



HSS Registered

Sterilisation Technician
United Workers Union (WA) - Hospital Support Workers Agreement: Level 11
Position Number: 103568
CSSD/TSSU, Surgical Division
Royal Perth Hospital / East Metropolitan Health Service (EMHS)

Reporting Relationships

Manager
 HSO Level G5
 Position Number: 103560



Supervisor
 HSO Level G3
 Various Positions



This Position



Directly reporting to this position:

Title	Classification	FTE
• NIL		

← Also reporting to this supervisor:

- Advance Sterilisation Technician, HSW13
2 FTE
- Leading Hand HSW11
5 FTE
- Store Person HSW 6
1 FTE

Key Responsibilities
 Provides hospital based decontamination/sterilising service to Operating Suite, Wards, Clinics and other departments

EMHS Vision and Values

Our Vision

***Healthy people, amazing care.
Koorda moort, moorditj kwabadak.***

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Cleaning Room

- 1.1 Sorting of used equipment from Theatre, wards and clinics.
- 1.2 Cleaning/decontamination of reusable medical devices as per the manufacturer recommendation and the Departmental policy and protocols.
- 1.3 Manual and machine cleaning of delicate and special items.
- 1.4 Drying equipment by hand, with compressed air, or in drying cabinets.
- 1.5 Checking instruments and other equipment for cleanliness and faults.
- 1.6 Report fault conditions of equipment.

2. Assembly/Packing

- 2.1 Inspect, assemble and packaging of cleaned/decontaminated reusable medical devices for sterilisation.
- 2.2 Ensure all equipment are carefully checked for functionality and damage prior to assembling as per the manufacturer instructions.
- 2.3 Ensure appropriate use of packing materials and sealing methods are used to suit contents.
- 2.4 Identifies and facilitates repairs of instruments / equipment.

3. Sterilisation

- 3.1 Sorting packed items for correct type of sterilisation.
- 3.2 Labelling of items for sterilisation (load No. steriliser No., date, time, expiry date, etc.)
- 3.3 Loading and unloading of steriliser trolleys.
- 3.4 Operating/monitoring of sterilisers (pre-vacuum steam & low temperature)
- 3.5 Checking of loads following sterilisation, report fault conditions in load or equipment.

4. Spore Testing

- 4.1 Perform routine and special spore tests for equipment and specialised items (implant etc.)
- 4.2 Arrange quarantine and release of spore tested items.
- 4.3 Liaise with Microbiology Department.

5. Sterile Store/Trolley Prep

- 5.1 Prepare orders for consumables for Theatre usage and sort for storage and distribution.
- 5.2 Unload steriliser trolleys and ensure packs are cooled following sterilisation.
- 5.3 Prepare theatre case carts as per operation procedure list print out.
- 5.4 Maintain record of items from wards and other areas prior dispatch.

6. Miscellaneous

- 6.1 Maintenance of records
- 6.2 Routine cleaning of work and storage areas, equipment, trolleys, change and staff rooms
- 6.3 Remove filled garbage and linen bags, replace with clean bags
- 6.4 Maintenance of storage area inventories and work station inventories
- 6.5 Attend training/educational sessions as required
- 6.6 Assist in mentoring of less experienced staff to help develop their skills.
- 6.7 Participates in staff meetings and assist in Quality Activities
- 6.8 Attend to telephone requests and personal callers

7. EMHS Governance, Safety and Quality Requirements

7.1 Participates in the maintenance of a safe work environment

7.2 Actively participates in the Peak Performance program.

7.3 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.

7.4 Completes mandatory training (including safety and quality training) as relevant to role.

7.5 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

8. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Possession of Certificate III in Health Service Assistance (Sterilisation Services) and relevant experience working in a sterilisation unit
2. Recent experience and knowledge in: identification, disinfection and sterilisation of complex medical equipment within a hospital environment.
3. Effective application of infection control principles and knowledge and understanding of the ASNZ 4187: 2014 Sterilisation Standards
4. Demonstrated ability to work effectively within a multidisciplinary team environment
5. Demonstrated effective level of computer literacy, written and verbal communication and interpersonal skills.
6. Well-developed knowledge and understanding of Occupational Health and Safety principles and their application in the workplace.

Desirable Selection Criteria

1. Current knowledge and commitment to equal opportunity in all aspects of employment and service delivery.
2. Knowledge and understanding of continuous quality improvement and their practical application.

Appointment Factor

1. Able to work on rotating roster (both AM & PM shifts), include weekend & Public Holiday.

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.			
Sharon Seiku	Signature	or	HE80422
Manager / Supervisor			HE Number
			23/03/2023
			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
Effective Date			Date
HCN Registration Details (to be completed by HSS)			
Created on		Last Updated on	March 2023