

1. General Information

Position Title:	Simulation Coordinator /Technician
Division/Department:	Corporate – Clinical Services
Position Reports to:	Brooke Alexander- Simulation Services Team Lead Tess Vawser – Director of Clinical Education and Simulation Services
Enterprise/Individual Agreement:	Epworth Healthcare Enterprise Agreement
Classification/Grade:	<i>TBA - Health and Allied Services Enterprise Agreement</i> <i>Equivalent Theatre Technician G1 TT04 – Theatre Technician G5 Y5 TT55</i>
Location:	All Epworth HealthCare sites – Based at Richmond
Employment Status:	Full Time
Resource Management Number of Direct Reports:	Nil This position has no formal supervisory or budgetary responsibilities.
Key Relationships - internal and external	> Clinical Education and Simulation Teams > Clinical and support staff > Group Education and Learning Teams including Undergraduate Education > Internal / External courses instructors and participants

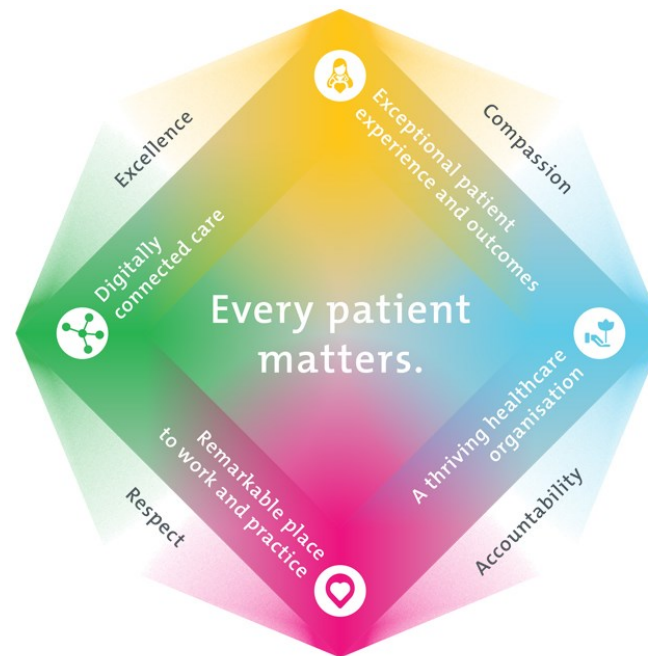
2. Overview of Epworth HealthCare

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 *Respect, Excellence, Compassion and Accountability*. More information can be found on the [Epworth Website](#).

Epworth's purpose is to improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research and our vision is to consistently deliver excellent patient-centred care with compassion and dignity.

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 **Simulation Coordinator / Technician** will work as part of a dynamic team to provide support to faculty, staff, and external partners to develop and implement clinical skills and simulation-based inter-professional team activities across Epworth HealthCare sites. This role will support and manage the technical requirements in simulation based and clinical education activities along with the audiovisual aspect. These programs are designed to enhance safety and quality in health care delivery across the Epworth Healthcare sites and externally.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPI'S TO BE ACHIEVED
Support of the ongoing growth of the Clinical Skills and Simulation Activities across Epworth HealthCare sites Supports Clinical skills and simulation programs and activities	• Supports the development, implementation and evaluation of programs clinical skills and simulation programs both internally and externally • Provide mentorship and support for clinical education and simulation to clinicians • Further develop policies and processes for clinical education and simulation to ensure delivery of high-quality clinical skills and simulation education • Support Health Professional Education teams in the delivery of clinical skills and simulation sessions to undergraduate / postgraduate and professional development participants both internal and external • Coordinate and manage training programs, services, equipment, supplies directly related to simulation activity within the Facilities • Maintain database of programs and equipment including- 1. Activity Report 2. Equipment usage • Coordinate the development of and assures compliance with simulation policies, procedures, and practices of the facilities • Participate in related activities including - testing, setup and running scenarios with instructors and day to day activities in the simulation centre

Manage the operating and technical support for the simulation areas	• Manage the operation of simulators and audio-visual equipment in training sessions when required • Set up simulation environment prior to education session commencing • Providing support and training to staff in technical aspects of operating simulation and audio-visual equipment • Develop technical proficiency with all aspects of operation, maintenance support, trouble shooting and repair for all equipment • Develop relationships with simulation and medical equipment vendors to gain support with services of equipment, including trouble shooting and systems problems and to ensure minimal downtime • Create record keeping methods to track equipment usage • Coordinate transport of simulation equipment as necessary • Oversee scheduled maintenance of simulation equipment
Safety and Wellbeing - Staff Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace	• Comply with all Epworth's OHS policies, protocols and safe work procedures at all times • Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004) • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan • Participate in and complete mandatory safety training on an annual basis and as required • Actively participate and contribute to the OHS consultation processes

Overall, this position links to the following elements of the Epworth Strategy
Patients - High quality care and experience through all interactions with patients
People - Enable our staff to be their best and give their best
Research & Education - Advance and promote research and education that translates to further improvements in healthcare
Business Support - Ensure robust and sufficient support to enable the existing business and growth strategies
Finance - Ensure financial sustainability to deliver on our purpose

6. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL	DESIRABLE
Qualifications - Essential	➤ Health Professional with current AHPRA registration Paramedicine / Theatre technician / Anaesthetic Technician Or ➤ Science/Technical degree or tertiary qualification (Health, Exercise Physiology, Computing, audio visual or bio-medical science). ➤ Current Driver's licence ➤ Proficiency with setting up and managing medical equipment. ➤ High level interpersonal skills in leadership and communication	
- Desirable	➤ Demonstrated ability to practice collaboratively as part of a clinical and education team ➤ Certificate IV in Training and Assessment	
Previous Experience	Recent clinical / technical / Audiovisual experience	
Required Knowledge & Skills	Computer and technical literacy Ability to provide a supportive, safe and inclusive environment for learners and staff Demonstrated ability in managing and evaluating clinical education sessions	
Personal Attributes & Behaviours All employees are expected to consistently work in accordance with Epworth's values and behaviours.	Excellent verbal and written communication skills Ability to build effective relationships with a diverse range of people and to participate in effective teams Ability to plan, prioritize, meet outcomes and timelines.	

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Manager):
19 th March 2018	28 th July 2026	Tess Vawser

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:
