

1. General Information

Position Title:	Theatre Technician
Position Reports to:	Grade 6 Theatre Technician Manager
Enterprise/Individual Agreement:	Health and Allied Services Enterprise Agreement 2022
Classification/Grade:	Grade 5
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Direct reports – Grade 4 theatre technicians with oversight of all theatre technicians
Key Relationships - internal and external	<ul style="list-style-type: none">• Associate Director of Clinical Services - Perioperative Services• Theatre Utilisation Manager• Perioperative Services Leadership Team• Theatre Technician team and other Perioperative Services Staff• Visiting Medical Officers (VMOs)• Patients and families

2. Overview of Epworth HealthCare

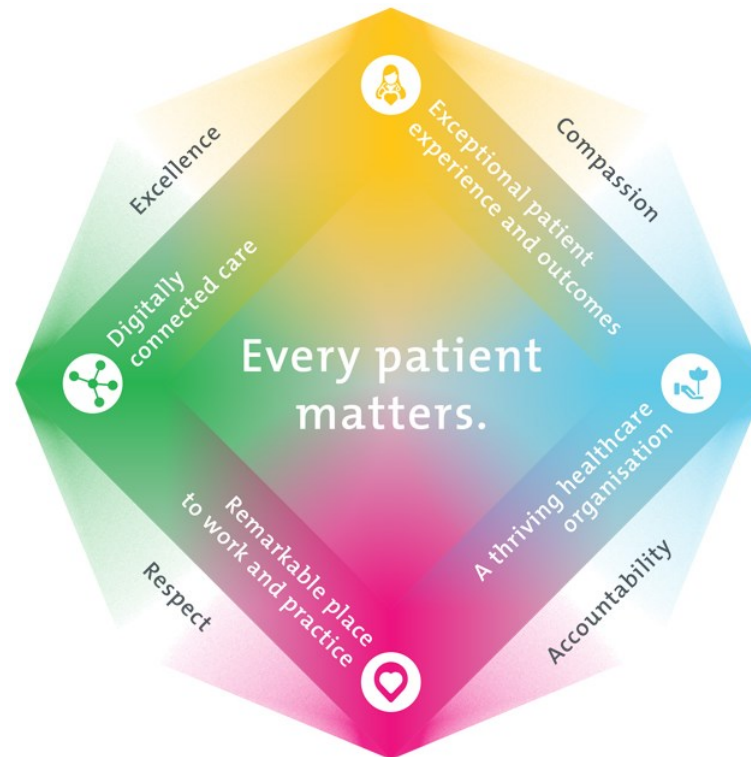
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 Grade 5 Theatre Technician supports the Grade 6 Theatre Technician Manager providing day to day leadership and management consistent with Epworth's Values & Behaviours to ensure the delivery of high- quality clinical support in accordance with professional guidelines and industry codes of practice to achieve optimal patient outcomes and exceed customer expectations.

The primary function of the Grade 5 Theatre Technician is to lead and provide a quality clinical support service within the Operating Suite environment, in relation to patient care and the provision of well-maintained equipment. Working within a self-directed framework the Grade 5 Theatre Technician will contribute to the overall performance of the Operating Suite.

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
<p><u>Customer Centred Leadership</u></p> <p>Focuses on the provision of clinical leadership in a customer centred environment.</p> <ul style="list-style-type: none"> • Promotes a culture of customer service with doctors, patients, visitors and staff <p>Actively promotes the unit to doctors and other key stakeholders.</p> <ul style="list-style-type: none"> • Builds strong and trusting relationships with internal and external stakeholders to promote and maintain the reputation of the unit. 	<ul style="list-style-type: none"> • Addresses and responds to customer complaints in timely and professional manner • In conjunction with Theatre Manager works to assess, plan and implement staff satisfaction results. • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner • Responds quickly and proactively and escalates concerns when necessary
<p><u>Operational Management</u></p> <p>Help deliver strategies and actions to meet budget.</p> <ul style="list-style-type: none"> • Works in collaboration with their manager and senior managers that ensures all resources (human, financial and physical) are used to deliver safe, high quality clinical care in a cost-effective manner. • Oversees the purchasing, repairs and maintenance of equipment within the Perioperative Suite in collaboration with Grade 6 Technician manager, Biomed and other relevant departments. • Work with the grade 6 technician manager to the development and implementation of rosters that optimise staff skill mix to ensure the provision of timely, safe, high quality patient care and simultaneously enables training requirements of staff to be met. • Develops portfolios for Grade 4 and Technician specialists. 	<ul style="list-style-type: none"> • Responsible for the weekly allocation of the staff in theatre to ensure correct level of staffing to ensure patient safety at all times. • Oversee and assist the Grade 4 technicians manage the technical equipment with the perioperative department. •

