

Position Description

Title	<i>Theatre Technician Grade 3/4</i>	Position Reports to	<i>Nurse Unit Manager</i>
Classification	IN9 or IN10	Employment Status	<i>Permanent</i>
Enterprise Agreement	<i>Health Services Award</i>		

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 LGBTQI 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 Theatre Technician (Casual) plays a vital role in supporting the safe and efficient operation of surgical procedures within the hospital's operating suite. Working closely with clinical staff, the technician ensures that surgical equipment and operating theatres are prepared, maintained, and functioning to the highest standards.

This role requires a strong understanding of sterile techniques, equipment handling, and procedural workflows in a clinical environment. Casual technicians may be rostered across a variety of shifts, including early mornings, evenings, weekends, and public holidays, depending on surgical demand.

Assists in the supervision, training/mentoring of other Technicians at that hospital and will, if required, undertake a clinical tutor role.

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
 - Clean theatres at the end of all sessions as required
 - Removing waste from theatres throughout the day
 - Develop and Support cleaning and maintenance schedule
 - Prepare operating theatres with required surgical equipment, and consumables.
 - Assist with the setup, calibration, and troubleshooting of specialised surgical equipment (e.g., endoscopic, microscopes or imaging systems).
 - Ensure equipment is cleaned, sterilised, and stored according to infection control protocols.
 - Support clinical teams during procedures by managing equipment and responding to technical needs.
 - Maintain accurate records of equipment usage, faults, and maintenance.
 - Adhere to hospital policies, safety standards, and infection control procedures.
5. Personal Development
 - Attend in-services
 - Maintain and update knowledge of hospital procedures
 - Achieve completion of all My Learning mandatory competencies
 - Attend compulsory fire, laser and radiation training annually
6. Other
 - 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
 - Participate in trials and maintains positioning devices
 - Be accountable for equipment function and cleanliness
 - Follow guidelines for Technicians in relation to all biomedical equipment
 - Provide guidelines for theatre setups of biomedical equipment for each surgical procedure. Audit 6 monthly by meeting with ANUMs to ensure information current
 - Report Risks and Hazards as per OH&S and Infection Control protocols

- Report audit information to Theatre NUM

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
Qualifications	Certificate III HSA (Operating Theatre Technician)	Certificate IV HSA (Operating Theatre Technician)
Experience	12 months Perioperative Experience	3 yrs or above Perioperative Experience
Competencies	Excellent Communication skills	Basic Life Support certificate (up-to-date)
	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

Number of Direct reports: 0

Key Working Relationships

- Nurse Unit Manager
- Associate Nurse Unit Managers
- Theatre Technicians
- Nursing Staff
- Medical Staff
- Allied Health Staff

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: 25.08.2025

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: ____ / ____ / ____