

Position Description

Title	Instrument Technician	Position Reports to	SPS Nurse Unit Manager
Classification	Instrument Tech Grade 1 – Grade 4	Employment Status	Casual
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers (Victorian Public Health Sector) Single Interest Enterprise Agreement 2025-2027.		

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 over 160 years. The Eye and Ear has over 90 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 160,000 outpatients, 45,000 emergency patients and over 16,000 inpatients.

Vision Mission And Values

The Eye and Ear is a world leader providing exceptional care. Our focus is providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health. We will inspire and advance specialist eye and ENT care.

At the core of everything we do are our Guiding Principles:

- **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
- **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
- **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
- **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation

Please read our full Strategic Plan here:

<https://eyeandear.org.au/about/publications/strategic-plan/>

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. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTIQI community and people with disability.

We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The Eye and Ear is committed to the [Child Safe Standards](#).
The Eye and Ear is a smoke free environment.

Position Summary:

The Instrument Technician is a high quality service support role who is responsible for activities encompassing cleaning, disinfecting and sterilising of reusable medical devices. This role will be under the direct supervision within the SPS department.

Key Responsibilities / Performance Outcomes:

1. Work within an ethically and legally sound framework. Ensure responsibilities are undertaken in accordance with the Eye and Ear policies and procedures, Code of Conduct and applicable legislation.
2. Information Technology (IT) skills that are commensurate with the requirements of the role.
3. Undertake work of a more complex nature, rotating through all areas of SPS from decontamination, assembly and packaging, sterilisation, storage and distribution of reusable medical devices, storing the sterile stock appropriately adhering within relevant reprocessing standards and infection control procedures. This includes processing and sterilisation of scopes.
4. Monitor and document all necessary information required to ensure provision of quality service within SPS such as incident reporting, routine maintenance and testing and more.
5. Participate in Quality Management Service activities such as intra-department audits and in-services, mandatory competencies as well as annual performance appraisal and professional development.
6. Foster a cooperative and healthy work environment by treating colleagues with respect and care as well as maintain open communication through effective interpersonal skills and appropriate forums.

Quality, Patient Safety And Risk Management

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

Having an understanding of working within your role and responsibilities outlined in the [Quality and Clinical Governance Framework](#) 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 [Data Integrity Framework](#)

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
Qualifications	<i>Grade 1 to 3: Certificate III in Health – Sterilising Services</i>	<i>Member of Sterilisation & Research Advisory Council of Australia (SRACA) Grade 4: Certificate IV in Sterilisation Services.</i>
Experience	<i>More than 3 months experience as Instrument Technician who is able to work in all areas in SPS</i>	<i>Experience with electronic tracking system</i>
	<i>Ability to contribute to effective teamwork with other staff members</i>	<i>Experience processing scopes.</i>

	<i>Demonstrated organisational skills</i>	
	<i>Customer-focused</i>	
Competencies	<i>English literacy</i>	<i>Problem-solving skills</i>
	<i>General computer literacy such as email, MS Word and other applications</i>	<i>Conflict-management skills</i>
	<i>Ability to assist and support change</i>	<i>Completion of specialty training</i>

Reporting Lines

Position Reports to – Team Leaders and SPS Nurse Unit Manager

Number of Direct reports - 2

Key Working Relationships

(Internal)
Nurse Unit Manager
Team Leaders and other SPS staff
Different departments

(External)
Contract Services
Eye & Ear Research Partners

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: Sofiyah Alhadad – NUM SPS

Date: 4th of August 2026

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: ____ / ____ / ____