

## Position Description

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| <b>Position title:</b> | Equipment Support Officer  |
| <b>Department:</b>     | Operating Theatre  |
| <b>Classification:</b> | EN Level 1.2 (ENY2) - EN Level 1.6 (ENY 7/8) OR Administrative Officer AO21-AO25   |
| <b>Agreement:</b>      | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028) OR (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise Agreement 2020-2025 |
| <b>Reporting to:</b>   | Nurse Unit Manager – Operating Theatre   |

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a

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range of programs and services to support First Nations employees. We invite people with disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

### About the department/unit

The Operating Theatre is part of Perioperative Services. Perioperative Services at the Royal Women's Hospital is a comprehensive dedicated department incorporating all aspects involved in surgical intervention for patients. The following departments are included: Surgical Pre admission Clinic, Booking Office, Anaesthetic Department, Acute Pain Services, Surgical Processing Department, Operating Theatre and the Day Surgery Unit.

The Operating Theatre provides surgical services 24 hours per day, seven days a week and consists of seven operating theatres including one dedicated emergency theatre, and a day surgery theatre. Surgical specialties include obstetrics, gynaecology, urogynaecology, breast, IVF and oncology.

### Position purpose

The Equipment Support Officer is required to manage the receipt of company representatives, equipment and goods into the department; coordinate the repair and maintenance activities of equipment with the biomedical engineering team; order and supply of consumables; co-ordinate the loan of instruments and consumables into and from the department; coordinate equipment trials with the company, unit staff, Occupational Health and Safety and Infection Control; maintain a close relationship with SPS; ensure equipment is available as required; and oversee the sourcing and retrieval of all documentation and equipment related to departmental operations whilst liaising with Melbourne Health to ensure a process is followed and the department has access to equipment and consumables in a timely manner.

### Key responsibilities

- **Inventory:** Ensure that the stock levels of parts and supplies (prosthesis, supplies and consumables) required for normal operation of the departments within Perioperative Services, is kept up to date and maintained at an agreed level (i.e. does not fall below and is not over supplied to an agreed stock number). Check in stock and put away stock as required. Develop and regularly maintain an inventory record of all consumables and prosthesis used within the department.
- **Dispatch:** Organise and implement the dispatch of all equipment and other goods leaving the department for routine and emergency maintenance of Perioperative equipment.
- **Work Flow:** Coordinate the allocation of equipment storage and maintenance work for clinical staff within the Perioperative areas. Facilitate the flow of information between clinical staff and the biomedical engineering department personnel and company representatives.
- **Information:** Maintain database record of consumables, prostheses and supplies.
- **Liaison:** Floor Coordinator, Nurse Unit Managers of the Operating Suite and Day Surgery Unit, Melbourne Health, finance department under direction of Nurse Unit Managers, biomedical engineers, Sterile Processing Service (SPS) manager or delegate, Occupational Health and Safety Officer and Infection Control team.

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- Housekeeping: Maintain a neat and tidy workspace in the equipment officer reception/officer area as well as orderly storage of hardcopy documentation. Responsibility for coordination of quotes, maintenance and repairs to Perioperative Services cost centre.
- Training: Attend relevant training sessions, seminars, lectures, short courses and conferences, as required.
- General: From time to time the management group may require additional responsibilities to be undertaken by the person in this position.

### **Other Responsibilities**

- Foster honest, open, positive and ethical relationships with all internal and external clients.
- Be accountable for one's own performance and continually seek to improve practices and standards
- Perform other duties as reasonably required by the Operating Suite Nurse Unit Manager
- Be aware of and work in accordance with Hospital policies and procedures, including Occupational Health and Safety, Infection Control, Data Integrity and Confidentiality.
- Be respectful of the needs of patients, visitors and other staff and maintain a professional approach to all interactions.
- Participates in the process for accreditation.
- Ensure that Perioperative Services staff are kept informed of the progress of all matters pertaining to equipment and maintenance in the Operating Suite.
- Work closely with Biomedical Engineering (BME) to ensure equipment testing is up to date; work with BME to arrange access to equipment as maintenance and testing of equipment is required.
- Monitor the progress of equipment sent out to biomedical engineering service providers, follow up on any delays and report the outcomes accordingly.
- Ensure that Perioperative staff are kept informed of the progress of all matters pertaining to equipment and maintenance
- Ensure that all enquiries are acknowledged and responded to in a timely manner.
- Keep accurate and accessible records of items on back order (and of relevant stock items that are substituted for items on back order).
- Ensure HPV (Health Purchasing Victoria) compliance and communicate non-compliance to the Nurse Unit Manager of the Operating Suite. Seek alternate HPV items with the assistance of Melbourne Health.
- Ensure all mandatory competencies are maintained annually.
- Works in accordance with the Victorian Public Sector Code of Conduct.

