

1. General Information

Position Title:	Instrument Technician – Set Up
Division/Department:	Theatre
Position Reports to:	Scrub/Scout Nurse Unit Manager
Enterprise/Individual Agreement:	Epworth HealthCare Health and Allied Services Enterprise Agreement 2022
Classification/Grade:	Instrument Technician Grade 3
Location:	Epworth Geelong
Employment Status:	Casual / Part-time
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Nil direct reports Nil budgetary management
Key Relationships - internal and external	<ul style="list-style-type: none">• Patients, inclusive of family member(s) & visitors• Theatre Nurse Unit Manager• Supply and Procurement teams• Theatre Leadership team, including ANUMs of surgical specialties• Epworth Geelong staff

2. Overview of Epworth HealthCare

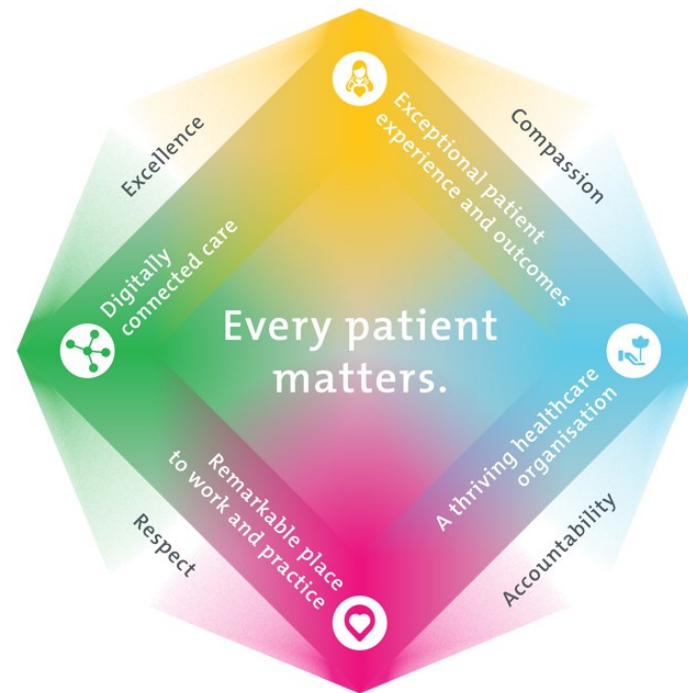
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Set-Up Nursing Role collaborates closely with various teams to ensure the timely preparation and availability of consumable and instrumentation requirements according to the scheduled lists. These teams include the Set-Ups, Decontamination, Check/Wrap, and Loans teams within the CSSD, Perioperative Services staff, Supply team members, and Epworth Geelong staff as required.

The Set-Ups Nurse leverages available resources to enhance operational efficiency, upholds all required standards and team participation in relevant quality activities for the improvement of Perioperative Services, and provides exceptional customer service to ensure a positive experience for all stakeholders. Additionally, the Set-Up Nurse manages daily set-up operations, serves as a role model and assists the CSSD Perioperative Manager in ensuring timely and effective delivery of set-ups.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<ul style="list-style-type: none"> Practice in accordance with the National Safety and Quality Health Service (NSQHS) Standards Utilise a reflective, critical thinking and evidence-based approach to the preparation of consumable and instrument set-ups required for patient care Communicate openly and effectively with all stakeholders to ensure positive and efficient delivery of service Timely and accurate documentation of variances from protocol – e.g. Risk Man Timely reporting of issues or concerns to Manager (or delegate) Maintain patient confidentiality as prescribed by organisational policies and protocols Practice in accordance with Infection Control Standards Develop and maintain working relationships with stakeholders Review daily allocations and advise NUM of any concerns Organizes, plans and prioritizes work to meet job demands Plan daily and weekly activities with Supply and Procurement Teams Perform required audits e.g. expiry date checks, cleaning schedule Model appropriate behaviours according to Epworth Code of Conduct Liaise with theatre leadership team regarding daily set up requirements and problem-solving as required Regularly update NUM of processes and team progress Effectively disseminate and execute instruction from Perioperative manager 	<ul style="list-style-type: none"> Compliance with mandatory and department specific competencies Compliance with AS5369 and NSQHS Standards Completes allocated tasks in a timely fashion per KPI <p>Key Performance Indicators (KPI)</p> <ul style="list-style-type: none"> Risk Man entry as required prior to finishing shift Mandatory competency – 100% at all times Completion of Set-Ups within 24 hours in advance of list Oversee the smooth workflow between CSSD and perioperative departments Show a proactive attitude in reviewing, supporting and implementing relevant quality improvement
<p>Team Work</p> <ul style="list-style-type: none"> Work cooperatively and collaboratively with all members of the multidisciplinary team Actively participates as a member of the team 	<p>KPIs</p> <ul style="list-style-type: none"> Escalate immediately any behavioural or performance issues to the NUM Document all meetings and provide copies to the NUM

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<p>Quality Improvement</p> <ul style="list-style-type: none"> • Strive to consistently improve service delivery • Provide suggestions and feedback to NUM on quality activities • Actively participate in quality improvement activities within the department in accordance with the National Standards • Actively participate in quality improvement project(s) 	<ul style="list-style-type: none"> • Improvement in performance of department and Epworth Geelong
<p>Personal and Professional Development</p> <ul style="list-style-type: none"> • Participate in prescribed performance development system annually • Evaluate personal performance and plans self-development • Participate in the orientation of new and casual staff • Participate in and provides education to department staff and students as requested by Manager (or delegate) 	<ul style="list-style-type: none"> • Participation in in-services, department education, department meetings • Training of staff in relevant department specific activities (when requested by Manager)
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Disseminate information relating to hazards associated with work activities • Assist in the training and instruction in safe work practices and provide supervision of complex tasks as required • Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth Health, Safety and Wellbeing policies, protocols and safe work procedures • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours • Mandatory training completed
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <ul style="list-style-type: none"> • Communicate with clear and unambiguous language in all interactions, tailored to the audience 	<ul style="list-style-type: none"> • Issues are escalated to the manager and resolved in a timely manner

Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> • Certificate III Health – Sterilising Practice
Previous Experience	Essential <ul style="list-style-type: none"> • Experience in a perioperative environment •
Required Knowledge & Skills	Essential <ul style="list-style-type: none"> • Knowledge and understanding of National Standards • Strong computer skills • Demonstrate role model behaviour according to Epworth's Code of Conduct
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	Essential <ul style="list-style-type: none"> • Effective communication and interpersonal skills • Willingness and ability to work within a team environment • Ability to learn new skills • Commitment to customer service and quality outcomes • Ability to respond to direction • Committed to providing a safe environment for patients & colleagues • Professional work ethic • Practices within the ethos of the Epworth HealthCare Values & Behaviours • Self-motivated and self-directed

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
10/7/2024	11/09/2025	Abbey Cook (NUM Scrub Scout)

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____