

Position Title	Theatre Technician Grade 4
Site/Location	Mornington
Unit/Department	Theatre
Classification	As per the Support Services Agreement
Reports to	Perioperative Services Manager
Supervisory responsibilities	<ul style="list-style-type: none"> • Direct reports list – Theatre Technicians Grade 1-3 & Theatre Orderly's • Indirect reports list – Nil
Key relationships	<ul style="list-style-type: none"> • Key internal stakeholders – Employees, Surgeons, Surgical Team, Volunteers • Key external stakeholders – Visitors
Overall Job Purpose	<p>The Theatre Technician Grade 4 is required to have a minimum of 3 years' experience as a Theatre Technician, and is able to work in all areas of the operating suite, and demonstrates comprehensive knowledge of the clinical specialities offered at the hospital. In addition, the Theatre Technician Grade 4 undertakes additional managerial responsibilities including but not limited to professional development and supervision & training staff. An employee at this level may also be required to perform duties such as rostering, allocations and assistance with recruitment where required in collaboration with Perioperative Services Manager</p> <p>The Theatre Technician Grade 4 is able to become an integral member of the Perioperative Services team to provide optimal patient care for all patients at The Bays Healthcare Group, their families and significant others. This care will be provided in collaboration with all members of the health care team including medical practitioners and allied health practitioners. Must be reliable, have good application, lead by example and be able to take direction. This care will be guided by a working knowledge of hospital policies including OH&S, Infection Control, Waste management and Quality Improvement.</p>
Values	<p>Proactively demonstrate behaviour that engenders and promotes the Values of The Bays Healthcare Group Inc.</p> <p>At The Bays Healthcare, we seek to pursue the following values:</p> <p>Integrity Being honest in our dealings with others. Compassion Recognising the physical, social and emotional needs of our patients, residents and families as well as our staff. Accountability Being responsible for and mindful of the consequences of our actions. Respect Acknowledging the rights and opinions of others as we work together as a team. Excellence Continually improving quality and efficiency.</p> <p>If we all embrace an "I CARE" philosophy, we will be successful as individuals, as an organisation and as a community.</p>
WH&S	<ul style="list-style-type: none"> • Present fit for work and able to undertake duties in line with the physical inherent requirements of the role • Work in a safe manner and ensure that any people who report to you, and/or you work with, work safely • Adhere with the current Work Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Identify, assess, prioritise and control risks to health & safety of employees, patients, residents, contractors and visitors • Report any hazardous conditions, near misses and injuries immediately to your supervisor in line with incident reporting procedures
Quality and Risk Management	<p>Understands and complies with all quality and risk related policies, procedures and systems in line with organisation expectations and role responsibilities.</p> <p>These policy and procedures include:</p> <ul style="list-style-type: none"> • Organisational • Clinical • Infection Control • WH&S • Aged Care • Specialty Clinical areas i.e. Maternity, Theatre, Dialysis, ICU • Environmental Services