### **Duties**

- Receive company representatives and visitors. Accept, process and document all incoming equipment, goods, printed material and requests for service in accordance with departmental quality system procedures.
- Advise clinical staff and Unit Managers (or their delegate) when their equipment is available for use, arrange for its collection and dispatch, and ensure that appropriate documentation has been completed.
- Keep track of all purchase records for parts and supplies required by Perioperative Services for day-to-day operations.
- Maintain Perioperative Services equipment and maintenance files, including those used for internal and external correspondence, technical data, and technical manuals, finance and purchasing data in accordance with departmental information control procedures.

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## **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

## **Key selection criteria**

### **Experience/Qualifications/Competencies**

- Registered nurse Division 2 or Administrative Office or CSSD qualification

### **Essential Criteria**

- Relevant Health Industry Experience e.g. Operating Room or CSSD/SPS
- Sound knowledge and demonstrated experience to work in busy environment keeping tight time frame.
- Physically capable of carrying out all duties, which includes standing for long periods, lifting, pushing and pulling loads.
- Ability to be a team player and work autonomously when needed.
- Well-developed customer service skills.
- Well-developed computer skills, is proficient in the use of Microsoft Office.
- Self -driven, team player and good interpersonal skills.
- Well-developed oral & written Communication skills
- Excellent organisational skills and able to work as individually and as a member of the team in order to prioritise the workloads and meet deadlines

### **Desirable Criteria**

- Past experience in an ordering/ equipment role within the hospital or perioperative environment
- Training in medical and/or technical terminology desirable

### **Essential Attributes**

- Embodies the Women's values of courage, passion, discovery and respect.
- Manages issues proactively and uses a solution focused approach to meet the needs of women and staff.
- Customer focused and able to promote an environment which caters for a culturally and socially diverse population.
- Open and approachable demeanour and embodies a "can do" flexible approach.
- Values reflective practice and accesses/requests support, assistance, advice and debriefing as required.

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- Committed to ongoing professional development of self and identifies professional development goals and opportunities for learning, whilst acknowledging the right of the hospital to designate certain education requirements as compulsory.

### Organisational relationships

This position reports to the Nurse Unit Manager of the Operating Theatre.

#### Internal

- Biomedical Engineers
- Theatre Management
- Peri operative staff and Medical teams
- SPS manager and staff
- Clinical education team
- Allied health care team members
- Other department staff members
- Patients, their partners within the Operating Theatre

#### External

- External providers

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## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

| Physical demands  | Frequency |
|---|-----------|
| <b>Shift work</b> – rotation of shifts – day, afternoon and night                             | N/A       |
| <b>Sitting</b> – remaining in a seated position to complete tasks                             | O         |
| <b>Standing</b> – remaining standing without moving about to perform tasks                    | P         |
| <b>Walking</b> – floor type even, vinyl, carpet,  | P         |
| <b>Lean forward/forward flexion from waist</b> to complete tasks                              | F         |
| <b>Trunk twisting</b> – turning from the waist to complete tasks                              | F         |
| <b>Kneeling</b> – remaining in a kneeling position to complete tasks                          | R         |
| <b>Squatting/crouching</b> – adopting these postures to complete tasks                        | O         |
| <b>Leg/foot movement</b> to operate equipment   | R         |
| <b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps              | O         |
| <b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos                        | F         |
| – Moderate lifting and carrying 5 – 10 kilos  | O         |
| – Heavy lifting and carrying – 10 – 20 kilos.   | R         |
| <b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg              | F         |
| – moderate push / pull forces 10 – 20 kg  | O         |
| – heavy push / pull forces over 20 kg   | R         |
| <b>Reaching</b> – arm fully extended forward or raised above shoulder                         | O         |
| <b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)    | O         |
| <b>Sequential repetitive actions in short period of time</b>                                  |           |
| – Repetitive flexion and extension of hands wrists and arms                                   | F         |
| – Gripping, holding, twisting, clasping with fingers/hands                                    | F         |
| <b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license. | N/A       |
| Sensory demands   | Frequency |
| <b>Sight</b> – use of sight is integral to most tasks completed each shift                    | F         |
| <b>Hearing</b> – use of hearing is an integral part of work performance                       | F         |
| <b>Touch</b> – use of touch is integral to most tasks completed each shift                    | F         |
| Psychosocial demands  | Frequency |
| <b>Observation skills</b> – assessing/reviewing patients in/outpatients                       | N/A       |
| <b>Problem solving</b> issues associated with clinical and non-clinical care                  | F         |
| <b>Working with distressed people and families</b>  | N/A       |
| <b>Dealing with aggressive and uncooperative people</b>                                       | R         |
| <b>Dealing with unpredictable behaviour</b>   | R         |
| <b>Exposure to distressing situations</b>   | R         |

## Definitions used to quantify frequency of tasks/demands as above

|                           |                                    |
|---------------------------|------------------------------------|
| <b>Prolonged/constant</b> | 70 – 100 % of time in the position |
| <b>Frequent</b>           | 31 – 69 % of time in the position  |
| <b>Occasional</b>         | 16 – 30% of time in the position   |
| <b>Rare</b>               | 1 – 15% of time in the position    |
| <b>Not applicable</b>     | 0% of time in the position         |

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## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.

## Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

## Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** 06/08/2025

**Developed by:** Nurse Unit Manager

**Date of next review:** (12 months from now)

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