

WESTERN HEALTH POSITION DESCRIPTION

Position Title:	Instrument Technician
Business Unit/Department:	Central Sterile Supply Department (CSSD)
Division:	Perioperative and Critical Care
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025.
Classification:	IN3
Reports To:	CSSD Nurse Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	1 August 2022

Position Purpose

- A grade 3 Instrument technician shall have more than 12 months full time equivalent experience working in a CSSD
- Hold Certificate 3, Sterilization Services or equivalent
- Work under the supervision of a Grade 5 or higher.
- Within established guidelines and procedures undertake work of a more complex nature.
- Works as a member of the CSSD team across all campuses, to maintain a high standard of service delivery.
- Understand and apply the principles of sterilization, disinfection and tracking in the CSSD environment.
- Understand the maintenance and care required for RMDs, including the ability to follow the Manufactures instructions for reprocessing.
- Understand and navigate the tracking system (Scancare) to support daily work requirements
- Perform duties in all main work areas of the department under supervision: decontamination, packing, sterilization, Theatre dispatch, Loans, Endoscopy and ward dispatch.
- A 3 month orientation under the immediate supervision of Grade 5 or above will occur for new staff commencing at Western Health, including the completion of the CSSD orientation package.

Business Unit Overview

The Central Sterilization and Supply Departments (CSSD) of Western Health are integral in the high standard of care patients receive within our Hospital. The Department operates under the guidelines of AS4187 and Western Hospital Policy and Procedures. CSSD at Western Health:

- Is responsible for cleaning, disinfecting and sterilizing reusable medical and surgical Devices (RMD's).
- Stores and distributes single use medical devices and Sterilized linen.
- Provides a sterilization services for external clients, such as Medical Centre's.
- Tracks all sterilizing processes and RMD's via a computerized tracking system known as ScanCARE. This is an important infection control management tool, as it allows for tracking of

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items directly to the patient and allows for the recall of items to be carried out quickly and efficiently.

Maintaining standards within the CSSD is reliant on teamwork, ongoing staff education, staff support, leadership and continual quality improvements.

Key Responsibilities

- Act as a role model to all staff.
- Recognize the importance of maintaining an atmosphere that facilitates teamwork and promotes a safe working environment.
- Understand the importance and actively support the implementation of all standards relevant to CSSD: AS/NZS 4187:2014, GENCA guide lines and Infection Control Guidelines for the Prevention of Transmission of Infectious Diseases in the Healthcare Setting
- Understand and apply the principles of Spaulding's classification in their daily work
- Understand and apply reprocessing information in relation to the RMDs product family and Information for use (IFU).
- Complete the Hospital and CSSD orientation packages within 3 months of commencing at Western Health, including online mandatory education
- Maintain a record of education
- Participate in a performance review with the CSSD manager on completion of 3 months employment and every 12 months thereafter.
- Be proactive and responsible in applying the education learnt in CSSD to the clinical setting
- Maintain open and honest communication with the NUM/ITM
- Adhere to all hospital policies, procedures and Worksafe legislation.
- Notify NUM/ITM, of any potential or actual breeches in hospital, standards, work practices, procedures or any related issues that could affect the efficient running of the department
- Notify Unit Manager/ITM/Floor Coordinator of equipment faults that require repair or is a potential Worksafe, and complete a BIEMs or Riskman to support this
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others
- Operate the plasma sterilizer
- Check, interpret and pass all washer and sterilizer printouts.
- Work in the loans area and Endoscopy processing area
- To be able to navigate the hospital intranet system, including Welearn, repair requests, rosteron and access hospital procedures. Maintain an active email address, Be able to lodge and follow up a BEIMS and IT request
- Understand the importance of tracking RMD's from decontamination through to the end user and actively seek to increase knowledge about the hospital tracking system from the scancare co-coordinator and senior staff
- Enter data into the tracking system and be able to navigate the tracking system to support daily work requirements.
- Understand the importance of prioritized equipment.
- Understand the importance of and complete necessary documentation as required.
- Assist with a recall of RMD's
- Understand the safe and correct use of supplies/stock.
- Provide notification of low levels of consumables and stock to management
- Understand equipment testing, cleaning and maintenance in line with hospital and manufacturer's standards.
- Work with other Hospital Departments to support their Reprocessing requirements.

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

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<p>Internal:</p> <ul style="list-style-type: none"> • Unit Manager CSSD • Instrument Technician Managers • Scancare Instrument technician • All CSSD Instrument Technicians <p>External:</p> <ul style="list-style-type: none"> • Theatre NUM and staff • Wards and Departments • External clients • Service personnel
<p>Selection Criteria</p>
<p>Essential</p> <ul style="list-style-type: none"> • Hold Certificate 3 in Sterilization • Have a minimum of 12 months full time CSSD experience. • Be able to undertake work of a more complex nature without direct supervision. • Demonstrate the ability to work collaboratively as part of a multidisciplinary team • Be innovative, resourceful and adaptive to change • Demonstrate effective interpersonal and communication skills and have good problem-solving skills • Be able to take direction from senior staff. • Demonstrate good written and verbal communication skills • Have good computer and keyboarding skills <p>Desirable</p> <ul style="list-style-type: none"> •
<p>Additional Requirements</p>
<p>All employees are required to:</p> <ul style="list-style-type: none"> • Obtain a police / criminal history check prior to employment • Obtain a working with children check prior to employment (if requested) • Obtain an Immunisation Health Clearance prior to employment • Report to management any criminal charges or convictions you receive during the course of your employment • Comply with relevant Western Health clinical and administrative policies and guidelines. • Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures • Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health • Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health • Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008 • Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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General Information
<ul style="list-style-type: none"> • Redeployment to other services or sites within Western Health may be required • Employment terms and conditions are provided according to relevant award/agreement • Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace • This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs • Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____ Date: _____

Click here
to enter a
date.

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