



HSS Registered April 2018

## Systems Administrator

**Health Salaried Officers Agreement: Level G4**

Position Number: 008171

Sterilisation Department / Surgical Division

Sir Charles Gairdner Hospital / Surgical Service

### Reporting Relationships

Deputy Nurse Co Director  
ANF Level: SRN 10  
Position Number:



Clinical Nurse Manager  
ANF Level: SRN 3  
Position Number:



**This Position**



Also reporting to this supervisor:

- Supervisor, HSO Level G3, 4.0 FTE

Directly reporting to this position:

Title	Classification	FTE
Sterilisation Technician	HSW Level 11	
Trainee Sterilisation Technician	HSW Level 11.1	

Other positions under control

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### Prime Function / Key Responsibilities

Administers of the Instrument tracking System (Censitrac) for the sterilisation Department and Sir Charles Gairdner Hospital. Supports the day to day business needs of the sterilisation Department by providing user support, coaching and training. Produces tracking reports as required by the department and acts as an advisor on the application and development of the tracking system.

## **Brief Summary of Duties**

### **1. System Administration**

- 1.1 Administers the Instrument Tracking System for the Sterilisation Department including:
  - Registering users into the system;
  - Marking and registering instruments into the system;
  - Configuring escalation pathways and associated rules;
  - Configuring groups and subgroups and associated rules;
  - Maintaining systems security in conjunction with Hospital/department policy: and
  - Ensuring compliance with relevant policies, procedures and data entry standards.
- 1.2 Contributes to and provides routine and ad-hoc reports from the Instrument tracking system.
- 1.3 Provides user support, coaching in the use of the Instrument tracking system.
- 1.4 Contributes to the development of training schedules and programs with the department education Supervisor
- 1.5 Develops reviews and maintains documentation relating to the Instrument Tracking System including procedures and work practices.
- 1.6 Supports the investigation of clinical and non-clinical incidents.
- 1.7 Acts as an advisor in the application and development of the Instrument tracking System
- 1.8 Contributes to and undertakes quality improvement activities.
- 1.9 Monitors and reports System problems via Helpdesk and liaison with the relevant stakeholders to resolve issues as appropriate.

### **2. NMHS Governance, Safety and Quality Requirements**

- 2.1 Participates in the maintenance of a safe work environment in consultation with staff under their supervision.
- 2.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 2.3 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
- 2.4 Completes mandatory training (including safety and quality training) as relevant to the role.
- 2.5 Performs duties in accordance with the Government, WA health and North Metropolitan Health Board and department Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

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

## Work Related Requirements

### Essential Selection Criteria

1. Demonstrated experience working with electronic administrations system within a health environment.
2. Demonstrated experience in quality improvement activities, infection control principles and advanced understanding and knowledge of AS/NZS 4187: 2014 Sterilisation Standards.
3. Ability to work effectively within a multidisciplinary team environment.
4. High level of written and oral communication and interpersonal skills.
5. Demonstrated analytical and problem solving skills that also display high level of attention and accuracy skills.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Experience in the development and delivery of training programmes.
2. Possession of Certificate III in Health Services Assistance (Sterilisation Services).

### 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.

### Manager/Supervisor

Name: Jennifer Paine  
Signature/HE:45818  
Date:

### Dept./Division Head

Name:  
Signature:  
Date:

### Position Occupant

Name:  
Signature:  
Date: