



**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>HSW Level 11</b>
<b>Section:</b>	Hospital Sterile Supply Unit (HSSU)	<b>Award/Agreement</b>	Hospital Support Workers 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>HSW Level 11</b>
	<b>Position No:</b>	<b>609994</b>

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

<b>Title</b>
Trainee 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>30 July 2019</b>   <b>REGISTERED</b> </td> </tr> </tbody> </table>	Category	Number	<b>WA Country Health Service            South West</b>  <b>30 July 2019</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.

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		<b>CLASSIFICATION</b>	<b>Level 11</b>



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**

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

<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 4187:2014 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 and Capabiliti LMS		
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.		

**WA Country Health Service  
South West**

**30 July 2019**

**REGISTERED**

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

**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. Demonstrated ability as an effective preceptor for new staff.
5. Demonstrated effective verbal and written communication skills, including computer literacy.
6. Demonstrated ability to promote cooperation and teamwork in the workplace.
7. Demonstrated ability to work effectively with customers and colleagues from various professions.

**DESIRABLE**

1. Completion of or working towards completion of accredited Preceptor Certificate.
2. Demonstrated specialised interest within HSSU i.e. Orthopaedics.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health Legislation, Risk Management 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>• Provision of the minimum identity proofing requirements.</li> <li>• Successful Criminal Record Screening clearance.</li> <li>• Successful Pre- Employment Health Assessment.</li> <li>• Successful WA Health Integrity Check.</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

