monthly meeting
- Maintains a monthly equipment cleaning schedule
- Daily cubicle check and reconciliation for ALARIS pumps, including weekly ward visits and collection
- Weekly reconciliation of broken equipment in the basement, including activation of WOMS (repair system)
- Exhibits excellent communication, interpersonal, leadership and problem-solving skills and acts as a role model demonstrating a customer service focus and consistently displaying an open honest and trustworthy approach
- Develop and support a culture within the service that adapts and embraces change that improves patient centred care and best practice principles
- Completes the hospital no lift trainer program promotes safe manual handling practices for the use of patient equipment, transfers and patient comfort and safety
- In consultation with the ED equipment nurses assist with the development of local education processes to deliver safe implementation of new equipment, stock and or stores
- Make up IDC patient take home packs, HITH COVID packs, Nerve Block packs
- Restocks speciality & IV trolleys
- Formulates & monitors BEIMS and IT assist enquiries and follows up outstanding requests fortnightly
- Maintain Asset List

3. 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.

4. 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.

5. 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

KEY SELECTION CRITERIA

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Essential

- High attention to detail
- Demonstrated experience in meeting competing deadlines
- Ability to work independently
- Strong interpersonal, communication and networking skills
- Current Working with Children Check
- Proficient computer literacy

Desirable

- Previous experience in asset management

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