




## Seymour Health - Position Description

<b>Position Title:</b>	Instrument Technician
<b>Directorate/Team:</b>	Operating Suite Services
<b>Award:</b>	<b>Award:</b> Health Services Union of Australia – Health Professionals, Health And Allied Services, Managers and Administrative Officers – Victorian Public Sector - Multi Employer Certified Agreement 2016-2020
<b>Performance Review:</b>	A three (3) month probation period will apply to this position (3 months from date of commencement). Performance reviews will then be held annually on anniversary of commencement.
<b>Version Number:</b>	1.0 <b>Date Written:</b>
<b>Version updates:</b>	
<b>Approved by:</b>	 <b>Signature:</b> <b>Name:</b> Chris McDonnell <b>Position:</b> Chief Executive Officer <b>Date:</b> 17/07/2014
<b>Seymour Health</b>	
<p>Seymour Health is a:</p> <ul style="list-style-type: none"> <li>• 30 bed public facility which provides public and private acute medical and surgical, renal dialysis, urgent care, day procedure and palliative care;</li> <li>• It also has a 30 bed high care aged residential care facility: and</li> <li>• Community services, including District Nursing, Planned Activity Group,</li> <li>• Sub-Acute Ambulatory Services including Occupational Therapy, Physiotherapy, Podiatry, Cardiac and Pulmonary rehabilitation, Welfare, Exercise groups, Hospital Admission Risk Program (HARP), Dietician and Diabetes Education.</li> <li>• Support services including administration, food, hotel and maintenance services.</li> <li>• Private pathology and medical imaging services are available on site.</li> <li>• Visiting specialists and local General Practitioners provide the medical services.</li> </ul>	
<b>ORGANISATIONAL RELATIONSHIPS</b>	
<b>Reports to:</b>	Nursing Unit Manager
<b>Internal Liaisons:</b>	Nurse Unit Manager, Registered Nurses, Members of Executive Team, HR Department, Education Department, Ward Clerk, Support Cleaning and Kitchen staff.
<b>External Liaisons:</b>	Visiting Medical Officers, Surgeons, Specialists, Consultants, Other Hospitals/Health Services, Victorian Ambulance Service,

## KEY RESPONSIBILITIES AND DUTIES

The role of the Instrument Technician is to:

- Ensure the provision of effective and efficient cleaning, preparation and storage of instruments and equipment, required for operating lists
- Timely reporting to the Nurse Unit Manager of any equipment requiring repair
- Develop good working relationships with other members of the theatre team and across the organisation
- Ensure compliance with regulations, codes and specifications
- Knowledge of the Infection Control cleaning standards
- Knowledge of OH&S policies and procedures
- Attending at mandatory annual updates with Infection control, OH&S and Manual Handling in service education.
- Demonstrate knowledge and commitment towards quality improvement activities and actively participate in departmental accreditation processes; and
- Contributing to the strategic direction of the Health Service; and
- In carrying out their role, ensure actions are consistent with and/or able to assist Seymour Health to meet the goal of improving Aboriginal Health Outcomes.

## QUALIFICATIONS, EXPERIENCE and REGISTRATION

- Certificate III in Health Services or equivalent

## MANDATORY COMPETENCIES

Unless an employee is able to produce evidence of successfully completing a mandatory competency, the employee will be required to successfully complete the competencies within the first three months of employment. Each employee is required then to successfully complete mandatory competencies annually.

Mandatory Competencies to work in specific areas are shown in the attachment to this document

## Organisational Values

Seymour Health staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.

These values are:

- **Respect**  
Seymour Health is committed to the respectful treatment of all staff. The value of respect is evident through the recognition and acknowledgement of the various views, beliefs, contributions, skills and experiences of others
- **Accountability and Responsibility**  
Seymour Health expects all staff to be accountable for their area of responsibility. The value of accountability and responsibility is evident through the acceptance and ownership of individual roles and behaviours in the context of striving to meet the objectives of the organisation.
- **Honesty, Integrity and Trust**  
Seymour Health is committed to an environment that values honesty, trust and integrity where actions and words are always authentic and consistent.
- **Support**

Seymour Health is committed to supporting each person to be successful within their role in the organisation. The value of support is evident through clear and consistent direction, leadership, resources, enabling systems and professional development.

- **Open and Transparent Communication**

Seymour Health is committed to effective, consistent and inclusive communication. The value of open and transparent communication is evident through clear expectations, common understandings, and respected confidentiality.

It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community.

### **Occupational Health and Safety**

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Seymour Health OH&S policies.

### **Key Selection Criteria**

**Essential:**

- Certificate III in Health Services or equivalent
- Excellent communication and interpersonal skills
- Understanding of the quality process for hospitals
- Proactive management of risk
- Basic computer skills

**Desirable:**

- Previous experience in the health industry or like minded organisation

### **Special Requirements**

- New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
- During the course of employment, if an individual is charged with or convicted of any offence, they must advise their manager within 7 days. The matter will be referred to the Manager People and Culture who will arrange for a police records check to be conducted at the individual's expense. If there is a disclosable record it will be assessed and a decision will be made in relation to the individual's ongoing employment or engagement.
- New staff who will be working in Acute Services, District Nursing, or Theatre will be required to have a Working with Children's Check to work in that particular work unit.
- In relation to Working with Children, during the course of employment if a staff member is issued with a Negative Interim Notice or a Negative Notice they must advise the Manager People and Culture within seven (7) days who in conjunction with the relevant Director will make a risk assessment and decision on continuing the employment of the

staff member.

- Should your role require you to drive a Seymour Health vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to the Seymour Health Management immediately.
- A completion of pre-existing injury or illness declaration will be required prior to appointment to the position.
- All employees of Seymour Health are bound to work according to the policies and procedures of Seymour Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
- All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.

**INCUMBENT STATEMENT**

I, \_\_\_\_\_ have read, understand and accept  
*(please print name)*  
the above Position Description.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Copy to staff member:  Yes  No