



## POSITION DESCRIPTION

<b>Name:</b>	
<b>Commencement / Last Date Reviewed:</b>	November 2016
<b>Reviewed By:</b>	DDON

## ORGANISATIONAL STRUCTURE

<b>Position Title</b>	<b>Role / Team</b>	<b>Area</b>	<b>Direct Reports</b>
Instrument Technician Grade 1-2 (TB6)	CSSD	Clinical Services	NIL
<b>Location</b>	<b>Employment Type</b>	<b>Reports To</b>	<b>Professional Accountability</b>
Wangaratta	FT/PT/CAS	Manager CSSD	NHW

## OUR VISION

To Be Recognised Leaders In Rural Health Care

## OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

## POSITION PURPOSE

Instrument Technicians employed within the CSSD are responsible for the reprocessing of reusable medical devices used across all areas of NHW and their external customers, according to the standards documented in AS/NZS4187:2014.

The Instrument technician must demonstrate the ability to perform the duties involved in reprocessing of reusable medical devices (RMDs) so that they are correctly cleaned, disinfected and sterilised prior to and between patient use so that RMDs can be safely used without risk of transmission of infectious agents.



## RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
<b>Core Role</b>	<ul style="list-style-type: none"> <li>- Instrument Technicians are;</li> <li>- Responsible for the cleaning, disinfection, inspection, packing, sterilisation, storage and distribution of reusable medical devices at NHW CSSD.</li> <li>- Required to be flexible in their work practices and work where they are directed based on the work flow priorities of the sterilising department.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- Communicate and cooperate with other members of the CSSD staff including staff from other areas, health professionals thereby assisting in maintaining the team approach for the department.</li> <li>- Undertake a portfolio within CSSD, working with the perioperative nursing staff to ensure RMDs are monitored and maintained</li> </ul>
	<p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- Demonstrating of a proactive attitude to undertaking, and completing work requirements.</li> <li>- Maintenance of current portfolio in liaison with speciality CNS.</li> </ul>
<b>Clinical Services</b>	<ul style="list-style-type: none"> <li>- Provision of an effective disinfection and sterilising service;</li> <li>- Collection, sorting, wash &amp; cleaning, drying, inspection, maintenance, checking, packing/wrapping and sterilisation of RMDs.</li> <li>- Knowledge of instrument names and function &amp; maintenance requirements.</li> <li>- Comply with the checking, documentation and requirements of the tracking system,</li> <li>- Complies with the requirements of AS/NZS4187:2014</li> <li>- Ensures sterile items are handled and stored in a safe manner.</li> <li>- Performs allocated tasks within allocated time frame.</li> <li>- Participates in stock rotation, replenishment and storage of consumable items.</li> <li>- Perform routine housekeeping duties in designated areas.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Demonstrates knowledge and understanding of Infection Prevention Guidelines.</li> <li>- Contributes to effective communication, facilitating teamwork and co-operation within the department and with other departments.</li> </ul>
	<p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- Maintenance of sound clinical practice in accordance with AS/NZS4187:2014</li> <li>- Reflection of personal practice in order to continually improve service outcomes via rounding and PA.</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>- Provision of a quality focussed service based on requirements of AS/NZS4187:2014.</li> <li>- Ensures timely supply of RMDs as required to customers.</li> <li>- Maintains an understanding of individual responsibility for patient safety, quality &amp; risk management.</li> <li>- Contributes to departmental and organisational quality and safety initiatives.</li> <li>- Follows organisational safety, quality and risk policies and guidelines.</li> <li>- Maintains a safe working environment for yourself, your colleagues and members of the public.</li> <li>- Identify and report problems or issues with manual handling activities.</li> <li>- Escalates concerns regarding safety, quality &amp; risk to appropriate level if unable to rectify yourself.</li> <li>- Contributes to the resolution of complaints related to service delivery.</li> </ul>
	<p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- Participates in work practices that aid the timely turnaround of RMDs and equipment.</li> <li>- Ensures adequate stock is available to support the reprocessing of RMDs.</li> <li>- Reports hazards, near misses and injuries immediately to Team Leader or ANUM.</li> <li>- Evidence of participation in quality activities.</li> </ul>
<b>People, Learning &amp; Research</b>	<ul style="list-style-type: none"> <li>- Maintains 100% compliance with this positions mandatory competency requirements within scheduled timeframe.</li> <li>- Participates in "On the Job" training sessions.</li> <li>- Acts to improve professional development of self and others, actively seeks opportunity for</li> </ul>



