



**JOB DESCRIPTION FORM**

**Section 1 – POSITION IDENTIFICATION**

<b>WA Country Health Service</b>		<b>Position No:</b>	<b>609994</b>
<b>Division:</b>	South West	<b>Title:</b>	<b>Sterilisation Technician-Bunbury</b>
<b>Branch:</b>	Bunbury Hospital	<b>Classification:</b>	<b>Level 11</b>
<b>Section:</b>	Hospital Sterile Supply Unit (HSSU)	<b>Award/Agreement</b>	WA Health - United Voice - Hospital Support Workers Industrial Agreement

**Section 2 – POSITION RELATIONSHIPS**

<b>Responsible To</b>	<b>Title:</b>	Regional Manager HSSU
	<b>Classification:</b>	HSO Level G-7
	<b>Position No:</b>	610130
		↑
<b>Responsible To</b>	<b>Title:</b>	Team Leader - HSSU
	<b>Classification:</b>	HSO Level G-4
	<b>Position No:</b>	610067
		↑
<b>This position</b>	<b>Title:</b>	<b>Sterilisation Technician-Bunbury</b>
	<b>Classification:</b>	<b>Level 11</b>
	<b>Position No:</b>	<b>609994</b>
		↑

**OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:**

<b>Title</b>
HSSU Training officer
Sterilisation Technician

<b>Positions under direct supervision:</b>	<b>← Other positions under control:</b>								
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td></td> </tr> </tbody> </table>	Position No.	Title	Nil		<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"> <b>WA Country Health Service  South West</b>   <b>22 February 2017</b>   <b>REGISTERED</b> </td> </tr> </tbody> </table>	Category	Number	<b>WA Country Health Service  South West</b>  <b>22 February 2017</b>  <b>REGISTERED</b>	
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**Section 3 – KEY RESPONSIBILITIES**

To provide effective re-processing and supply of all instruments and items supplied by HSSU, in accordance with AS/NZ 4187:2014, to ensure the safety and quality of the service delivered.

TITLE	Sterilisation Technician-Bunbury	POSITION NO	609994
		CLASSIFICATION	Level 11



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.

**WA Country Health Service  
South West**

**22 February 2017**

**REGISTERED**

<b>TITLE</b>	<b>Sterilisation Technician-Bunbury</b>	<b>POSITION NO</b>	<b>609994</b>
		<b>CLASSIFICATION</b>	<b>Level 11</b>

#### Section 4 – STATEMENT OF DUTIES

<b>Duty No.</b>	<b>Details</b>	<b>Freq.</b>	<b>%</b>
<b>1.0</b>	<b>EQUIPMENT PROCESSING AND SUPPORT SYSTEMS</b>	D	50
1.1	Ensures equipment re- processing is in accordance with AS/NZ 41872014 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.		
<b>2.0</b>	<b>AUDIT AND QUALITY IMPROVEMENT</b>	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.		
<b>3.0</b>	<b>PROFESSIONAL DEVELOPMENT</b>	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.		
<b>4.0</b>	<b>OTHER</b>	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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South West**

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**Section 5 – SELECTION CRITERIA**

**ESSENTIAL**

1. Certificate 111 in Health Service Assistance (Sterilisation Services).
2. Minimum of 2 years recent relevant experience working in a sterilisation unit.
3. Knowledge of and experience in the application of Australian Standards AS/NZ 4187 and the relevance to Sterilising Services.
4. Recent knowledge of Sterilising Technology.
5. Demonstrated ability as an effective preceptor for new staff.
6. Demonstrated effective verbal and written communication skills, including computer literacy.
7. Demonstrated ability to promote cooperation and teamwork in the workplace.
8. Demonstrated ability to work effectively with customers and colleagues from various professions.
9. Current C or C-A class driver's license.

**DESIRABLE**

1. Completion of or working towards completion of accredited Preceptor Certificate.
2. Demonstrated specialised interest within HSSU ie. Orthopaedics.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

**Section 6 – APPOINTMENT FACTORS**

<b>Location</b>	Bunbury	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Evidence of certificate 111 in Health Service Assistance (Sterilisation Services) must be provided prior to commencement.</li> <li>• Completion of a 100 point identification check.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Placement Health Screening clearance.</li> <li>• Evidence of current C or C-A class driver's licence.</li> </ul>		
<b>Specialised equipment operated</b>			

**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><b>WA Country Health Service</b>  <b>South West</b></p> <p><b>22 February 2017</b></p> <p><b>REGISTERED</b></p>
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