

Position Description

Position Title:	Operating Theatre Technician Grade 3
Reports to:	Theatre Services Manager
Department:	Operating Theatre Complex
Directorate:	Clinical Operations
Cost centre:	A8002
Code & classification:	Theatre Technician Grade 3 (IN9)
Employment conditions:	Upon completion of probationary and qualifying period and annually or as requested Victorian Public Health Sector (Health and Allied Services and Managers & Administrative Workers) Single Interest Enterprise Agreement 2021 - 2025 and its successors, and GV Health Policies and Procedures (and as varied from time to time).

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Operating Theatre Technician (Grade 3) reports directly to the Theatre Services Manager within the Theatre complex. The Operating Theatre Technician will be able to work within all the clinical specialities with a high degree of autonomy and accountability under the direction of the Grade 4 and 5 Theatre Technicians. They will contribute to the organisation and management of the theatre technicians and to the quality activities within the theatres. This role provides technical support to the perioperative services within the recognised scope of practice.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider. The role incorporates multidisciplinary team participation, patient safety and dignity as a priority and strict adherence to accepted policies and procedures applicable to GV Health and the operating Theatre complex.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- Preparation of the operating room and equipment for each surgical procedure.
- Assist with the safe transfer of patients on and off the operating table.
- Assists nursing and medical staff with the positioning of patients on the operating table and during anaesthetic and operative procedures.
- Prepare patients prior to operative procedure.
- Connect surgical equipment to patients under direction of medical / nursing staff, reporting and documents any faults or adverse events associated with the equipment.

- Ensure all cleaning in designated areas is carried out in accordance with documented procedures and schedules.
- Transport of patients within the Operating Theatre Complex.
- Adhere to guidelines and maintain the aseptic field during surgery.
- Correctly dispose of all waste and linen as per the GV Health policies and procedures.
- Undertake designated cleaning tasks ensuring high standards of cleanliness (including personal) are maintained, utilising universal standard precautions.
- Ensure that all equipment used is in good working order.
- Store all equipment at the end of each list in designated storage areas.
- Maintenance of stock rotation and restocking as needed.
- Document Theatre Technician activities as required e.g. annual cleaning of equipment.
- Assists with transportation of patients from the DOSA reception area to operating theatre for procedure and to recovery room post procedure.
- Under the direction of the Clinical Manager, ensure that all equipment is ready for patient transfer to Critical Care Unit post-operation (if necessary) and assist with patient transport to and from Critical Care Unit in an emergency or when extra help is required as requested by nursing staff.
- At the direction of the Clinical Nurse-in-Charge carry out emergency transport of blood products or specimens to required destination.
- Report any faulty equipment or adverse event immediately to the Theatre Clinical Manager or complete a BIEMS if appropriate.
- Participate in effective communication with the Perioperative team.
- Attend and participate in Theatre Service Complex meetings and In-services when possible.
- Informs surgeon of appropriate tourniquet times.
- Have good understanding of the appropriate reporting and documentation mechanisms required of the position. E.g. VHIMS, BEIMS.
- Develop and maintain proficiency in the use of electronic communication systems utilised at GV Health.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Certificate IV in Operating Theatre Technician Support or equivalent qualification.
- At least 24 months (full-time equivalent) clinical experience working as a Theatre Technician
- The ability to work within the clinical specialities provided with a high degree of autonomy and accountability.
- Fluent verbal and written communication skills
- Ability to function in a team environment
- Flexibility and capacity to adjust to changing work environment
- Good understanding of basic Infection control principles

- Understands and adheres to confidentiality expectations of GV Health
- Ability to undertake and fulfil all physical aspects of the job
- Evidence of full immunisation
- Satisfactory Criminal National History Check prior to commencement of employment
- Satisfactory Working with Children Check prior to commencement of employment
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable:

- A sound understanding of computer/programs and equipment used throughout the operating suite
 - Demonstrated evidence of commitment to quality, best practice and environment safety
-

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
 - Development and maintaining of collaborative relationships with all other teams and professionals;
 - Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
 - Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
-

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;

- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Operating Theatre Technician Grade 3
Reviewed by	Andrea Stevens
Issue Date	May 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)