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Senior Technical Officer (Instrument)

Health Salaried Officers Agreement; Level G6

Position Number: 103216

Health Technology Management Unit

Corporate Services & Contract Management

East Metropolitan Health Service (EMHS)

Reporting Relationships

Principal Clinical Engineer
Level P6
103201



Team Leader
G7
103206



Senior Technical Officer
103216



Directly reporting to this position:

Title	Classification	FTE



Also reporting to this supervisor:

- Technical Officer, Level G5, 1 FTE
- Technical Officer, Level G5, 1 FTE
- Technical Officer, Level G5, 1 FTE
- Technical Officer, Level G5, 1 FTE
- Technical Officer, Level G4, 1 FTE
- Maintenance Fitter

Key Responsibilities

To provide an efficient, effective and timely service in relation to the implementation, repair, maintenance, quality assurance and construction of mechanical equipment (medical and scientific), instrumentation and systems, in order to satisfy the quality and service delivery objectives of the East Metropolitan Health Service and its customers. To provide specialist knowledge and consultation in appropriate technical or clinical areas.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Scope of this Position

1.1 The position of Senior Technical Officer (Instrument) works within a team, responsible for providing implementation, service and maintenance support in relation to the mechanical function, operation, safety and serviceability of surgical and medical equipment and systems managed by the Health Technology Management Unit. The position will also provide specialist knowledge and consultative duties in a focused technical or clinical area

2. Specific Accountabilities

The post is responsible to the Team Leader (Instrument) to;

- 2.1 With minimum technical supervision, provide maintenance, repair, quality assurance and performance testing on specialised medical, surgical and scientific equipment. This may include equipment under the management of other teams within the Technical Services Division as required.
- 2.2 Under the direction Senior Development Engineer assist in the manufacture, construction and modification of specialised surgical instrumentation, implants, medical and laboratory equipment in accord with client and design specifications and with respect to ISO9001 quality management standards and TGA requirements
- 2.3 Provide advice and training to Hospital clinical and other staff in the operational and safety aspects of medical equipment, surgical and scientific instrumentation.
- 2.4 Perform tender evaluation and device performance verification for tender purposes, incoming acceptance and evaluation for new types of equipment.
- 2.5 Provide specialist knowledge, advice and expertise in a focused technical or clinical area. These areas may include but are not limited to anaesthetic machines, endoscopes & reprocessing machines, surgical microscopes and the reprocessing of reusable medical devices.
- 2.6 Ensure the entry of accurate information onto the Hospital Equipment Control System in order to comply with quality assurance requirements and to provide a comprehensive record of services provided in respect of medical and scientific equipment and accurately reflecting the use of labour, parts and consumables.
- 2.7 Manage personal work flow to ensure timely compliance with the requirements of the Department's ISO9001 Quality Management System; viz: (i) maintenance and updating of current, accurate, and complete ISO-compliant quality documentation reflecting the continuous improvement of work practices; (ii) facilitation of the conduct of internal and external Quality Audits, plus the timely implementation of their recommendations. (iii) develop, in liaison with the team leader and the clinical engineer, test procedure templates used in preventative maintenance activities.
- 2.8 Maintain appropriate contemporary knowledge of (I) relevant medical and scientific equipment, optical, pneumatic, hydraulic and vacuum technologies, fault finding techniques and specialised metrology (ii) bacterial contamination hazards; (iii) sterilising procedures and; (iv) ionising, laser radiation and other hazards as identified or advised.
- 2.9 Ensure that relevant occupational safety and health practices and standards are implemented and maintained.
- 2.10 Observe protocols supporting the operation and maintenance of the Division's imprest stores.
- 2.11 Provide the Team Leader and colleagues with information and the access necessary for maintaining reliable and timely communication at all times, while working in the hospital or on related activities.

The post is responsible to service recipients;

- 2.12 To ensure delivery of services within the set time frame at an acceptable quality, in accord with priorities developed in liaison with the Team Leader (Instrument)
- 2.13 To ensure an efficient, effective, timely, and ongoing process of continuous quality improvement, consultation and feedback to customers in order to meet their needs and concerns.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment
- 3.2 Actively participates in the Peak Performance program.
- 3.3 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.
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

4. 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 EMHS Values.

Essential Selection Criteria

1. Completion of an apprenticeship in Mechanical Instrumentation or relevant Engineering Field
2. Extensive experience in fault-finding, repair and safety checking of mechanical / biomedical equipment, surgical and scientific instrumentation in a hospital environment.
3. Proficiency in the use of a wide range of workshop machinery and equipment.
4. Well-developed interpersonal, communication, organisational and negotiation skills.
5. Knowledge and understanding of the general principles of Continuous Quality Improvement and their practical application in systematically evaluating and meeting customers' needs.
6. Knowledge of occupational health and safety principles.

Desirable Selection Criteria

1. Diploma (or higher qualification) in mechanical engineering or other relevant discipline
2. Experience in relation to optical, pneumatic, hydraulic and vacuum technologies
3. Experience in design and/or construction of mechanical aspects of mechanical / biomedical equipment and related systems
4. Direct practical participation in an accredited Quality Management System such as ISO9001
5. 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.
- Evidence of current "C" or "C.A." class driver's licence
- 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 HSS)

Created on	Last Updated on
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