

Austin Health Position Description



Position Title: **Perioperative Services Inventory and Equipment Manager**

Classification:	EX06
Business Unit/ Department:	Perioperative Services
Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2021-2025
Employment Type:	Full-Time
Hours per week:	38
Reports to:	Divisional Manager, Perioperative Services
Direct Reports:	4
Financial management:	Budget: \$500,000
Date:	Dec 2023

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal

society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

Position Purpose

The Inventory and Equipment Manager is a member of the perioperative multidisciplinary team who works in collaborative partnership with the Nurse Unit Managers, Technician Services, Asset services, and other internal stakeholders, as well as external manufacturers and suppliers.

The position manages a team of four across Austin Health campuses, in the management of stock acquisition, supply, allocation and replacement, and ensuring an integrated approach to service delivery, processes and practices.

The position oversees the timely and cost-effective selection, acquisition and evaluation of equipment and associated services for the operating suites, with a focus on effective financial management of this activity.

The position manages relationships with key clinical staff and other equipment end users, as well as other departments within Austin Health, equipment manufacturers and distributors.

A key focus of this position is the management and oversight of all service and maintenance contracts, ensuring that the Department's equipment is maintained, clinically safe and in sufficient numbers to meet growing service demands; and

In addition, this role will serve as a key interface between Capital Works and the Operating Suites to plan, schedule, communicate and see through to satisfactory completion building works, renovations and repairs. Prior knowledge of operating room process would therefore be an advantage.

About SAPM and Perioperative Services

Austin Health's Surgery, Anaesthesia and Procedural Medicine Division (SAPM) is the largest of all the Clinical Operations Divisions. The Division manages a number of specialties and services including theatres, outpatients and the surgical wards at Austin and Repatriation sites.

The Peri-operative Service at Austin provides a broad range of elective and acute surgical procedures including Liver and Renal transplant and Cardiac surgery. Other surgical specialities include Neurosurgery, Orthopaedics, Plastics, Vascular, Thoracics, Urology, ENT, Paediatrics, General surgery, HPB, UGI and Radiology services.

Perioperative Services promotes a culture that aims to deliver quality patient care. Staff are encouraged to value lifelong learning and as such are provided with time for education and professional development. The aim of this is to ensure that patients receive excellent care at all times and staff satisfaction and professional development is maintained.

Responsibilities

A multimillion-dollar fleet of equipment and associated maintenance contracts exists to run the above services. The availability of optimally functional, well-maintained equipment and pre-emptive contract management will be a key function of the Inventory and Equipment Manager.

Role Specific:

Equipment procurement and maintenance

- Ensure all medical capital equipment and instrument fleets are maintained in good working order to deliver excellent patient care.
- Liaise with the Biomedical engineering (BME) Department in the maintenance and repair of operating suite equipment at both campuses
- Work with Asset Services to register and evaluate all capital equipment and maintain an up-to-date database of condition, age, expected working life and service history that informs Asset services decision making.
- Work with the procurement department to manage the quoting and procurement of equipment in accordance with the Austin Health Procurement policy, including complexity and risk analysis to determine the market approach
- Work with the procurement department to deliver product trials and conversions for perioperative services.
- Collaborate with Asset Services to ensure all medical devices have annual preventative maintenance performed and recorded and the device software is on the newest platform
- Review equipment performance and ensure that faults and failures are identified, reported and rectified in a timely matter.
- Ensure all external representatives and technicians understand and comply with Austin Health policies (eg: infection control) when repairs and installation are occurring on site
- Engage with Health Services Victoria as required for consumable and equipment Tenders

Equipment Education and Orientation

- To provide Clinical Educators with details of supplier representatives and products that will require training sessions to be arranged
- Work with Clinical Educators, suppliers and other relevant stakeholders to coordinate the provision of education, guidance and support in the usage of equipment; and the provision of learning resources and operating instructions
- Participate in the development of clinical policies/guidelines as required when new equipment is introduced

Contract and Resource Management

- In collaboration with the Divisional Manager and Asset services, review and renegotiate Service and Maintenance Contracts as needed
- Partner with the Finance department to ensuring appropriate budgeting for equipment servicing and maintenance
- Participate in resource management, including budget profiling, monitoring and acquisition of equipment in collaboration with the Perioperative senior leadership team, Divisional Manager, and relevant stakeholders.

- Work with the Divisional Manager and Asset Services to maintain the Perioperative Services Capital Plan and annual Medical Engineering Equipment Infrastructure Replacement Program (MEEIRP) funding requirements
- Manage funding requests for theatre equipment
- Undertake cost saving and cost benefit analyses
- Undertake reporting to Divisional Manager regarding ongoing consumable costs associated with Operating suite product evaluation committee applications

Quality and Risk Management

- Ensure compliance with National Standards and other relevant standards including AS/NZ 5369:2022
- Develop and update policies and procedures as required
- Lead and support quality improvement initiatives and participate in the Clinical Product Evaluation Committee
- Undertake auditing for quality improvement, risk management and financial assurance purposes, and implement recommendations (derived from incidents, audits, and industry Standards)
- Maintain safe work practises, by ensuring that all equipment meets required standards for the provision of safe patient care

Reporting

The role is required to provide reports to all key stake holders as required

All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

People Management:

- Lead a team of 4 to ensure the timely and effective delivery of Inventory and Equipment services
- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

Selection Criteria

Essential Knowledge and skills:

1. Sound understanding and experience of Inventory and equipment management within a hospital setting
2. Demonstrated ability to lead and support a team
3. Excellent stakeholder management and influencing skills in a multidisciplinary environment

4. High level analytical and problem solving skills
5. Ability to initiate and manage projects and work portfolios within the team
6. Ability to maintain budget management initiatives
7. Highly developed organisational and time management skills and a demonstrated commitment to flexibility and innovation
8. A sound understanding of information technology including clinical systems, applications relevant to purchasing of equipment
9. Demonstrated experience in managing quality initiatives

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	

People Management Role-Direct Reports

