

POSITION DESCRIPTION

Position Title:	Instrument Technician
Business Unit/Department:	Central Sterile Supply Department (CSSD)
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Health & Allied Services, Managers & Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 4 (IN4)
Reports To:	Sterilisation Services Manager; CSSD Manager; Instrument Technician Manager
Direct Reports:	N/A
Date Prepared/Updated:	20 March 2026

Position Purpose

A Grade 4 Instrument Technician shall:

- Have greater than 3 years' full-time equivalent experience working in a CSSD.
- Hold Certificate 3 and 4 in Sterilization Services, or equivalent.
- Be able to work in all rostered areas of the CSSD with a high degree of autonomy and accountability.
- Be able to work independently and in an organised manner, prioritizing workloads and meeting sterilization standards.
- Work 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 and navigate the tracking system at a high level (ScanCARE) to support daily work requirements.
- Perform duties in all main work areas of the department autonomously: decontamination, packing, sterilization, dispatch, Loans, Endoscopy and ward despatch.

Business Unit Overview

The Central Sterilization and Supply Departments (CSSDs) 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).

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Stores and distributes single use medical devices and Sterilized linen.
- Provides a sterilization services for external clients, such as Medical Centres.
- 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 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.
- Complete the Hospital and CSSD orientation packages within 3 months of commencing at Western Health, including online mandatory education
- Understand the importance and actively support the implementation of all standards relevant to CSSD: AS/NZS 4187:2014, GENCA guidelines 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).
- Maintain a record of education
- Participate in a performance review with the CSSD manager annually
- To be proactive and responsible in applying the education learnt in CSSD to the clinical setting
- Maintain open and honest communication with the NUM, CSSD and senior staff.
- Adhere to all hospital policies, procedures and WorkSafe legislation.
- 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.
- Notify Manager 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.
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others
- Be able to work with a high degree of autonomy and accountability in all areas of the CSSD without supervision, including Endoscopy and Loans areas, where applicable
- Be able to navigate the hospital intranet system, including RiskMan, 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 with a high degree of autonomy. Understand the more complex areas of the program to assist with RMD tracking information, such as product families
- Participate in a recall of RMD's
- Be able to assist with the etching of RMD's if required
- Understand the importance of prioritized equipment.
- Understand the importance of and complete documentation as required.
- Understand the safe and correct use of supplies/stock.
- Provide notification of low levels of consumables and stock management.
- Assist with the ordering of store
- Understand and participate in equipment testing, cleaning and maintenance in line with hospital and manufacturer's standards.
- Support the Manager, as directed with the annual validation of CSSD equipment with the reprocessing of RMDs, wrapping/steripeeling of RMDs/checking biologicals.

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

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
Internal: • Unit Manager CSSD • Instrument Technician Managers • ScanCARE Instrument technician • All CSSD Instrument Technicians • Theatre Nurse Unit Manager (NUM) and staff • Wards and Departments External: • External clients • Service personnel
Selection Criteria
Essential: • Hold Certificate 3 and IV in Sterilization Services • have greater than 3 years full time equivalent, experience working in a CSSD • Be able to work in all areas of the CSSD autonomously. • 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
Additional Requirements
All employees are required to: • 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 • Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 of the Family Violence Protection Act 2008 and Part 6A of the Child Wellbeing and Safety Act 2005, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and 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
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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

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: _____

Employee's Signature: _____ Date: _____

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment