



HSS Registered August 2021

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
 Award Level: HSO G10
 Position Number: 111545



Head of Department Occupational Therapy
 Award Level: HSO P4
 Position Number: 115775



This Position



| Directly reporting to this position | | |
|-------------------------------------|----------------|-----|
| Title | Classification | FTE |
| Nil | | |

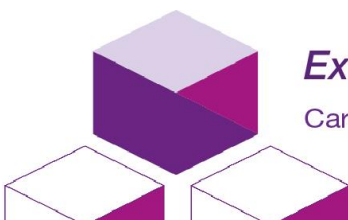
Also reporting to this supervisor:

- Deputy HoD Occupational Therapy, HSO Level P3, 1 FTE
- Senior Occupational Therapist, HSO Level P2, 10.4 FTE
- Occupational Therapist, HSO Level P1, 4.8 FTE
- C.A.E.P Officer, HSO Level G3, 1 FTE
- Homecare Carpenter, EBS Level 4, 2 FTE

Key Responsibilities

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

Is 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

SMHS Values

The SMHS considers the values, attributes and attitudes of candidates along with the assessment of competency-based criteria of the position as part of employee recruitment and ongoing performance development.

SMHS is unified across its hospitals and services by its values and behaviours that provide a strong expectation of conduct for all SMHS staff no matter where they work.



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 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 2.2 Participates in the maintenance of a safe work environment.
- 2.3 Participates in an annual performance development review.
- 2.4 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.
- 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the role and the SMHS Values.

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 time management and organisational skills.
4. Demonstrated ability to work independently with minimum supervision as well as 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.