<p><u>Leadership</u></p> <p>Daily and monthly KPI's</p> <ul style="list-style-type: none"> • Completion of annual performance development for self and staff • Monthly mandatory learning for self and staff • Work with Grade 4 technicians to maintain their portfolios. <p>Staff Satisfaction</p> <ul style="list-style-type: none"> • Work with manager to develop staff survey results with action plans. • New staff satisfaction and orientation • Provide regular positive and constructive feedback. 	<ul style="list-style-type: none"> • Promotes and fosters professional development of the technicians in the unit and responds to professional growth for self and the staff. • Staff satisfaction surveys within agreed targets and timelines. • Ensure self and staff complete all mandatory training in a timely manner. • Mentor the grade 4 technician. • Orientate all new staff to the department to ensure a smooth and timely transition into the department. • Participates in and demonstrates a commitment to meetings and other activities as required.
<p><u>Staff Development, Education and Recruitment</u></p> <ul style="list-style-type: none"> • Work with existing theatre technicians to ensure staff development and training. • Mentoring and coaching • Work alongside the Grade 6 technician manager and external education providers. • Orientate and educate novice technicians. 	<ul style="list-style-type: none"> • Conduct study / education workshops for all technicians. • Assist with education of nursing staff for example patient positioning. • Actively provide assistance to external education providers in their recruitment of student in the theatre technician course. • Help educate the community / students on the role of theatre technician. • Responsible for completion of novice workbooks to ensure on going employment.
<p><u>Safety and Wellbeing</u></p> <p>To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan. 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions. • Implement and adhere to Epworth OHS policies, protocols and safe work procedures. • Ensure all hazards, incidents and injuries are reported in RiskMan within 24 hours.

<ul style="list-style-type: none"> • Participate actively and positively in health and safety to reduce all hazards and incidents within the workplace. • Integrate and review OHS performance in staff PDPs. • Ensure all direct reports are held accountable for safety performance and actions. 	<ul style="list-style-type: none"> • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes. • Mandatory training completed at agreed frequency.
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7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Certificate IV in Health Services Assistance (Operating Theatre Support) awarded by a Registered Training Organisation <p>Desirable</p> <ul style="list-style-type: none"> •
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Relevant post registration clinical experience – minimum 4 years
Required Knowledge & Skills	<p><u>Leadership and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Well-developed interpersonal and leadership skills that inspire the trust and confidence required to lead and manage high performing teams and build strong relationships with key internal & external stakeholders. • Ability to build strong relationships to work collaboratively with colleague and direct reports. • Demonstrated capability for and focus on innovation through initiating and implementing improvements to service delivery, models of care, evidence-based practice, and practice development. • Provide opportunities and support for the professional development the team. <p><u>Clinical Expertise and commitment to high quality patient care and continuous improvement</u></p> <ul style="list-style-type: none"> • Evidence of a commitment to patient/customer service, clinical governance and quality improvement. • Positive role model to all levels of staff in terms of commitment to the delivery of high-quality patient care. • Knowledge and understanding of the National Standards for Clinical Excellence and ACHS Accreditation Standards.

Position Description



	<p><u>Leadership, HR and Business Acumen</u></p> <ul style="list-style-type: none"> • Demonstrated ability to lead, assist and support organisational change. • Knowledge and understanding of Legislation, OH&S principles and relevant awards. • Knowledge and commitment to Acts, Enterprise Agreements and Epworth HealthCare directions, policies, procedures and staff code of conduct. <p><u>Teaching and Research</u></p> <ul style="list-style-type: none"> • Demonstrated willingness to teach. • Show a proactive attitude in reviewing, supporting and implementing relevant research into the clinical environment.
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours.</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	<p><u>Customer Focus</u></p> <ul style="list-style-type: none"> • Strong customer focus to drive holistic person-centred care to patients and provide support to carers and families. • Able to build strong and trusted relationships with medical consultants. Strong customer service. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • Strong advocate of self-development and personal and professional learning for self and others in the Unit, facilitating a culture of continuous learning. Committed to the professional development of staff. • Creating a culture that values the contributions of nurses with regular leadership rounding of staff to ensure staff are fully engaged • Committed to the coaching and developing of others

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
October 2024 (Eastern)		Theatre Utilisation Manger

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.

Position Description



Employee Signature:

Print Name:

Date:
