POSITION DESCRIPTION

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| **Position Title** | Global Health Medical Equipment Coordinator |
| **Functional Area** | Global Health |
| **Date** | October 2024 |
| **Reports To** | RACS General Manager, Global Health |
| **Direct Reports** | None |
| **Primary Objective** | To provide technical, practical, and logistical support to RACS staff, volunteers, government bodies, partners, donors, and suppliers, on all matters relating to medical equipment, instruments, supplies, maintenance and compliance for our Global Health Program across the Indo-Pacific. |
| **Key Internal Relationships** | General Manager, Global HealthSenior Program Advisors Volunteer Mobilisation AdvisorsRACS Finance Team |
| **Key External Relationships** | Specialty Coordinators, volunteers, and suppliers.Liaise with partners and professional groups/bodies as appropriate |
| **Primary Responsibilities** | **Coordination of Equipment, Drugs and Consumables for Volunteer Surgical Team Deployment in the Indo-Pacific*** Liaise and manage technical support discussions with Volunteer Surgical Teams and in-country medical teams to assure correct supply of appropriate medical equipment, drugs, and consumables for RACS volunteer teams.
* Check and correct documentation and packing of medical equipment, drugs, and consumables for deployments. Participate in team briefings prior to departure. Trouble shoot any equipment or supply issues from Australia with teams whilst in-country.
* In partnership with GH team manage established system of export/import customs requirements including provision of customs letters and legal documentation of drugs, consumables and equipment supplies transported overseas.
* Liaise with RACS Speciality Coordinators and National Clinicians to ensure equipment, drugs and consumables for potential procurement is appropriate, feasible for use, required and requested by the Ministry of Health or clinical team in the recipient country.
* Provide end-to-end support for volunteer surgical teams including documentation and addressing issues raised in End of Trip reports.

**Drugs and Poisons Compliance Management** * Coordination and management of all drugs and poisons (Schedule 2 - Schedule 8) required for RACS Global Health volunteer surgical deployments and per Victorian legislative requirements.
* Maintain high standard of compliance and recording of drug handling, documentation, and storage protocols.
* Procurement of drugs required for surgical volunteer deployment overseas

**Finance and Assets Management*** Ensure purchase orders, invoicing, and remittances are in alignment with RACS procurement and finance policies and GH program budgets.
* Maintain RACS Global Health medical equipment asset register, including maintenance and upkeep of all equipment stored in RACS Medical Equipment Room.
* Continuous liaison with medical equipment company representatives/suppliers and donors. Network with medical companies to enable value for money negotiation for goods and services.

**Policy and Procedure Development*** Develop a RACS GH Medical Equipment procedural manual.
* Review, update and development of policies and procedures.
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| **Essential Skills, Qualifications and Personal Attributes** | **Qualifications, Skills and Experience** The Medical Equipment Coordinator will have the following qualifications, skills and experience: * Essential qualifications - registered nurse and Bachelor of Nursing or equivalent qualification.
* Essential experience - Experience in all areas of perioperative nursing,
* Essential requirements - AHPRA registered nurse with detailed knowledge of surgery needs and requirements. Specific knowledge of ACORN standards.
* Desirable qualifications - Post-Graduate studies in perioperative nursing, and experience in anaesthetics and PACU nursing
* Desirable experience - Overseas clinical volunteering and experience in specialties such as ENT, Urology, Paediatrics and Vascular surgery
* Ability to make strategic recommendations related to procurement of new medical equipment
* Experience in procurement of medical equipment, consumables and drugs
* Comprehensive knowledge of suppliers of surgical consumables and equipment.
* Excellent communication and problem solving skills.

**Further requirements:**Competent in Excel and Word. Ability to work in a diverse, multi-disciplinary team environment. Lateral thinking and ability to make quality improvements when required. Ability to work independently and establish work priorities when faced with multiple tasks. Ability and awareness to work in a variety of different cultural settings |
| **College Competencies** | * strives to achieve strategic objectives
* seeks to find better ways of working and increase stakeholder value
* works collaboratively and demonstrates sound reasoning
* effectively prioritises work and meets deadlines
* team player, models RACS values
* works with colleagues across RACS in the achievement of objectives
* strives to grow professionally and is open to feedback
* flexible and adaptive
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