



Healthy kids, healthy communities

Compassion

Excellence

Collaboration

Accountability

Equity

Respect

Equipment Officer

Position details

Position Number:	00013597
Classification:	HSO Level G2
Agreement:	Health Salaried Officers Agreement
Directorate:	CAHS Nursing Services
Department:	Equipment and Consumables Service
Location:	Perth Children's Hospital, QEII Campus, Nedlands

Reporting relationships

This position reports to:

00013804	Clinical Nurse Specialist	RN Level SRN 3
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Positions under direct supervision:

NIL

Key Responsibility

Assists in the delivery of the day-to-day service provision of the Equipment and Consumables Service, including the coordination of in-hospital and patient loan equipment movements to and from the Equipment and Consumables Service, equipment cleaning, minor repairs and maintenance.

About our health service

The Child and Adolescent Health Service (CAHS) is a comprehensive service that supports and treats children from around Western Australia, and is committed to programs that promote lifelong health in children and adolescents.

CAHS is made up of four service streams:

- **Neonatology:** Neonatology provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia.
- **Community Health:** a comprehensive range of community based early identification and intervention services, as well as health promotion, to children and families in the Perth metropolitan area. Services are provided in a variety of settings including at home, local community health centres, child and parent centres and schools.
- **Child and Adolescent Mental Health Services (CAMHS):** provide mental health services to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs, inpatient care at Perth Children's Hospital and specialised services for children with complex mental health conditions across the State.
- **Perth Children's Hospital (PCH):** is the specialist State-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering in major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Our vision

Healthy kids, healthy communities

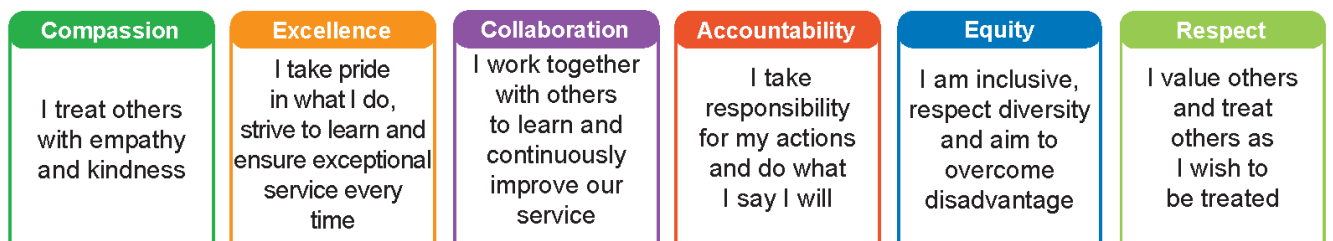
Our vision of 'healthy kids, healthy communities' sees that children and young people get the best start in life through health promotion, early identification and intervention and patient centred, family-focused care.

Our objectives



Our values drive us

CAHS promotes a values based workplace culture and all employees are expected to translate our values into action by providing high quality care through:



Summary of accountabilities

1. Equipment Maintenance and Support

- Provides hands-on support in the day-to-day coordination and operation of the ECS.
- Receives and actions requests for equipment through the booking system.
- Maintains the Community Aids and Equipment Program (CAEP) database and Patient Appliance Loans (PAL) database.
- Ensures asset database of equipment is up to date and accurate and report any required changes to the Manager Equipment and Consumables Service (ECS).
- Assists the Manager ECS with the procurement of equipment and equipment parts.
- Coordinates delivery and collection of equipment to and from wards/departments, including receiving and actioning of work requests.
- Undertakes equipment handling using appropriate manual handling techniques.
- Operates available equipment (stock picker) with appropriate high risk work licence.
- Assembles equipment as required (for example Traction beds).
- Cleans equipment on return to the service, as per hospital guidelines/policies.
- Prepares equipment for transport by Logistics staff.
- Checks monitored equipment levels on wards/departments at scheduled times and coordinate the replenishment or removal of items as required/requested.
- Checks equipment for good working order on return to the ECS and organise repair of defective items.
- Issues and follows up return of home loan equipment as per *WA Health Policy: Provision of Aids, Equipment and Home Modifications* and supporting hospital policies/guidelines.
- Under direction of the Manager ECS coordinates the refurbishment/repair of CAEP equipment.
- Liaises regularly with the Manager ECS regarding issues pertaining to the equipment within the centralised service.

2. CAHS governance, integrity, safety and quality requirements

- Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct; the CAHS Vision and Values; and CAHS commitment to protecting children and promoting their safety.
- Maintains a safe work environment by taking reasonable care for own health and safety and that of others.
- Ensures as far as practicable, the provision of a safe working environment in consultation with employees under their supervision.
- Undertakes duties to an agreed performance standard to support safe, high-quality health care with a focus on continual improvement, efficiency, effectiveness and sustainability.
- Directly or indirectly supports the delivery of safe patient care and the consumers' experience ensuring services are family centred.
- Contributes to continuous quality improvement activities by identifying, facilitating or participating in practices in accordance with the requirements of the National Safety and Quality Health Service (NSQHS) Standards, health service strategic direction and the WA Public Sector.
- Completes mandatory and core requirement training as relevant to the role and service.

- Performs duties in accordance with WA Public Sector, WA Health, CAHS and other specific service policies and procedures and applicable legislative obligations under *Public Sector Management Act (WA) 1994*, *Health Services Act (WA) 2016*, *Occupational Safety and Health Act (WA) 1984*, *Disability Services Act (WA) 1993* and the *Equal Opportunity Act (WA) 1984*.
- Actively contributes to the development of the health service by undertaking other duties as directed including additional tasks or projects in line with continual improvement, collaboration and sustainable health initiatives.

Work related requirements

The following criteria should be considered in the context of the CAHS Vision, Objectives and Values.

Essential selection criteria

1. Eligibility and willingness to obtain an order-picking forklift truck licence TL1LC2002A class LO or equivalent.
2. Experience in customer service demonstrating good communication (written and verbal), and interpersonal skills.
3. Ability to work both independently and collaboratively within a small team.
4. Demonstrated organisational skills with ability to adapt and respond to competing priorities.
5. Experience in the use of computer software including spread sheets, databases and word processing.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable selection criteria

1. Knowledge of domiciliary aids and hospital equipment and/or experience in a hospital or health care environment.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment to this position is subject to the following:

- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Evidence of eligibility and willingness to obtain an order-picking forklift truck licence TL1LC2002A or equivalent.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.
- Successful pre-employment health assessment.

Certification

Created on	Last Reviewed	HSS Registered
5/09/2016	2/04/2020	17/12/2020

I verify that the details in this document are an accurate reflection of the requirements of the position.

 Manager / Supervisor

 Signature or HE Number

 Date

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

Occupant Name

Signature or HE Number

Date