



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	610273
Division:	South West	Title:	Trainee Sterilisation Technician
Branch:	Bunbury Hospital	Classification:	Level 11
Section:	Hospital Sterile Supply Unit (HSSU)	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Manger HSSU
	Classification:	Level G-7
	Position No:	610130



Responsible To	Title:	Team Leader HSSU
	Classification:	Level G-4
	Position No:	610067



This position	Title:	Trainee Sterilisation Technician
	Classification:	Level 11
	Position No:	610273



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
HSSU Training Officer
Sterilising Technician



Positions under direct supervision:	← Other positions under control:														
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> <th>Classification</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> <td></td> </tr> </tbody> </table>	Position No.	Title	Classification	Nil			<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"> WA Country Health Service South West </td> </tr> <tr> <td colspan="2" style="text-align: center;"> 21 June 2016 </td> </tr> <tr> <td colspan="2" style="text-align: center;"> REGISTERED </td> </tr> </tbody> </table>	Category	Number	WA Country Health Service South West		21 June 2016		REGISTERED	
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Section 3 – KEY RESPONSIBILITIES

**WA Country Health Service
South West**
21 June 2016
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To develop competencies in all aspects of Hospital Sterile Supply Unit (HSSU) re-processing, in accordance with AS/NZ 4187:2014, as part of an effective team to ensure the appropriate supply of instruments and equipment as directed by the Team Leader.

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Aboriginal health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

Quality health services for all.

Improving the health of Aboriginal people and those most in need.

A fair share for country health.

Supporting our team – workforce excellence and stability.

OUR VALUES

Community – making a difference through teamwork, generosity and country hospitality.

Compassion – listening and caring with empathy and dignity.

Quality – creating a quality health care experience for every consumer.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<i>A trainee is expected to be working towards competence in these duties from their start date.</i>		
1.0	EQUIPMENT PROCESSING AND SUPPORT SYSTEMS	D	50
1.1	Ensures equipment re- processing is in accordance with AS/NZ 4187:2014 and unit policy and procedures.		
1.2	Prepares for decontamination processes as per unit procedure (initiate tracking) in the debunking area.		
1.3	Utilises the appropriate cleaning and decontamination methods for instruments as per unit procedure.		
1.4	Checks and assembles instrumentation, ensuring clean dry and suitable for packaging in accordance with unit procedures.		
1.5	Ensures appropriate sealing and packaging methods used as per unit procedures.		
1.6	Ensures satisfactory sterilisation of productions as per unit procedures and releases productions to the set up area.		
1.7	Ensures efficient use and maintenance of equipment and resources in department and related areas.		
1.8	Assists with monitoring of environmental cleaning and performing of cleaning duties as per policy statement.		
1.9	Monitors correct use of chemicals within department and related areas.		
1.10	Adheres to and works within Occupational Safety and Health Guidelines and Infection Control practices.		
2.0	AUDIT AND QUALITY IMPROVEMENT	D	30
2.1	Ensures all monitoring and audit documentation is completed appropriately		
2.2	Reports any malfunction of equipment, plant or instrumentation to the Team Leader promptly.		
2.3	Participates in Quality Improvement Program audits and activities within the Unit.		
2.4	Supports new staff on orientation		
2.5	Participates in safety briefings and staff meetings to promote effective communication.		
3.0	PROFESSIONAL DEVELOPMENT	W	15
3.1	Maintains and develops own knowledge of sterilising technology.		
3.2	Participates in own performance management through the WACHS- SW LOOP system.		
3.3	Participates in both internal and external training and development activities.		
4.0	OTHER	O	5
4.1	Other duties as directed by the team leader from time to time.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Commitment to complete Certificate 111 in Health Service Assistance (Sterilisation Services).
2. Interest in HSSU processes and willingness to learn.
3. Demonstrated effective verbal and written communication skills, including computer literacy.
4. An ability to work as an effective team member.

DESIRABLE

1. Previous experience in a HSSU.
2. Training in a vocation that has manual dexterity as a key function (ie. dental nursing; mechanic; hairdresser)
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check. • Successful Criminal Record Screening clearance. • Successful Pre- Placement Health Screening clearance. 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

<p>WA Country Health Service South West</p> <p>21 June 2016</p> <p>REGISTERED</p>
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