

POSITION DESCRIPTION

Theatre Technician

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

A Theatre Technician in the Peri-Operative Service will support the surgical team by assisting with patient transport, transfer, and positioning to ensure efficient, safe, and positive patient outcomes. The technician will also be involved in the set up and maintenance of operating spaces and equipment relevant to the role. They are a vital part of the multidisciplinary healthcare team, responsible for the smooth and safe functioning of the operating suite.

Position Details

Position Title:	Theatre Technician – Grade 1 to 4
Department	Peri Operative Unit
Reports to:	CSSD Manager
Positions Reporting to this role:	Nil
FTE:	Full time or part time
Budget:	NA
Enterprise Agreement:	Health and Allied Services Agreement 2021-26
Position Classification:	IN1
Position Description last reviewed:	September 2025

Key Accountabilities

Assist with transportation of patients within the Operating Suite.
Assist health professionals to safely transfer, position and support patients during surgery.
Prepare and maintain the operating room environment for safe and efficient use.
Test, use, clean and maintain equipment which falls within the technician's responsibility.
Check and understand the principles of the Electrical Protection Systems.
Ensure that OH&S and infection control principles are adhered to in all work practices.
Provide supervision & training to newer members of the team appropriate to classification
Be a flexible member of the multidisciplinary team by supporting all specialist work areas.
Use problem solving strategies to resolve workplace issues as they arise.
Practice according to ERH clinical policies and procedures
Actively participate in unit activities including education, team meetings and planning
Ensure knowledge and skills remain current through attendance at regular education and training sessions and through reference to changes in policy, practice and guidelines.

Organisational Responsibilities

Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position





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Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:

Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships

Internal	External
Theatre Technicians	Patients and their families
CSSD Technicians	
Peri-op Nursing and Medical staff	

Selection Criteria

Essential:

- Willing to work towards or hold a Certificate III - Operating Theatre Technician
- Behavioral qualities that reflect ERH Values
- Demonstrated experience in patient or customer services
- Developed interpersonal and communication skills suited to a professional environment
- Demonstrated ability to set goals and objectives and meet deadlines as required.
- Demonstrated ability to work collaboratively within a multidisciplinary team.
- Commitment to ongoing professional development.
- Satisfactory evidence of; National police check, Working with Children's and Vaccination status in line with policy and procedure at this time.

Desirable:

- Willing to work towards or hold a Certificate III - Instrument Technician

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TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Employee File