

Eastern Health

POSITION DESCRIPTION

Position Title:	Equipment and Supply Technician Intensive Care
Award Classification:	Technical Officer Grade 2
Award / Agreement Name:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2021 – 2025
Position Reports to:	Nurse 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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

Maroondah Hospital Intensive Care Unit is a 7 bed ICU equivalent unit that can take up to maximum of 14 patients. The rooms are equipped with cardiac monitoring capacity, equipment and consumables that require service and maintenance. There are multiple areas where equipment and stores are housed that all require management under the responsibility of this role.

The intensive care equipment technician is a member of the ICU multidisciplinary team who works collaboratively with the equipment nurses and is an important part of the leadership team. He/she ensures timely and cost-effective acquisition of products, service identification and requirements of equipment for the ICU, 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

Key Administration Responsibilities

- Deliver courteous, professional assistance to patients, visitors and staff.
- Complete administration duties accurately and on time, including reporting, filing, data entry and document management in line with privacy requirements.
- Maintain resource information on ICU equipment care and safe handling.
- Use Patient Management Systems, Microsoft Word, and Excel competency to support unit workflows.

Ordering & Reporting

- Maintain stock imprest lists, signage, barcodes, systems, and product changes.
- Imprest scanning & reconciling delivery.
- Ordering catalogue / non-catalogue items: obtain current quotes; liaise with supply/suppliers.
- Maintain supply reconciliation spreadsheet; track orders/invoices/payments, and receipt of direct deliveries.
- Raise / follow up CAPEX orders.
- Monitor 'Outstanding Back Order Report' 'Replenishment Report' under Cost Centre.
- Follow up delayed orders with Supply; raise VFIRE/VHIMS for variances as required.
- For critically low items, label shelves and escalate urgent needs to supply; source; report progress to Nurse Manager for budget alignment.

Key Technical Responsibilities

- Equipment maintaining, processing and setup.
- Equipment checks / calibration.
- Equipment rental / hiring / loans.
- Faulty equipment troubleshooting & management.
- Provide general IT troubleshooting.

- Organize department maintenance requests.
- Storeroom organization.
- Replenish stock levels.

- Courier / transport duties.

Service Coordination & Efficiency

- Work collaboratively with nursing and multidisciplinary teams to support efficient daily operations.
- Handover to ANM / communicate with staff about current equipment availability/status.
- Exercise economy in the use of stores, equipment and energy; monitor stock levels and consumables.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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, particularly 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 Compensations (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. To attend ward meetings and assist with the delivery of local orientation/education to staff. Orientate and train new/existing staff in equipment troubleshooting, safety and use.

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 centered 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually based on 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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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
- Proficient computer literacy

Desirable

- Previous experience in asset management

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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