	<ul style="list-style-type: none"> • Emergency Response • Administration • Catering • Participate in the organisation’s accreditation processes • Be compliant with and have a sound understanding of ISO 9001:2015 • Be compliant with and have an advanced understanding of relevant standards i.e. the National Standards for hospital, the current Aged Care Quality of Care Principles and Standards • Participate in the organisation’s Quality Management and Control program • Participate in the collection of Clinical and Process indicators • Understand the Severity Assessment matrix and reporting system • Implement and undertake case reviews, peer review and improvement proposals as required • Be aware of and comply with all Commonwealth and State statutory and regulatory requirements in relation to privacy • Adhere with the current Occupational Health & Safety policies and procedures of the organisation in line with the Occupational Health & Safety Act 2004 • Adheres to and is aware of the information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand responsibilities and obligations under this Act. Has declared that they are not a person prohibited by The Act from seeking, undertaking, or remaining in child related employment • Undertake periodic police checks in line with role responsibilities, organisation policy and police check rules
Professional Development and Performance Appraisal	<ul style="list-style-type: none"> • Demonstrate responsibility for own professional development by continually updating professional knowledge and skills. • Collaborate and build the team by exchange of knowledge and skills • Participate in own and lead team performance appraisals in line with organisation expectations • Complete mandatory and compliance education as required annually and bi-annually as set out in the Mandatory Education policy
KPIs/ Measures	<ul style="list-style-type: none"> • KPIs and measures, in addition to those listed below, are developed, agreed and measured in line with the strategic and operational requirements of the role as well as any projects allocated to the role. These measures are reviewed periodically.
Major Responsibilities General	<ul style="list-style-type: none"> • Responsible for the supervision of all Theatre Technicians and Orderly’s in the Perioperative Services Team • A strong focus on professional development of self and members of the Theatre Technician / Orderly Team to maintain high standards of patient care • Responsible for the Theatre Technician / Orderly Team rostering in collaboration with the Theatre ANUM • Responsible for care and maintenance of all equipment in the department • Responsible for waste management in the department • Responsible for strong leadership in infection control for the Theatre Technician / Orderly Team • Responsible for strong leadership in OH&S for the Theatre Technician / Orderly Team • Responsible for the management of performance and appraisal of all the members of the Theatre Technician/ Orderly Team • Responsible for the placement of Theatre Technician Students; liaising with the RTO, students and organising their placement whilst on site • Overall responsibility for the operating rooms for each surgical and endoscopic procedure, ensuring the necessary furniture, equipment, appliances and supplies are at hand and working efficiently • Overall responsibility for Theatre Technician / Orderly weekly and monthly cleaning as designated to the Theatre Technician Team duties • Overall responsibility for ensuring general restocking around the department as per position requirements for Theatre Technicians / Orderly’s • Oversee Theatre Technician/Supply personnel to ensure stock is replenished fully on a daily basis and ordering is completed to maintain the operational needs of the department.

KPIs/Measures	<ul style="list-style-type: none"> • Maintain a set of meaningful departmental audits to verify compliance • Ensure all Theatre Technicians & Orderly's complete annual mandatory training • Conduct annual Theatre Technician & Orderly performance appraisals
Patient Care	<ul style="list-style-type: none"> • Ensure patients are transferred appropriately to and from the Wards to Holding Bay and to Theatres. Patients are transferred correctly to the operating table and positioned correctly for their procedures • Ensure monitoring equipment is correctly positioned and set for the anticipated surgery and be available to trouble shoot technical problems related to same, or to source assistance if required • Is aware of and maintains the aseptic field during surgery • Carry out all necessary cleaning before and between all cases in individual OR'S and Theatre Suite in general. Refers to duty statements and hospital cleaning/restocking protocols necessary
Security Check	Relevant security checks, including: background checks, Registration checks, Working with Children Checks, National Police Check, Working Rights (Visa Check) and other checks that are deemed necessary for specific role as requested by The Bays Healthcare Group Inc.
Immunisations	To receive mandatory vaccinations or meet the criteria for exemption.
Qualifications / Experience - Mandatory	<ul style="list-style-type: none"> • A willingness and capacity to embrace the Values of The Bays Healthcare Group • Mayfield Certificate or similar experience in Operating Suite • Current Certificate IV in workplace Training & Assessment • Robust Customer Focus • Current understanding of legislation and standards related to OH&S & compliance issues • Demonstrated effective communication skills • Highly developed team work skills • Shows discretion and confidentiality • Demonstrated planning and organisational skills • Demonstrated analytical skills • Highly developed organisational skills and demonstrated ability to prioritise workload.
Qualifications / Experience- Desirable	<ul style="list-style-type: none"> • Previous team leader experience • Demonstrated commitment to on-going education and self-directed learning • Demonstrated initiative, motivation and confidence.
Personal Competencies Required	<ul style="list-style-type: none"> • Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication • Effective verbal and written skills • Excellent communications skills with an ability to work collaboratively with others.
Job Competencies Required	<ul style="list-style-type: none"> • Ability to lead a team and to plan and prioritise tasks for self and the others • Ability to preceptor and train Theatre Technicians/Orderly's • Ability to develop cost-benefit analysis and feasibility studies
Inherent Requirements	<ul style="list-style-type: none"> • Able to fulfil the inherent requirements of the role as per the Job Demands Checklist • Able to use equipment and tools safely and without physical or other restriction • Undertake assessment of ability to physically and mentally meet the requirements of the role • Manual Handling, equipment use instructions and inherent physical requirements of the role may change. It is the employee's responsibility to complete mandatory education and other education activities in relation to the role's requirements



Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

Approved: _____
Signed, Manager Title

/ /
Reviewed Date

I have read and understood the contents of this position description and the expectations of my role.

Approved: _____
Signed, Employee

/ /
Date

Print Name, Employee