



**HSS REGISTERED**

**Equipment Officer**  
**Health Salaried Officers Agreement: HSO Level G2**  
**Position Number: 115663**  
**Occupational Therapy / Allied Health**  
**Rockingham General Hospital / Rockingham Peel Group / South Metropolitan Health Service**

**Reporting Relationships**

Manager Adult Community and Allied Health Service  
 HSO Level G10  
 Position Number: 111545



Coordinator of Occupational Therapy  
 HSO Level P3  
 Position Number: 007658



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

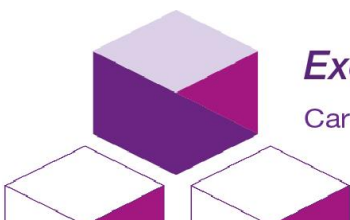
← Also reporting to this supervisor:

- Senior Occupational Therapist, Level P2
- Occupational Therapist, Level P1
- C.A.E.P Officer, Level G2
- Homecare Carpenter, Level 4

**Key Responsibilities**

Assists the in the provision of Occupational Therapy services at Rockingham General Hospital or in the community in accordance with relevant legislation, policies, procedures and standards.

Responsible for maintaining equipment stocks, information systems, loans and returns of domiciliary aids and equipment for the Rockingham Peel Group.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

## Brief Summary of Duties (in order of importance)

### 1. Equipment and Resources

- 1.1 Maintains domiciliary patient equipment minimum stock levels by purchasing new equipment and monitoring returns.
- 1.2 Orders, receives, assembles, checks, numbers and stores new equipment.
- 1.3 Ensures sound recording and accounting procedures are followed according to SMHS and Government Policy and Procedures.
- 1.4 Maintains the Patient Appliance Loan database.
- 1.5 Completes patient issue and return Equipment Loan forms for data input as required.
- 1.6 Receives and stores returned equipment, ensures it is clean and in good working order.
- 1.7 Organises equipment delivery and collection and equipment recalls.
- 1.8 Coordinates the maintenance of equipment in a clean, safe and serviceable manner.
- 1.9 Carries out minor repairs and replacement.
- 1.10 Separates damaged equipment and recommends disposal.
- 1.11 Assists with patient enquiries.
- 1.12 Oversees the cleaning of equipment to agreed standards as necessary.
- 1.13 Liaises with CAEP Officer in order to maintain equipment within the community/store.
- 1.14 Undertakes basic clerical duties including word processing / data entry, filing and photocopying.

### 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. Demonstrated knowledge and ability in computing, word processing and data entry.
2. Well-developed written and verbal communication and interpersonal skills.
3. Demonstrated high level of time management and organisational skills.
4. Demonstrated ability to work independently with minimum supervision and within a team.
5. Current “C” or “C.A.” class drivers licence.

**Desirable Selection Criteria**

1. Knowledge of allied health home care equipment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Appointment Prerequisites**

Appointment is subject to:

- Evidence of current “C” or “C.A.” class drivers licence.
- Provision of the minimum identity proofing requirements.
- 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.**

<b>Manager / Supervisor Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<b>Occupant Name</b>	<b>Signature</b> or	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

**HSS Registration Details (to be completed by HSS)**

<b>Created on</b>	April 2020	<b>Last Updated on</b>	May 2020
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