

Position Description

Position Title	Operating Theatre Technician - Trainee
Position Number	30008538
Division	Clinical Operations
Department	Theatre
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2025-2027
Classification Description	Theatre Technician Grade 1 – 2
Classification Code	IN7 - IN8
Reports to	Nurse Unit Manager
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

The Operating Theatre Technician is an integral person in the dynamic operating theatre team and is responsible for the preparation of the operating room, procedure room and equipment, including the maintenance and safety of these. They are also responsible for safe patient transfer and positioning on the operating table. As part of the multidisciplinary team, theatre technicians are accountable for ensuring that all tasks are undertaken in an expert manner providing excellence in patient care.

The Operating Theatre Technician Trainee will be supported to obtain their Certificate 1V in Health Services Assistance (Operating Theatre Technical Support) to ultimately fulfil the Operating Theatre Technician role.

Responsibilities and Accountabilities

- Development to obtain technical and interpersonal skills to work under the supervision of theatre technicians, nurses, anaesthetists and surgical personnel.
- Assist in the positioning of the surgical patient and relevant equipment is available in the operating theatre
- To gain an understanding of the expected standards of performance in the role and actively contributes to own personal development
- Ensure that all aspects of OH&S and infection control principles are adhered to and integrated into all work practices.
- Contribute to an environment of multidisciplinary teamwork, maintaining a flexible approach to working in all specialised areas of the operating suite, with support.
- To test, use and maintain equipment and technology that is required for surgery and which falls within the technician's responsibility.
- To prepare and maintain the operating room environment to ensure safe and efficient operating during surgery and subsequent procedures
- Maintain competency of all technician equipment and assist in the safe and effective running of each theatre as allocated on a daily basis.
- Assist technicians in other operating rooms as required.
- Use problem solving strategies to resolve workplace issues as they arise.
- Undertake and complete required technician competencies annually or education on new equipment as required.
- To maintain and ensure all information pertaining to Bendigo Health, its patients, clients, residents and staff remain strictly confidential.
- Ensure mandatory i-learning (GOLD) training is completed on commencement and annually i.e. Fire & Safety Emergency Procedures, Bullying & Harassment, Hand Hygiene.
- Maintain safe work practices and environment in accordance with Bendigo Health Policies as varied from time to time.
- Display Bendigo Health values of service, caring, passionate and trustworthy when carrying out duties and in dealing with patients, consumers and colleagues.
- Contribute to a supportive and inclusive work culture that embraces diversity

Key Responsibilities

- Ensure cleaning rosters for equipment are completed on a weekly basis to comply with infection control auditing

- Restocking warming cabinets in operating theatres
- Restocking and handling of sterile stock
- Cleaning specialist medical equipment
- Participate in team meetings as required
- Participate in performance appraisal program annually or as required

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. The ability to work as part of an inter-disciplinary team as well as independently
2. Ability to problem solve in a variety of situations.
3. Commitment to further self-development and education.
4. Ability to undertake and fulfil all physical aspects of the job description.
5. A commitment to participate in quality activities, adhere to best practice guidelines and environmental safety (OH&S). Adhere to Policies & Procedures and Infection Control Principles.
6. Numeracy and Literacy skills to read and operate equipment
7. Basic Computer Skills: email, appointments, word, spreadsheet
8. Completion of, or prepared to work towards appropriate certificate level training
9. The ability to prioritise, set goals and objectives to meet time lines.
10. The ability to communicate well with, relate to and see issues from the perspective of people from a diverse range of cultures and backgrounds

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health

- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.