

# Position Description

<b>Title</b>	Theatre Technician	<b>Position Reports to</b>	Nurse Unit Manager Perioperative
<b>Classification</b>	IN8	<b>Employment Status</b>	Part time 40hrs/fortnight
<b>Enterprise Agreement</b>	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

## Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. We aspire to be the world's leading eye and ear health service through; outstanding patient experience; exemplary leadership; inspiring our people and building a platform for the future. Our values of **Integrity, Care, Excellence** and **Innovation** are at the core of everything we do.

- **INTEGRITY** We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect
- **CARE** We treat patients with respect, are compassionate, thoughtful and responsive to their needs and sensitive to diversity
- **TEAMWORK** We communicate openly, respect diversity of views and skills and work effectively with partners and in multi-disciplinary teams to deliver the best outcomes for patients
- **EXCELLENCE** We give our personal best at all times, deliver exemplary customer service, monitor performance and seek leading edge ways to improve it

Please read our full Strategic Plan here:

[https://www.eyeandear.org.au/page/About\\_Us/Our\\_Publications\\_and\\_DVDs/](https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/)

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

### Position Summary:

We are seeking a highly experienced and versatile Theatre Technician to join our dynamic perioperative team. This role is suited to a skilled professional with demonstrated capability across all functional areas of the Operating Suite, including anaesthetics support, intraoperative assistance, and post-operative equipment management. The successful candidate will have an in-depth understanding of, and ability to work across, the full range of surgical specialties offered at the Royal Victorian Eye and Ear Hospital, including ophthalmology and otolaryngology (ENT) procedures.

This position plays a key role in ensuring the smooth and safe delivery of surgical services by preparing, managing, and troubleshooting a wide array of specialised equipment and surgical technologies. You will work collaboratively with surgeons, anaesthetists, nurses, and fellow technicians to provide seamless support throughout the perioperative journey.

Your attention to detail, technical knowledge, and commitment to excellence will ensure our surgical services continue to meet the highest standards of patient safety and care.

### Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Cleaning and Maintenance Duties
  - a) To clean and check equipment before it enters the operating theatres
  - b) To clean and maintain patient trolleys throughout the day
  - c) Clean theatres at the end of all sessions as required
  - d) Removing waste from theatres throughout the day
  - e) Develop and Support cleaning and maintenance schedule
5. Personal Development
  - f) Attend in-services
  - g) Maintain and update knowledge of hospital procedures
  - h) Achieve completion of all My Learning mandatory competencies
  - i) Attend compulsory fire, laser and radiation training annually

6. Other

- j) Assess workload in relation to patient care. Manage adequate skill mix to provide efficient Technicians presence to Perioperative areas. Feedback to Nurse Unit Manager at regular meetings
- k) Participate in trials and maintains positioning devices
- l) Be accountable for equipment function and cleanliness
- m) Follow guidelines for Technicians in relation to all biomedical equipment
  
- n) Provide guidelines for theatre setups of biomedical equipment for each surgical procedure. Audit 6 monthly by meeting with ANUMs to ensure information current
- o) Report Risks and Hazards as per OH& S and Infection Control protocols
- p) Report audit information to Theatre NUM
- q) Seek assistance from Educators to load audit results and outcomes onto Aquil Web

## Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework ([link](#)) to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.
- Is compliant with the Eye and Ear Data Accountability Framework ([link](#)).

## Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.

- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.

## Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
<b>Qualifications</b>	Certificate III HSA (Operating Theatre Technician)	
<b>Experience</b>	12 months Perioperative Experience	
<b>Competencies</b>	Excellent Communication skills	
	Demonstrated commitment to quality and safety	
	Ability to work effectively in a multi-disciplinary team environment	
	Basic computer skills e.g. Microsoft Office software programs and internet navigation	

## Reporting Lines

**Position Reports to:** Nurse Unit Manager – Perioperative Suite

**Number of Direct reports:** 0

## Key Working Relationships

### *Internal*

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Perioperative Services Manager
- Director of Surgical Services
- Nursing staff
- Medical staff
- Allied Health staff
- Nursing Education staff
- All other hospital staff

### **External**

- Customers (patients, relatives, GPs)
- Community
- Department of Health
- Company representatives

*All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.*

### **Author of Position Description or Manager of Position:**

Name: Laura O'Connor – Perioperative Services Manager

Date: 19.06.2025

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

### **Agreement**

I have read, understood and agree to comply with the position description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_