

Position Description

Position title:	Theatre Technician
Department:	Theatre – Perioperative Services
Classification:	Theatre Technician Grade 1 – 3 (IN7 – IN9)
Agreement:	Victoria Public Health Sector (Health and Allied Services, Managers and Administrative Workers) Single Interest Enterprise 2021 - 2025
Reporting to:	Nurse Unit Manager – Theatre and Head Theatre Technician

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 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.

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About the department/unit

The Perioperative Service at the Royal Women's Hospital is a specialised and comprehensive department that encompasses all facets of surgical care for patients. It includes the Day Procedure Centre, Operating Theatre, and Day Surgery Unit.

Position purpose

Grade 1 to Grade 3 Theatre Technicians are responsible for delivering technical care to women and their families within a multidisciplinary team setting. They collaborate closely with other healthcare professionals and work under the supervision of a Grade 5 Theatre Technician.

Theatre Technicians provide patient-centered care for women and babies, grounded in evidence-based practices aimed at enhancing surgical outcomes. Additionally, educational support may be available for motivated applicants.

Key responsibilities

Clinical practice

- Deliver direct patient care to women utilising Perioperative Services.
- Stay updated with the latest knowledge regarding technical equipment and patient positioning for surgery.
- Assess patient needs, ensuring all equipment and instruments are functioning correctly and mandatory safety checks are completed.
- Plan, implement, and evaluate patient care based on assessments and in collaboration with anaesthetists, surgeons, and nursing colleagues.
- Offer clinical assistance to colleagues upon request, appropriate to level of experience.
- Participate in team and departmental meetings as required by the Nurse Unit Manager of Theatre.
- Respond appropriately to emergency situations and ensure completion of all compulsory emergency training.
- Identify, report, and document all incidents and near misses, using them to encourage reflection, learning, and continuous improvement in a no-blame culture. Inform the Operating Suite NUM/AUM as appropriate.
- Clean, inspect, and maintain patient transport trolleys and Laparoscopic towers.
- Deliver specimens to the Pathology Laboratory promptly and safely.
- In the event of a medical emergency (code blue), promptly transport the emergency resuscitation cart (crash cart) to the emergency site.
- Replace empty medical gas cylinders as needed.
- Dispose of soiled linen and rubbish from work areas and staff changing rooms.

Communication and teamwork

- Foster a supportive learning environment for all clinicians working within the operating suite.
- Provide additional support and guidance to junior or less experienced team members.
- Work professionally, safely, and efficiently, adhering to evidence-based guidelines.
- Assist nursing staff in preparing the operating theatre for surgical procedures.
- Support medical and nursing staff with transferring and positioning patients.
- Facilitate the transportation of patients within and outside the operating suite.
- Assist with cleaning duties after each operation or procedure, including the removal of soiled linen and rubbish, and the cleaning and proper storage of theatre equipment.
- Always provide high-quality care.
- Assist with additional duties as requested by the Nurse Unit Manager of Theatre.
- Foster a friendly, respectful, and supportive work environment.

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- Comply with the Royal Women's Hospital policies, procedures, and Code of Conduct.
- Accept and reflect on constructive feedback to support continuous improvement.

Quality, safety and improvement

- Participate as needed in quality initiatives aimed at demonstrating surgical outcomes and enhancing the care provided in the operating suite.
- Support and engage in research projects within Perioperative Services as required.
- Contribute to any additional projects assigned by the Nurse Manager – Operating Suite.
- Adhere to hospital policies and procedures, including those related to Occupational Health and Safety, Infection Control, Equal Employment Opportunity, and Confidentiality.
- Show respect for the needs of patients, visitors, and colleagues, maintaining professionalism in all interactions.
- Always maintains a safe working environment by following effective work practices and adhering to procedures aligned with relevant regulatory Acts and guidelines.
- Ensures all required competencies are reviewed and maintained on an annual basis.

Learning and development

- Actively promotes, supports, and participates in unit and hospital education programs, including orientation.
- Engages in and supports approved educational initiatives within the unit.
- Consistently adheres to the established code of conduct.
- Contributes to the process to support accreditation efforts.
- Engages in their own performance review, initially at 3 months and subsequently on an annual basis, to help identify learning needs and set objectives.

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

Essential:

- A Certificate III in Health Service Assistance (Operating Theatre Support) and prior experience as a theatre technician are required for Grade 2 Theatre Technician and above.
- Certificate III in Health Service Assistance (Operating Theatre Support).
- Proven ability to plan, prioritise, and manage time effectively.
- Experience collaborating successfully within a multidisciplinary team.
- Experience working in culturally diverse environments.
- An understanding of and commitment to the organisation's strategic goals and adherence to relevant policies and guidelines.

Attributes:

- Demonstrates a strong commitment to a multidisciplinary team approach, valuing collaboration among diverse healthcare professionals in delivering patient care.
- Exhibits genuine passion and enthusiasm for the theatre environment.
- Maintains a clear customer-focused attitude.

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- Is approachable and responsive, addressing the needs of various hospital departments and staff promptly and effectively.
- Values consultation, collaboration, and shared decision-making.
- Effectively balances competing and conflicting priorities.
- Always maintains a professional demeanour.
- Is dedicated to continuous professional development, consistently setting goals and seeking learning opportunities while respecting the hospital's designation of certain sessions as compulsory.
- Approaches problem-solving with flexibility and adaptability.
- Continuously develops time management and prioritization skills.
- Reflects on personal performance and actively pursues improvements.
- Embodies the Women's Hospital values of courage, passion, discovery, and respect.

Organisational relationships

Internal relationships

- Patients and their partners within the operating suite
- Perioperative staff and medical teams
- Allied health professionals
- Staff from other departments

External relationships

- Other Health care providers

Direct reports: NUM, Floor Coordinator and Theatre Head Technician

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

Definitions used to quantify frequency of tasks/demands as above

Prolonged/constant	70 – 100 % of time in the position
Frequent	31 – 69 % of time in the position
Occasional	16 – 30% of time in the position
Rare	1 – 15% of time in the position
Not applicable	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.

Developed date: 18/6/25

Developed by: NUM

Date of next review: 17/6/26

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