

Western District Health Service

Position:	Instrument Technician Grade 3
Classification:	TD1
Reports To:	Unit Manager Operating Suite
Award and Conditions:	As rostered
Minimum Qualifications:	Certificate III in Sterilisation Services or equivalent

PRIMARY OBJECTIVES:

Contributes to the effective organisation and management of Central Sterilising Department by:

- assisting the Unit Manager in planning, implementing and monitoring effective service delivery in CSSD;
- assists in the supervision, training / mentoring of other technicians;
- provision of daily supervision of department activities

ACCOUNTABILITIES

Contributes to the goals and objectives of the department by:

- setting objectives with the Unit Manager;
- assisting in the implementation of programs and organisation;
- monitoring process and evaluate outcomes

DUTIES AND RESPONSIBILITIES:

1. WORK ENVIRONMENT

- 1.1. Assist in creating a productive environment, good team development and communication.
- 1.2. Ensure the maintenance of all equipment in optimal working order.
- 1.3. Identify equipment problems and initiate maintenance and repairs as appropriate.
- 1.4. Monitor cleaning, disinfection and sterilisation processes.
- 1.5. Assist in Risk Assessments.
- 1.6. Direct staff in appropriate administrative procedures.
- 1.7. Liaise and inform the Unit Manager of problems, issues and concerns.
- 1.8. Responsible for the purchase of medical and surgical supplies as appropriate, in consultation with the Unit Manager.

2. EDUCATION / ORIENTATION

- 2.1. Participate in the orientation of new staff to the department.
- 2.2. Participate in education programs for staff.
- 2.3. Exhibit a commitment to keep informed about current practices in CSSD.

3. QUALITY IMPROVEMENT

- 3.1. Supervise routine quality assurance activities.
- 3.2. Develop a culture of service improvement.

4. CENTRAL STERILE AND SUPPLY DEPARTMENT PRACTICE

- 4.1. Be conversant with the principles and practices of disinfection and sterilisation.
- 4.2. Maintain high standards and skills.
- 4.3. Be conversant with the Standards pertaining to CSSD.
- 4.4. Exhibit a strong commitment to the service delivery of the department.
- 4.5. Respect client confidentiality.

Inherent Physical Requirements

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others.

The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u>	<u>2. Maintenance / Hotel Services Staff Role</u>	<u>3 Clerical / Administration Role</u>
<ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles

Other Requirements

Current police check is required for this role

- This role may require the incumbent to work a variety of shift lengths, rotating morning, afternoon and evening shifts, and/or weekend work
- Some after hours work may be required in this position

Duties of Employees

- Carry out their duties in a manner which does not adversely affect their own health and safety, or that of others
- Cooperate with measures introduced in the interest of health & safety and infection control
- Undertake any training provided in relation to occupational health and safety and infection control
- Immediately report all matters that may affect workplace health and safety, to their superior
- Correctly use any information, training, personal protective equipment and safety equipment provided
- Refrain from recklessly or wilfully interfering with anything that has been provided for health & safety reasons

- Work within the policies, procedures and guidelines of the Western District Health Service

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>Human Resources Department use only</i>	
Date revised: <i>Human Resources Department use only</i>	21/11/11

When revised please forward electronic copy to:
Human Resources Department [email: human.resources@wdhs.net](mailto:human.resources@wdhs.net)