



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service – Midwest		Position No:	613624
Division:	Geraldton Hospital	Title:	Trainee Sterilisation Technician
Branch:	Surgical Services	Classification:	HSW Level 11
Section:		Award/Agreement	Health Support Workers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<table border="1"> <tr><td>Title:</td><td>Clinical Nurse Manager Theatre & CSSD</td></tr> <tr><td>Classification:</td><td>RN SRN Level 3</td></tr> <tr><td>Position No:</td><td>613394</td></tr> </table>	Title:	Clinical Nurse Manager Theatre & CSSD	Classification:	RN SRN Level 3	Position No:	613394	<p>OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:</p> <table border="1"> <tr><td>Title</td></tr> <tr><td>Advanced Sterilisation Technician Level 13</td></tr> <tr><td>Technician Sterilisation Level 11</td></tr> </table>	Title	Advanced Sterilisation Technician Level 13	Technician Sterilisation Level 11
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Positions under direct supervision:		← Other positions under control:	
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

To develop competencies in all aspects of CSSD, in the primary function of preparation, sterilisation, storage and delivery of sterile linen, instruments and equipment to wards and departments of the Hospital and Community, in accordance with AS/NZS 4187:2003.

**WA Country Health Service
Midwest**

9 December 2021

REGISTERED

TITLE	Trainee Sterilisation Technician	POSITION NO	613624
		CLASSIFICATION	HSW Level 11



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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to

improve care.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
	<i>A trainee is expected to be working towards competence in these duties</i>		
1.0	PROFESSIONAL PRACTICE AND SKILLS MANAGEMENT	D	50
1.1	Develop, monitor, and maintain standards for compliance with Australian Standards AS/NZS 4187:2014.		
1.2	Attend and participate in education sessions and unit meetings.		
1.3	Complete delegated tasks in conjunction with Coordinator Ambulatory & Surgical Services and Clinical Nurse CSSD.		
1.4	Understands and applies principles of sterilisation and disinfection		
2.0	INFECTION CONTROL	D	45
2.1	Promote and practice Infection Control Standards.		
2.2	Maintain a clean and safe environment in CSSD by appropriate monitoring and functioning of equipment and relevant documentation.		
2.3	Act in accordance with Geraldton Hospital standards of Practice/Policy relating to the handling and preparation of sterile equipment within the Sterilising Department, including appropriate testing, monitoring, documentation and evaluation as recommended.		
3.0	OTHER	R	5
3.1	Complete Sterilisation Technician Certificate III within 12 months.		
3.2	Other duties as directed or required.		
<p>The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to 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.</p>			

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Commitment to complete Certificate 3 Sterilisation Technician within 12 months.
2. Willingness to learn CSSD processes
3. Demonstrated effective verbal and written communication and interpersonal skills, including computer literacy.
4. Able to work as an effective team member.

DESIRABLE

1. Previous experience in CSSD
2. Sterilisation Certificate or Certificate 3 (Sterilisation Technician) or working towards same.
3. Knowledge and use of Instacount Computerised Instrument Tracking System.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Geraldton	Accommodation	As determined by the WA Country Health Service Policy
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-Employment Health Assessment • Successful WA Health Integrity Check Allowances <ul style="list-style-type: none"> • District allowance 		
Specialised equipment operated			

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

