

## POSITION DESCRIPTION

<b>Position Title:</b>	Equipment Nurse
<b>Business Unit/Department:</b>	Emergency Department – Footscray Hospital
<b>Division:</b>	Emergency, Medicine & Intensive Care Services
<b>Award/Agreement:</b>	Nurses & Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	Registered Nurse: Grade 2 – Year 2 to Year 8 (RN/M2-8)
<b>Reports To:</b>	Nurse Unit Manager – Emergency Department
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	6 October 2025

### Position Purpose

The Emergency Department Equipment Nurse is responsible for the oversight, coordination, and optimisation of clinical equipment within the Emergency Department (ED) to ensure it is safe, available, fit for purpose, and aligned with operational and clinical requirements. The role supports high-quality patient care, staff safety, and efficient ED workflows through equipment readiness, standardisation, education, and continuous improvement.

The Equipment Nurse works collaboratively and in conjunction with the ED Stores Equipment Clerk and key stake holders.

### Business Unit Overview

The Division of Emergency Medicine and Intensive Care Services is divided into three service streams:

- Emergency Medicine
- Urgent Care Centres
- Intensive Care Unit/s

Within the service streams above, the Division has three emergency departments, two urgent care centres and two intensive care units.

The Division of Emergency Medicine and Intensive Care Services is committed to innovation and the development of services and treatment of groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership and clinical, operational and financial governance to the Division of Emergency Medicine and Intensive Care, ensuring the efficient and effective delivery of Best Care within allocated resources.

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## Key Responsibilities

### Ensure sufficient stock is available for clinical activities:

- Liaise with Police Traffic Alcohol section for supplies and calibration of alcometer.
- Ensure supplies are managed in a fiscally responsible manner.
- Liaise with the Nurse Unit Manager (NUM), ED Medical Director, Stores and Equipment Clerk and nursing staff and other key stakeholders to determine additional needs and requirements.

### Ensure Equipment repairs and maintenance are completed in a timely manner:

- Frequent checking of function and calibration.
- Organising repairs as needed.
- Organising replacements as needed.
- Organisation of regular safety checks and maintenance.
- Liaison with Occupational Health & Safety (OH&S) representatives.
- Report missing/broken equipment to the NUM.
- Assist with maintenance of asset register by registering new equipment and appropriate marking of ownership.

### Ensuring that the clinical environment is in good/safe condition:

- Timely reporting and repair of damage to the clinical environment.
- Logging of damage in need of repair with Infrastructure Services.
- Liaison with Infrastructure personnel regarding timeliness of repairs.

### Contribute to the ongoing learning and development of others:

- Inform staff about equipment care and use.
- Participate in the purchasing of new equipment by obtaining quotations for items and ordering as required.
- Arrange trials of new equipment.
- Liaising with company representatives on equipment and consumables in the ED.
- Assist nursing and medical staff in trouble shooting of equipment.
- Liaise with staff within the unit and other relevant departments, in relation to changes to, or problems with equipment and supplies.
- Maintain records of equipment and ensure borrowed equipment is returned.

### Ensure that stock and equipment are stored appropriately

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## Key Working Relationships

### Internal:

- Nurse Unit Manager
- Medical Director ED
- Associate Nurse Unit managers
- ED Physicians
- ED Nursing staff
- Director of Nursing
- Allied Health
- Unit Medical Officers
- ED Care Coordinators
- Stores Clerk

### External:

- Equipment Stores person in other areas of Western Health
- Medical equipment and supply representatives
- WH procurement team
- Compass

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- Sustainability team

### Selection Criteria

#### Essential:

- Demonstrated Advanced Organisational skills
- Effective communication
- Basic computer skills
- Attention to detail
- Emergency Department experience

Note that appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed in a direct care job with Western Health.

#### Desirable:

- Experience in stores/stocking
- Experience in a similar role

### Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence

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- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date:

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