

## Position Description

Position Title	Operating Theatre Technician
Position Number	30025481
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Operating Theatre Technician
Classification Code	IN7 – IN11
Reports to	Senior Operating Theatre Technician
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Employee Working with Children Check</li> <li>• Immunisation Requirements</li> </ul>

## 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.

## Responsibilities and Accountabilities

### Key Responsibilities

- Excellent technical and interpersonal skills to work in conjunction with nursing, anaesthetists and surgical personnel.
- Assist in the positioning of the surgical patient and ensure all relevant equipment is in working order and available in the operating theatre.
- Ensure that all aspects of OH&S and Infection Control principles are adhered to and integrated into all work practices and comply with Bendigo Health policies and procedures.
- A commitment to ensure your individual learning or education requirements including mandatory i-learning (GOLD) training is completed on time and annually.
- Attend education on new equipment as required i.e. Laser Training, No Lift Champion Training etc.
- Assist technicians in other operating rooms as required.
- Use problem solving strategies to resolve workplace issues as they arise.
- Undertake not to reveal to any person any confidential information relating to patients and employees.
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks and complete an incident report as necessary.
- Ensure cleaning rosters for equipment are completed weekly to comply with infection control auditing.
- Daily restocking of warming cabinets in operating theatres.
- Cleaning off all specialist medical equipment.
- Participate in team meetings.
- 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. Certificate 2 in Health Service Assistance (Operating Theatre Technician) with a minimum 1 year experience full time equivalent as a Theatre Technician.

2. A sound understanding of specific theatre equipment used throughout the operating suite and the ability to understand numeracy and literacy skills to read and operate equipment.
3. Ability to undertake and fulfil all physical aspects of the job description.
4. A commitment to participate in quality activities, adhere to best practice guidelines and environmental safety (OH&S).
5. The ability to work as part of an inter-disciplinary team member as well as independently.
6. The ability to prioritise, set goals and objectives to meet time lines while problem solve a variety of situations.
7. Sound communication and interpersonal skills to work with a diverse range of people.
8. Commitment to ongoing self-development and education ensuring mandatory Bendigo Health competencies are met and maintained.
9. Basic understanding of Microsoft office application: email, appointments, word and the ability to enter data into the electronic patient record (ePR) and the iPM theatre module system.

## 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.*