



**HSS REGISTERED**

**Sterilisation Technician**  
**Hospital Support Workers Agreement: HSW Level 11**  
**Position Number: 000146**  
**Hospital Sterile Supply Department**  
**Fremantle Hospital and Health Service**

**Reporting Relationships**

Nurse Unit Manager Perioperative & Endoscopy  
 RN SRN Level 4  
 Position Number: 110334



Manager – Hospital Sterile Supply Dept. (HSSD)  
 HSO Level G6  
 Position Number: 114773



Supervisor – Quality Control and Staff Training  
 HSO Level G3  
 Position Number: 001393



Directly reporting to this position:

Title	Classification	FTE
• Advanced Sterilisation Technician	HSW Level13/3	1
• Sterilisation Technician	HSW Level 11/3	17

← Also reporting to this supervisor:

- Supervisor – Quality Control and Staff Training L3 1FTE
- Advanced Sterilisation Technician L11/3 1FTE
- Sterilisation Technician L11/3 17 FTE
- Trainee Sterilisation Technician L11/1

**Key Responsibilities**

Decontamination – Manual or Mechanical, Disinfection – Thermal or Chemical and Sterilisation – High or Low Temperature of all reusable medical and surgical devices and maintenance of associated environments within the health care facility.

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

1. Collects contaminated reusable medical and surgical equipment from Wards, clinics and Operating theatres.
2. Identifies and performs appropriate Decontamination – Manual or Mechanical, Disinfection – Thermal or Chemical Packaging and Sterilisation – High and Low Temperature requirements for the reprocessing of all reusable medical and surgical devices.
3. Inspect and record cleaning processes have complied with standards and department procedures.
4. Identifies and separates instruments/ equipment for repair and reports to the Sterilisation Supervisor/Manager.
5. Inspects, assembles, restocks and packs all reusable medical and surgical instruments and trays for sterilisation and disinfection required by the operating theatres and health care facility areas.
6. Identifies the instruments/trays/items required for “Fast Tracking” – priority reprocessing for hospital/ operating theatres.
7. Determines the correct means of sterilisation – high or low temperature for the equipment.
8. Operate, clean and maintain all department machinery / equipment and environment by adhering to department policy and procedures.
9. Performs the required testing for all departmental machinery e.g.: Soil, Biological, Thermometric and Physical.
10. Documents and reports results of all processes as per AS/NZS4187:2014 and its associated standards, GENCA Guidelines and Hospital Sterile Supply Department policies and procedures.
11. Identifies reports and records any equipment parameter faults to the department Supervisor/ Manager.
12. Assists with mentorship of new staff into the sterilisation department and its associated areas.
13. Uses appropriate work practices to maintain a clean, safe working environment for all staff.

### **1. SMHS Governance, Safety and Quality Requirements**

- 1.1 Participates in the maintenance of a safe work environment.
- 1.2 Participates in an annual performance development review.
- 1.3 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.
- 1.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 1.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 1.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **2. Undertakes other duties as directed.**

**Work Related Requirements**

**Essential Selection Criteria**

1. Certificate 3 in Sterilisation Technology or equivalent qualification.
2. Minimum 2 years' experience as a sterilising technician in a sterilisation unit or associated health care facility that reprocess reusable medical and surgical devices.
3. Knowledge and understanding in the care, cleaning, packaging and sterilisation of reusable medical and surgical devices.
4. Understanding and application of Infection Control principles and knowledge and understanding of quality improvement procedures.
5. Ability to plan and organise workload with minimal or indirect supervision.
6. Effective communication skills (written, verbal, interpersonal) in a team environment.

**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>Jessica Heseltine</b>		<b>HE23857</b>	<b>1.8.2016</b>
<b>Manager / Supervisor Name</b>	<b>Signature or</b>	<b>HE Number</b>	<b>Date</b>
<b>Jackie MacDonald</b>		<b>HE24424</b>	<b>1.8.2016</b>
<b>Dept. / Division Head Name</b>	<b>Signature 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 or</b>	<b>HE Number</b>	<b>Date</b>
<b>Effective Date</b>			

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

<b>Created on</b>	<b>Last Updated on</b>	<b>he99036 21/02/2018</b>
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