

## POSITION DESCRIPTION

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| <b>Position Title:</b>           | Theatre Technician   |
| <b>Business Unit/Department:</b> | Theatre Technicians  |
| <b>Division:</b>                 | Surgery Endoscopy Anaesthesia Services   |
| <b>Award/Agreement:</b>          | Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement |
| <b>Classification:</b>           | Grade 4 (IN10)   |
| <b>Reports To:</b>               | Theatre Technician Manager   |
| <b>Direct Reports:</b>           | N/A  |
| <b>Date Prepared/Updated:</b>    | 2 March 2023   |

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| <b>Position Purpose</b>   |
| <p>The Grade 4 Theatre Technician is instrumental in providing specialist technical support and immediate support to the other dedicated members from the technical workforce.</p> <p>Key roles are the preparation of the operating room and equipment, demonstrating behaviours and attitudes that are consistent with Western Heath's Vision and Values, building strong and trusting relationships with the multidisciplinary team</p> <p>The Grade 4 Theatre Technician must be able to work unsupervised in all areas of the operating theatre. It is expected that they will have completed their Certificate III in Health Services Assistance (Theatre Support)</p> <p>The Grade 4 Theatre Technician supports the Theatre Technician Manager and Theatre Leadership Team, providing day to day leadership consistent with Western Heath's Values &amp; Behaviors to ensure the delivery of high-quality clinical support in accordance with professional guidelines and industry codes of practice to achieve optimal patient outcomes.</p> |
| <b>Business Unit Overview</b>   |
| <p>The Division of Surgery Endoscopy Anaesthesia Services is responsible for the provision of both elective and emergency surgical procedures with an emphasis on increasing the number of patients admitted on the day of surgery and as day cases. Services are managed across Footscray, Sunshine, Williamstown, Sunbury and Bacchus Marsh campuses and incorporate an adult obstetric and paediatric case mix.</p> <p>There are six operating theatres at Footscray which manage patient's care from a wide range of minor and major procedures for adult patients. These services are supported by Critical Care services.</p> <p>Sunshine Operating Suite and Day Procedure Unit manage patient's admissions pre and post procedural/operative care; theatre or day procedure intervention and post procedural/operative care. There are six operating theatres and two procedure rooms which accommodate a wide range of minor and major procedures including obstetrics and gynaecology with an adult and paediatric case mix.</p>            |

### Our Vision

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The Williamstown Operating Suite offers four operating theatres and is an elective surgery facility that manages patient's care from a number of surgical disciplines. This includes orthopaedics, urology, ENT and general surgery.

The Sunbury Operating Suite offers two operating theatres and is an elective surgery facility that manages patient's care from a number of surgical disciplines. This includes ophthalmology, general surgery, and endoscopy service.

The Bacchus Marsh Operating Suite offers three operating theatres and is an elective surgery facility that manages patient's care from a number of surgical disciplines. This includes obstetrics, general surgery, ophthalmology, orthopaedics, ENT, and endoscopy.

### Key Responsibilities

- Supports the Theatre Manager to ensure departmental business objectives are met, daily and monthly.
- Demonstrates positive role modelling & leadership.
- Participates in and demonstrates a commitment to portfolios, meetings and other activities as required.
- Participate in quality activities with a focus on best practice to ensure Best Care is provide to all patients
- Creating a positive environment that enables good learning experiences for students on the unit
- Ensure theatre technicians work within their scope of practice in all areas and offer support and training when required.
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience.
- Reviews and ensures appropriate orientation of new theatre technicians to the operating suite.
- Management of technical equipment maintenance and repairs for the department
- Ensure timely equipment repairs are undertaken
- Management of equipment availability and allocation
- Roster development and management as required.
- All employees and other personnel under the authority of the manager are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised. Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace
- Ensure all direct reports are held accountable for safety performance and actions
- Recognise and report to Theatre Leadership Team any OH&S hazards identified in order to initiate the risk management process and ensure a safe work environment action.
- Promotes and fosters professional development of theatre technicians in the unit.
- Recognises and responds to the need for professional growth.
- Completes annual mandatory training activities.
- Provides regular positive and constructive feedback to staff.
- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards.
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures.
- Be able to work unsupervised in all areas of the operating theatre, both in a responsible and timely manner to promote the efficient running of surgical procedures.
- Assist with patient procedures as required, e.g. Spinal/epidural anaesthesia, removal and application of plaster, limb elevation.
- Assist in the preparation of patient prior to surgery, e.g. Pre-operative Shave, patient positioning.
- Ensure that all theatre equipment is maintained, operational and clean pre and post-operatively.
- Transport patients within the operating theatre.
- Transport patients within the hospital as required.
- Being a role model in setting the clinical standards to achieve a high quality of care
- Ensure that the patient is positioned securely on the operating table prior to surgery and on the patient trolley/bed at the completion of surgery.

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- Provide assistance to medical and nursing staff.
- Promote patient safety at all times.
- Maintain close and open communication with NUM with a view to providing a safe and efficient workplace.
- Assist in other areas within the theatre complex as workload permits.
- Present a professional and courteous image to all staff and patients.
- Maintain good verbal communications with other staff in the theatre complex.
- Role model clinical excellence and promotes best practice standards.
- Attend clinical education and study seminars when required.

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:

- Perioperative Operations Manager
- Technician Services Manager
- Surgical/Medical workforce
- Nurse Unit Manager
- Clinical Educators
- Senior Theatre Technician
- Biomedical Engineering

#### External:

- External training providers
- External equipment suppliers
- Professional affiliations with the various technical associations

### Selection Criteria

#### Essential:

- Hold a current Certificate IV in Health Services Assistance (Theatre Support)
- Year 12 Secondary school or equivalent
- Evidence of well-developed verbal communication skills
- Demonstrated ability to collaboratively as a part of a multidisciplinary team
- Demonstrated ability to use in prioritising workload
- Demonstrated expertise in the area of operating theatre support
- Commitment to own personal professional development

### 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

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- 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
- 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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