

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health



POSITION DESCRIPTION

Position Title:	Theatre Technician Grade 2
Business Unit/Division:	Division of Surgery - Perioperative Services
Award Agreement:	Victorian Public Health Sector Health & Allied Services Managers and Administrative Workers Single Interest Enterprise Agreement 2021-2025
Classification:	IN8
Employment Type:	Full Time / Part Time / Casual / Permanent / Temporary
Reports to:	Peri Operative Services Manager /Nurse Unit Manager / Associate Nurse Unit Manager / Registered Nurse / Enrolled Nurse / Theatre Technician Grade 5 & Theatre Tech Manager
Date Prepared/Updated:	August 2026

ROLE STATEMENT

General Statement:

This position requires the Theatre Technician to perform duties related to transporting, setting up, cleaning and maintaining equipment and assisting with transporting and positioning of the patient within the Perioperative/Endoscopy Environment and ensuring theatre efficiency and safe patient outcomes within the Perioperative/Endoscopy Environment.

The Theatre Technician is a valued and collaborative member of the multidisciplinary health care team at Northern Health and is accountable for coordinating and delivering safe and comprehensive patient centred care while working competently within their scope of practice and in alignment with the Northern Health values.

This position is responsible for:

- Performs work general in nature including transport setup clean and maintain theatre equipment – tea room following cleaning schedules
- Demonstrating a working knowledge/functions of the operating table and associated attachments
- Preparing and maintaining all equipment and consumables safely for all Surgical/Endoscopy Procedures
- Ensuring safe patient positioning preoperative, intraoperative and postoperative
- Managing clinical waste, rubbish and linen within the Perioperative/Endoscopy environment and ensuring correct disposal
- Ensuring all Perioperative/Endoscopy areas/equipment are cleaned as per Infection Prevention Standards and cleaning schedules
- Ensuring all biomedical and associated equipment within and surrounding the peri operative environment is cleaned
- Understanding and compliance of Asepsis within the Perioperative environment
- Assisting the Anaesthetics and Surgical/Endoscopy Teams prepare for Procedure/Surgical Sites
- Positioning of patients in preparation for surgery
- Transporting patients inside and outside of the peri operative/endoscopy environment

- Ongoing training for processes, procedures and equipment
- Contribute to written and verbal clinical documentation under RN supervision
- Works within established guidelines and procedures, undertakes work of a more complex nature gaining experience rotating through all surgical and clinical specialties offered in that hospital under indirect guidance of a Grade 4 or above.
- Additional duties as reasonably directed

All employees:**Quality, Safety, Risk and Continuous Improvement**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience – Trusted care procedure.](#)
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Leadership

- A Theatre Technician at this level is required to operate with autonomy and accountability.
- A Theatre Technician at this level is required to be able to work in all surgical/endoscopy specialties offered within the Broadmeadows Surgical centre.

Strategic and Project Management Leadership

- Maintain currency of knowledge through attendance and participation in relevant courses, education sessions and workshops
- Commitment to providing a high service delivery to all campuses
- Demonstrate and maintain a commitment to professional development

Organisation-Wide Contribution

- Participate in local and organisational wide education, activities, and initiatives.
- Support the achievement of accreditation under the National Safety and Quality Health Care Standards
- Assist with organisation-wide initiatives and capability improvement for issues and topics within the Theatre Technician scope and competence

Diversity and Inclusion

- Commit to the principles of Person-Centred Care and to embedding these principles in all elements of service provision
- Exhibit customer service behaviours in all interactions with internal and external customers
- Work with consumers to improve the safety and quality of services
- Support achievement of Northern Health's Cultural Responsiveness Plan
- Promote a physical and psychosocial environment which promotes the safety and wellness of staff

Innovation and Culture Change

- Actively engage in organisational change and transformation processes
- Promote a culture of person-centred care
- Enable empowering environments where employees and colleagues can be themselves, raise concerns and innovate without fear of failure
- Display an innovative mind-set

SELECTION CRITERIA

Qualifications, Registrations and Qualities:**Essential**

- Holds a certificate awarded by a registered training organisation or equivalent qualification.
- Working with children's check
- Current National Police and Working with Children History Check
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis and being fully vaccinated against Covid-19. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Experience:**Essential**

- Has Greater than 12 months experience but less than 24 months working as a Theatre Technician at the time of appointment
- Holds Theatre Technician Qualification

Knowledge, Skills and Behaviours

- Act as a mentor and role model for staff
- Able to direct and motivate staff at all levels
- Flexible and change orientated
- Risk averse

- Must be values aligned in all aspects of the role
- Highly organised ability to prioritise and meet deadlines
- Attention to detail
- Ability to problem solve and make decisions

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date:
