



**HCN REGISTERED**

## Advanced Sterilisation Technician Level 13

**Hospital Support Workers Agreement;  
 Position Number: SM115196  
 Central Sterile Services Department (CSSD)  
 Fiona Stanley Hospital**

### Reporting Relationships

Deputy Manager G-5  
 Position Number:



Supervisor G-3  
 Position Number:



**This Position**



Directly reporting to this position:

Title	Classification	<u>FTE</u>
• NIL	-	-

Also reporting to this supervisor:  
 • Title, Level, FTE

### Key Responsibilities

Undertakes complex sterilising duties for theatres, wards and various departments of Fiona Stanley Hospital.

## Brief Summary of Duties

Undertakes complex specialised sterilisation duties and applies advanced skills and knowledge to ensure equipment sterilisation is in accordance with appropriate regulatory standards and department policies and procedures.

### PROFESSIONAL PRACTICE

- Provide a clean and sterile product with the purpose of reducing risk of cross infection.
- Liaise with all staff within the department in a concise clear and tactful manner, providing guidance and instruction to junior staff and liaises with staff as appropriate regarding problems relating to supplies, maintenance and repairs.
- Report to the Manager or Supervisor on all matters requiring investigation and/or follow up.
- Effectively prioritises workload across teams.

### WORK MANAGEMENT AND EQUIPMENT PROCESSING

- Organise instruments and equipment from theatres, wards and other areas for appropriate decontamination as per policy.
- Use and provide instruction for the appropriate cleaning and decontamination methods as per protocol and manufactory instructions.
- Ensure the more complex items are clean, dry and suitable for packaging or dispatch.
- Ensure complex items are carefully checked for functionality and damage prior to assembling as per specialty manual.
- Ensure appropriate packaging and sealing methods are used to suit contents and correct sterilising process is used.
- Monitor processing activities as per policy.
- Report and record any malfunction of electrical equipment to the Supervisor.
- Use most cost effective wrapping/packaging as per department procedure.
- Undertake the checking, storage and maintenance of imprest and non-imprest stock levels.
- Monitor the sterilisation process.
- Clean and test all sterilisers on daily and weekly basis as per protocol.
- Perform validation of equipment as required.

### QUALITY IMPROVEMENT AND TRAINING

- Assist Supervisor/Deputy Manager in reviewing and implementing relevant departmental policies and procedures.
- Support and monitor less experienced technicians and trainees to help develop skills.
- Participate in and contribute to orientation programs and continuing education of CSSD staff.
- Actively participate in external and internal education programs and set own learning objectives.
- Participate in staff meetings and assist in Quality Improvement Program within the department.

### SMHS GOVERNANCE, SAFETY AND QUALITY REQUIREMENTS

- Participates in the maintenance of a safe work environment.
- Participates in an annual performance development review.
- Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Possession of Certificate III in Health Service Assistance (Sterilisation Services) with substantial relevant experience.
2. Demonstrated advanced level competencies that apply to complex sterilisation duties.
3. Well developed verbal, written and interpersonal communication skills.
4. Ability to work effectively within a multidisciplinary team environment providing guidance to staff.
5. Effective application and knowledge of infection control principles and sterilisation standards.
6. Good computer literacy skills that include that include working with databases.

### Desirable Selection Criteria

1. Understanding of and commitment to Continuous Quality Improvement.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### 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.**

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

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

Occupant Name	Signature or	HE Number	Date
Effective Date			

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

**Created on**      May 2015

**Last Updated on**      May 2015