

1. General Information

Position Title:	Theatre Technician Manager
Position Reports to:	Theatre Utilisation Manager
Enterprise/Individual Agreement:	Epworth Healthcare Health and Allied Services EBA 2018
Classification/Grade:	Grade 6
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Direct Reports – Grade 5 theatre technicians with oversight of all theatre technicians
Key Relationships - internal and external	Associate Director of Clinical Services - Perioperative Services Perioperative Services Leadership Team Theatre Technician team and other Perioperative Services Staff Visiting Medical Officers (VMOs) Patients and families

2. Overview of Epworth HealthCare

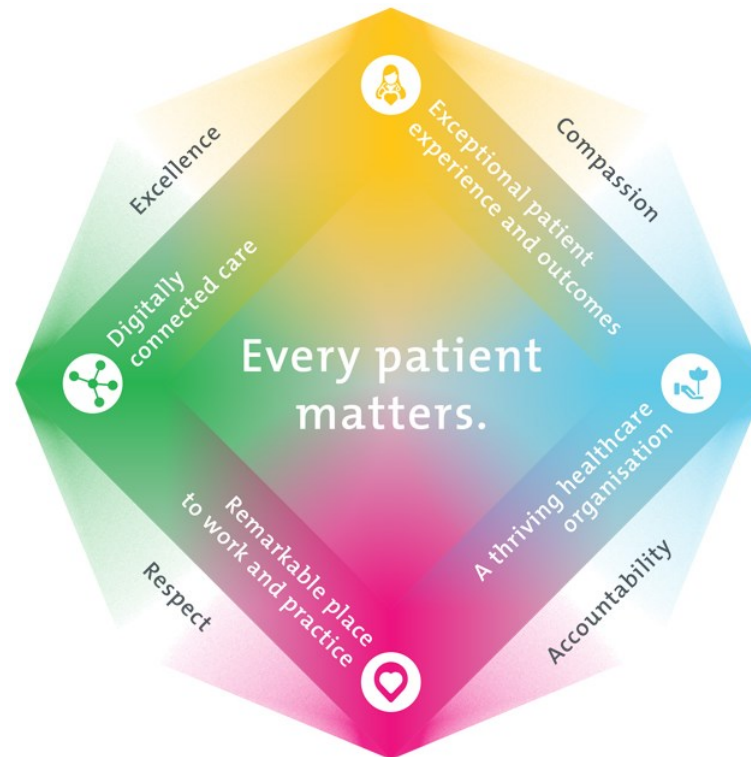
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 primary role and function of the Theatre Technician Manger is to provide 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 Theatre Technician Manager will be responsible for the coaching and mentoring of Theatre Technician staff to establish a culture of continuous learning and development within the team through team meetings, performance reviews, greater leader visibility and enhanced communication.

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 stakeholder 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 nessagry
<p><u>Operational Management</u></p> <p>Develops strategies and actions to meet budget.</p> <ul style="list-style-type: none"> Works in collaboration with their manager and senior managers (including business managers) to implement the unit budget in a manner 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 Biomed and Facilities departments. Oversees 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 & 5 Technicians for delegation. 	<p>Labour costs</p> <p>Labour rate within unit KPI (includes factors such as staff mix, utilisation of agency and casual staff)</p> <p>Leave Management</p> <p>Annual leave and LSL liability rate less than agreed rate</p> <p>Direct costs</p> <p>Capex considerations inline with business model</p>

<p><u>Unit Business Planning.</u></p> <ul style="list-style-type: none"> • Manages and monitors risks within area/s of responsibility and reports key/emerging risks and opportunities to relevant manager. • Contributes to annual unit operational plan in line with the divisional operational & broader strategic plans. • Benchmarks performance of unit internally and externally. • Works with Theatre Utilisation Manger to develop strategies and implements practices to attract, recruit and retain high performing team members and provide the optimal skill mix in the team to deliver safe high-quality care to patients in the unit 	
<p><u>Leadership</u></p> <p>Undertakes appropriate workforce planning to build and maintain a strong clinical team. The Technician Manager is responsible for:</p> <ul style="list-style-type: none"> • Ensuring the right level of seniority and skill mix in the ward/unit team and that staff have access to appropriate resources and training required to maintain strong clinical skills and adhere to the safety/quality standards within the set budget. • Ensuring each staff member has an annual performance and personal development/management plan that sets out work related goals, standards and behaviours 	<p>Staff development</p> <p>100% of staff with PDPs completed within scheduled timeframe</p> <p>100% compliance with mandatory and unit specific competencies every 12 months</p> <p>Team effectiveness</p> <p>Sick leave rate equal to or less than target</p> <p>2 year turnover rate equal or less than target</p> <p>Leader Rounding</p> <p>All staff are rounded on at a minimum of agreed frequency</p>

Safety and Wellbeing

Provides and maintains (as far as practical) a safe work environment, work practises and minimises risk to self and others

- Ensures completion of routine safety & hazard checks as per Epworth Policy and implements and adheres to all Epworth health and safety policies, protocols and safe work procedures • Promotes a culture of risk awareness, participates in risk management activities and proactively responds to incidents and near misses. • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours, investigated and corrective actions implemented within agreed timeframes • Ensure all employees and other personnel under the authority of the NUM are fully informed of the hazards associated with their work activities, adequately trained and instructed in safe work procedures and appropriately supervised and
- To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students.
- 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
- Integrate and review OHS performance in staff PDPs

- 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
- Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes
Mandatory training completed at agreed frequency
- Timely follow up of work injury, appropriate escalation

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Certificate IV in Health Services Assistance (Operating Theatre Support) awarded by a Registered Training Organisation
Previous Experience	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. <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, Agreements and Epworth HealthCare directions, policies, procedures and staff code of conduct. <p><u>Marketing and Growth</u></p> <ul style="list-style-type: none"> • Committed to achieving a culture of success, assisting Theatre Utilisation Manager to initiate any change management associated with success and growth of the department. • Committed to building relationships with external and internal stakeholders to promote the Epworth HealthCare brand

Position Description



	<p>Teaching and Research</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>Broader Knowledge Base and Skills</p> <ul style="list-style-type: none"> • Computer literacy in Microsoft Applications.
<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>Customer Focus</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. <p>Professional Development</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 <p>Committed to the coaching and developing of others</p>

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
August 2020 (Richmond)	October 2024 (Eastern)	Associate Director Perioperative Services

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:
