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| http://connect.calvarycare.org.au/Resources/Marketing/New%20Logo%20Library/Calvary_Refresh_Logo_Main_Stacked_RGB_Small.jpg | Position Description |

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| **Position Title:** | | Theatre Logistics and Prosthesis Liaison | | | |
| **Position Number:** | |  | **Cost Centre:** | | CSSD |
| **Site/Facility:** | | Calvary Adelaide Hospital | | | |
| **Department:** | | Theatre | | | |
| **Enterprise Agreement** | | Calvary Support Services Enterprise Agreement | | | |
| **Classification:** | | Level 5 | | | |
| **Reports To:** | | CSSD Manager | | | |
| **Date of Preparation:** | | August 2024 | **Date Updated:** | | N/A |
| **Primary Purpose** | | | | | |
| The role of the Theatre Logistics and prosthetics liaison is to manage and coordinate a team of people whom are responsible for the end to end supply process within the peri-operative suite to ensure the availability of all items to meet clinical requirements, including Imprest consumables, prosthesis inventory and loan kit supply.  To ensure that all items are accounted for and are appropriately charged through to the health fund or negotiated funding with suppliers. | | | | | |
| Organisational Environment | | | | | |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres  Calvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).  As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans. | | | | | |
| Accountabilities and Key Result Areas | | | | | |
| ***People and Culture:***   * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements. * Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.   ***Excellence in Service Delivery:***   * Consistently and enthusiastically delivers high levels of service to exceed expectations * Ability to work autonomously * Ability to build and maintain rapport and effective relationships with key stakeholders and customers * Highly developed interpersonal, negotiation and communication skills * Timely and effective decision making skills * Self-directed and motivated with the ability to effectively plan and prioritise and work to deadlines and budgets * Proven ability to work well within a team, providing teaching, coaching and mentoring * Liaise with suppliers, hospital staff, and doctors ensuring that all their prosthesis and consumable supply needs are met * Knowledge of private healthcare sector funding requirements * Knowledge of public funding arrangements * Working knowledge of prosthesis use across multiple specialties * Manage local relationships with supplier representatives * Ensure the provision of specialist equipment in a timely and cost effective manner * Be “the face” of theatre supplies management within the theatre complex * Excellent communication and leadership skills * Strong understanding of human resources and work health safety processes * Ensure the effective and efficient supply of stock supplies * Ensure cost effective management and use of supplies * Assist in the effective and efficient management of revenue collection * Ensure the effective, timely management of information and communication * Manage and supervise area staff under the realms of human resource management   ***Excellence in Service Development:***   * Develop strategies and approaches to ensure that waste costs are reduced, by negotiating with suppliers and when necessary, health funds * Ensure prosthesis coding is up to date and 98% of cases are coded within 48 hours * Manage processes pertaining to theatre supplies in theatre * Develop processes to ensure accurate and timely replenishment of stock occurs * Ensure the effective and efficient identification and management of risks   *WH&S Responsibilities:*   * Take reasonable care of your own health and safety and the health and safety of others in the workplace; * Comply with relevant Calvary WHS policies, procedures, work instructions and requests; * Report to your supervisor any incident or unsafe conditions which come to your attention; * Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) | | | | | |
| **Key Relationships** | | | | | |
| Internal: | * All perioperative service staff * Supply staff | | | | |
| External: | * Company Representatives | | | | |
| **Position Impact** | | | | | |
| Direct Reports: | * N/A | | | | |
| Budget: |  | | | | |
| Selection Criteria | | | | | |
| **Essential**   * COVID-19 vaccination is a mandatory requirement unless assessed exempt * Influenza vaccination is a mandatory requirement unless assessed exempt * Experience within the theatre environment and knowledge of the prosthesis management process is essential * Effective communication and team work skills   **Desirable**   * Exposure to CSSD environment * Ability to coordinate flow of equipment in line with operational activity and requirements * Certificate III in Sterilising Services * Previous experience in communicating with supply staff and company reps | | | | | |
| Approvals | | | | | |
| Job Holder’s signature: | | | | Date: | |
| Manager’s signature: | | | | Date: | |