	<p>improvement.</p> <ul style="list-style-type: none"> <li>- Participates in annual prescribed performance development program</li> <li>- Participates in the orientation and supervision of new staff and students within their level of responsibility and delegation.</li> <li>- Works cooperatively and collaboratively with all members of the sterilising and perioperative teams.</li> </ul>
	<p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- Completion of mandatory training &amp; competency requirements</li> <li>- Completion of annual performance appraisal</li> <li>- Appropriately orientates personnel to the unit as required.</li> </ul>
<b>Organisational Management</b>	<ul style="list-style-type: none"> <li>- Demonstrates knowledge and understanding of NHW policies, procedures and SOPs.</li> <li>- Seeks advice from senior instrument technicians when activities are beyond the experience and scope of their own competence.</li> <li>- Accepts responsibility for own actions and works within own level of skill and training.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations</li> <li>- Participate in CSSD staff meetings, thereby assisting in updating and formulating departmental policies and procedures and with improvements required within the department.</li> </ul>
	<p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- Attends and actively participates in team meetings</li> <li>- Ensures efficient and effective practices are maintained when reprocessing RMDs.</li> </ul>
<b>Employee Obligations- OHS</b>	<ul style="list-style-type: none"> <li>- Participate in the development of a safe and healthy workplace.</li> <li>- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.</li> <li>- Co-operate with management in its fulfilment of its legislative obligations.</li> <li>- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.</li> <li>- To report any injury, hazard or illness immediately, where practical to their supervisor.</li> <li>- Not place others at risk by any act or omission.</li> <li>- Not wilfully or recklessly interfere with safety equipment.</li> </ul>

## WORKING RELATIONSHIPS

### INTERNAL

ANUM CSSD  
 Perioperative Nurse Manager  
 All NHW Staff  
 Theatre Technicians  
 Infection Prevention Consultant  
 Surgeons

### EXTERNAL

External customers  
 Medical Supply Representatives  
 Transport couriers



## KEY SELECTION CRITERIA

### Essential

- Understand and demonstrate an ability to comply with the “NHW Standards of Behaviour “.
- Demonstrated ability to gain the skills required to work in this specialised reprocessing area.
- Demonstrated ability to gain knowledge of the required handling and care of specialised medical and surgical equipment.
- Ability to maintain and interpret required documentation
- Ability to meet processing deadlines, schedules, and set goals and objectives
- Demonstrated knowledge of the key concepts of Infection Prevention & Control and OHS Guidelines.
- Demonstrated commitment to ongoing professional development
- Excellent interpersonal and communication skills across all levels of the organisation.
- Ability to operate in an environment of change
- Ability to work as part of a team as well as independently
- Availability to work shift work Mon-Friday and On Call as rostered.

### Desirable

- Certificate III in Sterilization Services or equivalent, or a willingness to work towards obtaining this qualification.

### All staff must have and remain current for continued employment the following:

- A current National Police Check (renewed every 3 years)
  - A current Working with Children Check (renewed every 5 years)
  - Statutory Declaration for applicable workers who have lived overseas
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# Standards of Behaviour

## Above the line Our staff will always:

## Below the line Our staff will not:

### Caring

Show compassion to all people  
Demonstrate empathy and understanding  
Work as part of the team  
Mentor others  
Provide encouragement to others  
Care for others the way they would like to be cared for themselves

Be disrespectful  
Be self-centered  
Have inappropriate conversations with others  
Display rudeness

### Excellence

Commit to the NHW Hardwiring Excellence expectations  
Have the courage to question what we do  
Persevere to do the best job they can  
Strive continuously to improve  
Be professional and enthusiastic  
Maintain customer focus

Give up  
Demonstrate a 'can't-do' attitude  
Accept mediocrity  
Be unreliable  
Pass the buck  
Ignore feedback given by patients or colleagues

### Respect

Maintain confidentiality and privacy  
Listen to others and accept differences  
Be punctual  
Respond courteously  
Greet all people by saying hello, smiling and introducing themselves  
Be culturally informed and sensitive  
Respect diverse opinions

Be sarcastic  
Bully, harass or display aggression  
Be judgmental  
Withhold information  
Contribute to rumours  
Leave an untidy workplace

### Integrity

Be open and honest  
Lead by example  
Be responsible and accountable for their own actions  
Stand up and take action  
Escalate issues or behaviors of concern

Be arrogant  
Be dishonest  
Be hypocritical  
Avoid responsibility  
Allow unacceptable behavior

### Fairness

Demonstrate consistency  
Treat people equally  
Be considerate and understanding  
Be collaborative and collegial

Discriminate against others  
Demonstrate favoritism and exclusion  
Refuse to assist others with their workload

Received By Employee

Name: \_\_\_\_\_

Date: \_\_\_\_\_