



HSS Registered

Theatre Supply Assistant
Health Salaried Officers Agreement: Level G3
Position Number: 115324 & 115325
Operating Theatres
Fiona Stanley Hospital / South Metropolitan Health Service

Reporting Relationships

Nurse Director Perioperative Care, Interventional & Imaging
 RNM SRN Level 10
 Position Number: 113361



Nurse Unit Manager – Operating Theatres
 RNM SRN Level 7
 Position Number: 113416



This Position



Directly reporting to this position:

Title	Classification	FTE
<ul style="list-style-type: none"> • Nil 		

← Also reporting to this supervisor:

-

Key Responsibilities
 Responsible for the management of supply activities within the Theatre Division. This responsibility includes assisting theatre nursing management in maintaining vital surgical supplies, monitoring material resource usage and budget expenditure.

Brief Summary of Duties (in order of importance)

1. Administrative and Clerical Duties

- 1.1. Assists with the timely purchasing of products and service information to clients in order to provide an efficient and effective purchasing service for the WA Health system
- 1.2. Raises requisitions and responsible to ensure liquid nitrogen levels are maintained
- 1.3. Responsible for the maintenance of theatre surgical and non-surgical items
- 1.4. Receives, monitors all orders and identifies any discrepancies
- 1.5. Distributes supplies, maintains consignment inventories and store rooms within theatre
- 1.6. Develops and maintains effective network and working relationships within the position's client base, suppliers and relevant government agencies.
- 1.7. Liaises with the supply department regarding any theatre issues
- 1.8. Performs other duties as required by Nurse Coordinator (Theatre) and Manager Warehouse & Distribution
- 1.9. Participates within a customer-focused culture based on established values and behaviours and a team-based approach
- 1.10. Contributes positively to a safe team environment that values equity and diversity and enables the achievement of personal and team goals
- 1.11. Maintains awareness of relevant trends and issues concerning the deliverables of the position and the team
- 1.12. Engages in training and development initiatives and programs to enhance professional development

2. SMHS Governance, Safety and Quality Requirements

- 2.1. Participates in the maintenance of a safe work environment.
- 2.2. Participates in an annual performance development review.
- 2.3. Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5. Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Comprehensive knowledge of surgical suppliers.
2. Demonstrated experience in materials management systems in a supply environment.
3. Demonstrated ability to work individually and in a team.
4. Developed communication, interpersonal and negotiation skills with an ability to establish a business partnership/relationship with clients and customers.
5. Demonstrated problem solving and time management skills.
6. Good computer skills appropriate to the duties performed along with experience in the use of information systems applicable to supply management.

Desirable Selection Criteria

1. Experience in Theatre Supply Inventory Management in a teaching hospital.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
Manager / Supervisor Name	Signature or	HE Number	Date
Dept. / Division Head Name	Signature or	HE Number	Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name	Signature or	HE Number	Date
Effective Date			
HCN Registration Details (to be completed by HCN)			
Created on	Last Updated on	09/09/2016 he98811	