Position Title: Theatre Technician – Operating Suite

Campus: Ballarat

Directorate: Operations

Department: Surgery & Endoscopy

Reporting to: Manager Theatre Tech

Direct Reports: Nurse Unit Manager

Appointment Terms/Conditions:

Classification and Code: Theatre Technician Grade 1-5 **(IN7-IN11)**

Enterprise Agreement: Victorian Public Health Sector (Health & Allied Services, Managers & Administrative Officers) Single Enterprise Agreement.

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over $700m.

Collaboration	***Compassion***	***Accountability***	***Respect***	***Innovation***
We are stronger together.	*We show that we care.*	*We do what we say and say what we do.*	*We appreciate and value all people.*	*We adapt and innovate to achieve best outcomes.*
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Theatre Technicians are appointed to carry out the role under the direct/indirect supervision of the Theatre Technician Manager/Nurse Unit Manager, to work collaboratively with the Operating Suite team to achieve optimal outcomes for patients. The role of the Theatre Technician is to work collaboratively with all operating suite staff to perform work in a general nature, including transport, patient positioning, set-up, cleaning and maintenance of theatre equipment.

KEY ACCOUNTABILITIES

- **In collaboration with all theatre staff, assist with the correct, safe and dignified positioning of the patient in their perioperative journey in accordance with relevant policies and procedures.**
- **Prepare and maintain relevant equipment within the Operating suite.**
- **Ensure all safe handling of specialty equipment.**
- **Maintain awareness and current knowledge of the function of equipment used throughout the organisation, reporting malfunction/maintenance issues to the appropriate staff.**
- **Undertake transport, cleaning and portering duties as directed.**
- **Undertake transport and disposal of soiled linen and consumables.**
- **Attend education, engage in department audits, quality, governance, departmental meetings both general and specific.**
- **Maintain compliance with infection control with mandatory compliance of the respiratory protection program and compulsory immunisations.**
- **Participate and maintain one's own mandatory competencies relevant to job role.**
- **Achieving Results, Innovation and Driving Change to Deliver High Quality Patient Care.**
- **Work as directed across all functions and needs of perioperative services.**
- **Any other duties as directed by the NUM and/or Theatre Technician Manage.**

KEY SELECTION CRITERIA

Qualifications

Grade 1 Theatre Technician

- Has less than 12 months experience
- May have more than 12 months experience but without a Theatre Technician Qualification
- A desire to work towards gaining qualification in a Theatre Technician Qualification.

Grade 2 Theatre Technician

- Holds a Theatre Technician Qualification or equivalent.
- Has greater than 12 months experience

Grade 3 Theatre Technician

- Greater than twenty-four (24) months experience (full time equivalent) working as a theatre technician.
- Holds a Certificate IV in Operating Theatre Technician Support (HLT47515) or equivalent.
- Able to work across all surgical and clinical specialties.
- Is not required to supervise or train other Theatre Technicians

Grade 4 Theatre Technician

- Has greater than thirty-six (36) months experience (full-time equivalent) as a Theatre Technician.
- Has comprehensive knowledge and ability to work in all surgical and clinical specialties offered.
- Operates with a high degree of autonomy and accountability.
- Undertakes additional given responsibilities determined locally, including supervision of junior Technicians, quality and governance, rostering.

Grade 5 Theatre Technician

- Has greater than twelve (12) months experience (full-time) equivalent working as a Theatre Technician grade 4

The classification structure is as per EBA Theatre Technician classification definitions.

Personal attributes

- Ability to work autonomously.
- Be self-motivated and self-directed.
- Professional
- Positive role model.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and

identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.

- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.