



HSS REGISTERED

Advanced Sterilisation Technician
Hospital Support Workers Agreement; HSW Level 13
Position Number: 115542
Hospital Sterile Supply Department
Fremantle Hospital and Health Service / South Metropolitan Health Service

Reporting Relationships

Manager – Hospital Sterile Supply Department (HSSD)
 HSO G6
 Position Number: 114773



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



This Position



Directly reporting to this position:

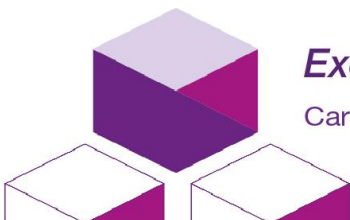
Title	Classification	FTE
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Also reporting to this supervisor:

- Advanced Sterilisation Technician HSW 13, 3.0 FTE



Key Responsibilities
 Undertakes complex sterilising duties for theatres, wards and various departments of Fremantle Hospital and Health Services.



Excellent health care, every time

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

Brief Summary of Duties (in order of importance)

1. Professional Practice

- 1.1 Undertakes complex advanced sterilisation duties and apply advanced skills and knowledge to ensure equipment sterilisation is in accordance with appropriate regulatory standards and department policies and procedures.
- 1.2 Provides a clean and sterile product with the purpose of reducing risk of cross infection.
- 1.3 Liaises 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.
- 1.4 Reports to the Manager or Supervisor on all matters requiring investigation and/or follow up.
- 1.5 Effectively prioritises workload across teams.

2. Work Management and Equipment Processing

- 2.1 Organises instruments and equipment from theatres, wards and other areas for appropriate decontamination as per policy.
- 2.2 Uses and provides instructions for the appropriate cleaning and decontamination methods as per protocol and manufactory instructions.
- 2.3 Ensures complex items are clean, dry and suitable for packaging or dispatch.
- 2.4 Ensures complex items are carefully checked for functionality and damage prior to assembling as per specified manual.
- 2.5 Ensures appropriate packaging and sealing methods are used to suit contents and correct sterilising process is used.
- 2.6 Monitors processing activities as per policy.
- 2.7 Reports and records any malfunction of electrical equipment to the Supervisor.
- 2.8 Uses the most cost effective wrapping/packaging as per department procedure.
- 2.9 Undertakes the checking, storage and maintenance of imprest and non-imprest stock levels.

3. SMHS Governance, Safety and Quality Requirements

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

4. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Certificate 3 in Sterilisation Technology or equivalent qualification.
2. Demonstrated Advanced level competencies that apply to complex sterilisation duties.
3. Understanding and application of Infection Control principles and knowledge and understanding of quality improvement procedures.
4. Ability to plan and organise workload with minimal or indirect supervision.
5. Well-developed communication skills (written, verbal, interpersonal) in a team environment.

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:

- Provision of the minimum identity proofing requirements.
- 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.

Jessica Heseltine	HE23857	04/12/2018
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 04/12/2018		

HSS Registration Details (to be completed by HSS)

Created on	Last Updated on	December 2018