



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

GREAT SOUTHERN		Position No:	005361
Division:	Albany Health Campus	Title:	Sterilisation Technician
Branch:	Surgical Services	Classification:	HSW Level 11
Section:	Sterilising Services	Award/Agreement	Hospital Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Coordinator of Nursing & Midwifery Classification: SRN Level 7 Position No: 613578	OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION: Title 005202 Clinical Nurse RN L2 005230 Registered Nurse RN L1 005250 Registered Nurse RN L1 005262 Registered Nurse-Graduate RN 1 005300 Enrolled Nurse EN L1-4 005313 Enrolled Nurse EN L1-4 005315 Enrolled Nurse EN L1-4 007880 Enrolled Nurse EN L1-4 007986 Clinical Nurse RN L2 613531 Registered Nurse-Graduate RN L1 613534 Registered Nurse-Graduate RN L1 613539 Enrolled Nurse-Graduate EN L1 615736 Anaesthetic Technician HSO LG-3
Responsible To	Title: Clinical Nurse Manager-Periparturient Classification: SRN Level 3 Position No: 005199	
This position	Title: Sterilisation Technician Classification: HSW Level 11 Position No: 005361	

Positions under direct supervision:	Other positions under control:
Position No. Title Nil	Category Number

Section 3 – KEY RESPONSIBILITIES

To provide effective skills and competencies in all aspects of CSSD, for the effective processing, supply, storage, maintenance and delivery of reusable medical instruments to the Great Southern Health Service in accordance with standard AS/NZ 4187: 2014.

**WA Country Health Service –
Great Southern**

13 May 2019

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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people's health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a 'can do' attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

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

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1	Equipment Processing	D	100%
1.1	Prepares for decontamination processes as per standards and WACHS Policy.		
1.2	Deals appropriately with trolleys from departments and sort equipment as per policy statement for appropriate decontamination process.		
1.3	Uses appropriate inspection, cleaning and decontamination method, as per policy statements and instructions for use.		
1.4	Prepares and undertakes assembly, packaging and sterilising processes within the department and related areas.		
1.5	Ensures items are clean, dry, and suitable for packaging or dispatch, are assembled as per manual and checking procedures are carried out.		
1.6	Ensures appropriate packaging and sealing methods are used to suit contents and appropriate sterilising process is used.		
1.7	Monitors and records sterilising parameters as per standards and WACHS policy.		
1.8	Reports and records any malfunction of equipment to the Clinical Nurse Manager (CNM).		
1.9	Performs validation on all cleaning equipment in accordance to AS/NZS 4187: 2014.		
2	Support Systems		
2.1	Be accountable for the safe, efficient and effective use and maintenance of equipment and resources in the department and related areas.		
2.2	Assists with monitoring of environmental cleaning and performing of cleaning duties. Monitors correct use of chemicals within department and related areas, and appropriate MSDS are in place.		
3	Supply Services		
3.1	Performs CSSD imprest duties.		
3.2	Ensures inventory control of CSSD processed items is performed.		
3.3	Checks relevant services to ensure adequate supplies are ordered prepared and ready for use.		
3.4	Monitors the use of storage areas in the department and related areas.		
3.5	Checking in loan equipment, ensuring appropriate documentation is completed.		
3.6	In collaboration with the CNM, provides advice to the Great Southern Product Evaluation & Standardisation Committee (PESC) for re-usable items that require reprocessing.		
3.7	Completes product complaint documentation, when identified and escalates issues to the CNM.		
4	Management of Sterilisers		
4.1	Cleaning and testing of sterilisers on daily and weekly basis.		
4.2	Performs validation of sterilisers, batch washers, trolley wash, drying cabinet and heat sealers and associated equipment for sterilising in accordance of AS/NZ 4187: 2014.		
4.3	Liaises with facilities and maintenance staff for maintenance of sterilisers.		
5	Quality Improvement		
5.1	Participates in and contributes to orientation programs and continuing education of CSSD staff.		
5.2	Reports clinical incidents, participates in review of incidents and implementation of recommendations.		
5.3	Undertakes self and peer auditing to ensure compliance with AS/NZ 4187: 2014 within the Great Southern to ensure standards, including assisting to develop action plans and monitoring of outcomes with CNM and Infection Control.		
5.4	In collaboration with the CNM, undertakes appropriate audits and quality improvement activities that related to sterilising services.		
	Other duties as directed by line manager.		
	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. Possession of Certificate III in Health Service Assistance (Sterilisation Services).
2. Completion of a minimum of two years relevant experience in a sterilisation unit..
3. Demonstrated effective interpersonal and communication skills.
4. Demonstrated ability to work autonomously and as part of a team, including ability to organise and prioritise workload to meet demanding deadlines.
5. Demonstrated understanding of working within Infection Control and Occupational Safety and Health guidelines.
6. Demonstrated computing skills to enable navigation of online policy access, electronic sterilisation tracking system internal communication and completing online learning resources.

DESIRABLE

1. An understanding of and commitment to continuous Quality Improvement.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Albany	Accommodation	Nil
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance 		
Specialised equipment operated		Tunnel washer, ultra-sonic cleaner, anaesthetic washer, sterilisers, heat sealer	

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: ____/____/____
Manager

Signature and Date: ____/____/____
Regional Director

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

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