



**HSS REGISTERED**

**Sterilisation Technician**

**WA Health - United Voice - Hospital Support Workers Industrial Agreement:  
 HSW Level 11**

**Position Number: 007393**

**Central Sterile Services Department (CSSD)**  
**Rockingham General Hospital / Rockingham Peel Group**

**Reporting Relationships**

Nurse Unit Manager  
 Award Level: ANF SRN Level 4  
 Position Number: 110512



HSSD Supervisor  
 Award Level: HSO Level G-3  
 Position Number: 007714



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Nil		

← Also reporting to this supervisor:

- Title, Level, FTE

**Key Responsibilities**  
 Responsible for the decontamination, cleaning, packaging, disinfecting and sterilisation of all articles processed through the Central Sterile Supply Department.

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

### 1. Cleaning

- 1.1 Dismantling, sorting, cleaning and maintenance of used instruments and equipment.
- 1.2 Checking that all instruments and equipment are complete and in good working order.
- 1.3 Completing relevant documentation.

### 2. Packing

- 2.1 Dismantling, sorting, cleaning and maintenance of used instruments and equipment.
- 2.2 Checking that all instruments and equipment are complete and in good working order.

### 3. Decontamination/Sterilisation

- 3.1 Sorting of articles for correct process of decontamination or sterilisation.
- 3.2 Loading of trolleys and baskets for decontamination and sterilisation.
- 3.3 Completing relevant documentation.
- 3.4 Operating and monitoring the sterilisers and machines used in cleaning process.
- 3.5 Checking the loads following decontamination and sterilisation.
- 3.6 Sorting of items for distribution and storage.

### 4. Storage

- 4.1 Operating, monitoring and testing of sterilisers and machines used in cleaning process.
- 4.2 Conducting routine spore tests on sterilisers.
- 4.3 Monitoring all machines and equipment and reporting all faults.
- 4.4 Cleaning of machines and equipment.

### 5. Other Responsibilities

- 5.1 Cleaning of storage areas, equipment, trolleys and shelving.
- 5.2 Maintaining storage area inventories.
- 5.3 Changing of rubbish and soiled linen bags.
- 5.4 Participates in meetings, conferences and seminars.

### 6. SMHS Governance, Safety and Quality Requirements

- 6.1 Participates in the maintenance of a safe work environment.
- 6.2 Participates in an annual performance development review.
- 6.3 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.
- 6.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 6.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 6.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 7. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Possession of a Certificate III in Health Service Assistance (Sterilisation Services) and a minimum of two years relevant experience working in a sterilisation unit
2. Demonstrated knowledge and understanding in the care and cleaning of instruments and equipment
3. Demonstrated knowledge and understanding in packaging and sterilisation procedures
4. Ability to work with minimal supervision and in a team environment
5. Demonstrated knowledge and understanding of quality/monitoring procedures

### Desirable Selection Criteria

1. 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
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_____ Dept. / Division Head Name	_____ Signature or	_____ HE Number	_____ Date
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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 _____	Last Updated on	11/5/17 He131744
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