

1. General Information

Position Title:	Theatre Technician
Position Reports to:	Grade 6 Theatre Technician Manger + Grade 5 Theatre Technician
Enterprise/Individual Agreement:	Health and Allied Services Enterprise Agreement 2022
Classification/Grade:	Grade 4
Resource Management	
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

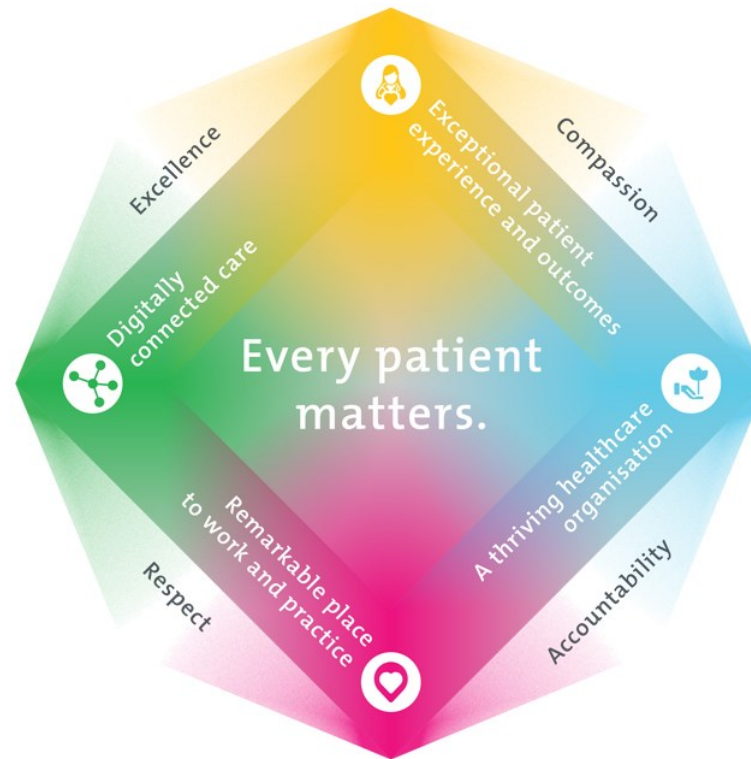
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

To collaborate and provide best practice as a high-quality Theatre Technician within the Operating Suite environment in relation to patient care, handling of equipment and transport services in accordance with the patient's physical, psychological, emotional, social and spiritual wellbeing.

Working within either a guided or self-directed framework the Theatre Technician Grade 4 will contribute to the overall performance of the Operating Suite operational efficiency.

In particular the Theatre Technician will utilise available resources, promote and participate in all national standards and quality activities and provide outstanding customer service to ensure positive clinical outcomes.

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-centered 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
Teamwork / Leadership <ul style="list-style-type: none"> Displays team focused enthusiasm towards completion of daily workload Provides education opportunities and feedback to staff relative to their roles Ensures unacceptable behaviours are escalated in the appropriate manner Provides a role model for other Technicians in their approach to education, interpersonal relationships, teamwork and communication Shares knowledge and skills openly with colleagues Complete specialty training 	<ul style="list-style-type: none"> Feedback Performance Reviews for novice staff members Staff satisfaction Ensure theatre technicians work within their scope of practice in all areas and offer support and training to novice staff when required
Quality Improvement <ul style="list-style-type: none"> Participates in and demonstrates a commitment to portfolios, meetings and other activities as required The provision of equipment in optimal working condition Strives to consistently improve service delivery and clinical practice Provides suggestions, and feedback to managers quality activities 	<ul style="list-style-type: none"> Work with the grade 5 technician to develop and maintain a portfolio. Oversee and manage the equipment with the perioperative department. Evidence of participation in quality activities Improved patient care Improvement in performance of department and Epworth healthcare site
Safety and Wellbeing <ul style="list-style-type: none"> Ensure a safe workplace for yourself and team members Report all hazards, incidents, injuries and near misses immediately to your manager and log them in Risk Man 	<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

	<ul style="list-style-type: none"> • Ensure all hazards, incidents and injuries are reported in Risk man within 24 hours • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes • Mandatory training completed at agreed frequency
<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> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential <ul style="list-style-type: none"> • Certificate IV in Health Services Assistance (Operating Theatre Technician) • Working with Children Check
Previous Experience	Essential <ul style="list-style-type: none"> • Minimum 24 months clinical experience as a Theatre Technician • Strong customer focus Desirable <ul style="list-style-type: none"> • Relatable experience in private healthcare Essential
Required Knowledge & Skills	Essential <ul style="list-style-type: none"> • Knowledge and commitment to Acts, Agreements and Epworth Healthcare directions, policies, procedures and staff code of conduct • Knowledge and understanding of National Standards for Clinical Excellence and ACHS Accreditation Standards • Solid computer skills Desirable <ul style="list-style-type: none"> • Demonstrate role model behaviour • Superior conflict resolution skills
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 	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

Position Description



<ul style="list-style-type: none">• Accountability• Respect• Excellence	<ul style="list-style-type: none">• Belief in patient centred care• 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
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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
October 2014		Theatre Utilisation Manager

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: _____