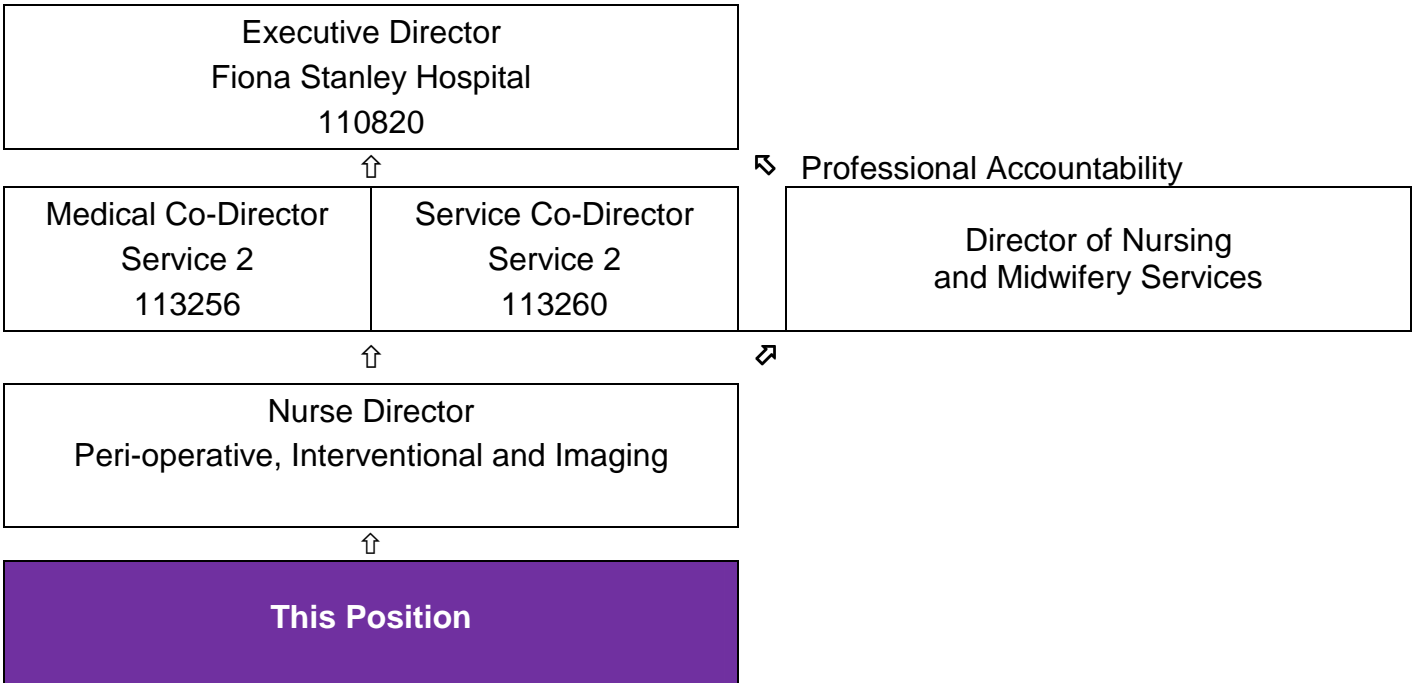




HCN registered April 2015

**Manager**  
**Health Salaried Officers Agreement: HSO Level G8**  
**Position Number: TBA**  
**Central Sterile Services Department (CSSD)**  
**Fiona Stanley Hospital / South Metropolitan Health Service**

**Reporting Relationships**



**Reporting to this position:**

<u>Title</u>	<u>Classification</u>	<u>FTE</u>
Deputy	G5	1

**Key Responsibilities**

Lead and manage the team of staff providing Clinical Sterilisation Services for the Fiona Stanley Hospital. Contributes to the achievement of health service performance objectives through the development and implementation of business and operational plans, advice, and policy and service improvement strategies.

## Brief Summary of Duties (in order of importance)

### 1. Planning, Leadership and Management

- 1.1 Leads and manages the CSSD facility and resources and contributes to the achievement of health service performance objectives through the development and implementation of business and operational plans, advice, and policy and service improvement strategies.
- 1.2 Ensures risks to CSSD business operations and objectives are identified, communicated and managed, with systemic risks identified and reported to executive management.
- 1.3 Ensures required outcomes are delivered within agreed timeframes and to required standards and implements and monitors relevant KPIs and continuous improvement indicators.
- 1.4 Ensures effective governance occurs for the CSSD and contributes to the achievement of clinical and quality goals.
- 1.5 Ensures provision of reports, working and briefing papers for the Nursing Director, Surgical Services and provides strategic advice to the Executive as required.
- 1.6 Monitors and ensures work practices are effective and based on legislated, professional and industrial standards and guidelines and adherence to relevant organisational policies, procedures and workplace instructions.
- 1.7 Implements a shared CSSD workforce strategy and effectively manages Industrial Relations and HR issues.

### 2. Liaison and Communication

- 2.1 Initiates and facilitates forums and discussions groups to discuss and resolve issues relating to the implementation of strategic and operational plans and reform and development initiatives.
- 2.2 Maintains good working relationships with internal and external stakeholders in order to effectively liaise, consult and negotiate successful outcomes.

### 3. SMHS Duties

- 3.1 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 3.2 Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- 3.3 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- 3.4 Participates in a continuous process to monitor, evaluate and develop services and performance.
- 3.5 Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Experience managing a CSSD or related service and demonstrated expertise and knowledge in CSSD and Infection Control.
2. Demonstrated experience with project management systems and tools and the ability to meet project/work targets.
3. Demonstrated leadership and ability to work within a team structure, including high level communication, negotiation and interpersonal skills; and considerable experience in managing large teams and providing professional guidance.
4. High level conceptual and analytical skills, with the ability to provide innovative thinking in identifying solutions to complex problems.
5. Policy development skills and demonstrated knowledge and application of quality assurance and quality improvement principles

### Desirable Selection Criteria

1. Experience and knowledge of equitable rostering practices, and ability to facilitate safe practice by ensuring appropriate staff skill mix.
2. Degree in health-related or management discipline.
3. Possess or be working towards post graduate Sterilisation or Infection Control certification.

### 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.**

..... <b>Manager / Supervisor Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Dept. / Division Head Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

..... <b>Occupant Name</b>	..... <b>Signature</b>	..... <b>or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>				

**HCN Registration Details (to be completed by HCN)**

..... <b>Created on</b>	..... <b>Last Updated on</b>	..... 24/04/2015 HE68896
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