



HSS Registered

Equipment Officer
Health Salaried Officers Agreement: Level G2
Position Number: 603170
Health Technology Management Unit
Corporate Services & Contract Management
East Metropolitan Health Service (EMHS)

Reporting Relationships

Area Director Health Technology Management Unit
 Level: HSO P7
 Position Number: 103229



Senior Rehab Engineer
 Level: HSO P4
 Position Number: 103847



This Position



Directly reporting to this position:

Title	Classification	FTE
Nil		



- Also reporting to this supervisor:
- Sen Occ Therapist; HSO P2, 2.00FTE
 - Rehab Engineer; HSO P2; 1.00FTE
 - Clinic Nurse; RN L2; 1.00FTE
 - Registered Nurse; RN L1; 1.00FTE
 - Admin Officer, HSO G4; 1.00FTE
 - Tech Officer; HSO G3/4 & 5; 7.00FTE
 - Equipment officer HSO G2; 1.00FTE

Key Responsibilities
 Coordinate the receipt and supply of Rehabilitation Technology Unit (RTU) loan equipment across EMHS/SMHS. Ensure cleaning and infection control standards are maintained. Liaise with clinicians and technicians to ensure that work flow into and out of the Rehabilitation Technology Unit is efficient and timely.

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

1. Administration - Equipment Services

- 1.1. Coordinate receipt & supply of RTU wheelchairs and equipment across EMHS/SMHS, including liaison with clinical staff to ensure timely and correct supply of wheelchairs & equipment.
- 1.2. Organises & coordinates wheelchair, component & device repairs, as directed.
- 1.3. Generate and attach unique barcodes to wheelchairs, equipment and shelving.
- 1.4. Inventory management – receive goods into systems, stocktake.
- 1.5. Maintain the efficient storage of consumables, spares and loan stock items
- 1.6. Coordinate transport of goods and equipment between FSH and RPH workshops.

2. Administration - General

- 2.1. Address clinician, contractor and patient enquiries.
- 2.2. Data entry into software packages such as MEPNET and the Clinical Management System.
- 2.3. Document and maintain all workshop procedures and ISO quality systems for the service.
- 2.4. Support the Administrative Officer as required.
- 2.5. Gatekeeping of e-referrals for WSC workshop and entering them into the relevant databases.

3. Technical - Equipment Services

- 3.1. Wash and disinfect returned wheelchairs and assistive technology equipment as per infection control protocols.
- 3.2. Assess wheelchairs and equipment on return to store and remove non standard parts and identify missing parts.
- 3.3. Maintain battery charging schedule for equipment eg electric wheelchairs.
- 3.4. Ensure clinic stock wheelchairs are safe for re-issue as per clinic and disposal guidelines.

4. Technical - General

- 4.1. Maintain the cleanliness and order of designated facilities in accord with accepted standards and safety procedures. Eg wheelchair washer.
- 4.2. Ensure shelves are stocked sufficiently and databases reflect stock levels accurately.

5. EMHS Governance, Safety and Quality Requirements

- 5.1. Participates in the maintenance of a safe work environment.
- 5.2. Actively participates in the Peak Performance program.
- 5.3. 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.
- 5.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5. 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.

6. 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. Effective time management and organisation skills.
2. Well-developed computer and data entry skills.
3. Well-developed interpersonal, verbal and written communication skills.
4. Manual skills, including some knowledge of the hand tools appropriate to mechanical maintenance.
5. Demonstrated ability to work both independently and as part as a multidisciplinary team.
6. Experience in inventory management.

Desirable Selection Criteria

1. Previous experience within a wheelchair maintenance and cleaning environment.
2. Understanding of hospital infection control procedures.
3. Understanding of and experience with operating ISO Quality Systems.
4. Demonstrated understanding of light engineering.
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.
- 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.

Robert Bingham		He14372	
Manager / Supervisor Name	Signature or	HE Number	Date
Jeremy Morgan		He80849	
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			

HSS Registration Details (to be completed by HSS)

Created on	March 2018	Last Updated on	July 2019
------------	------------	-----------------	-----------