

POSITION DESCRIPTION

Position Title:	Clinical Educator & Scancare Coordinator
Business Unit/Department:	Central Sterile Supply Department (CSSD)
Division:	Surgery, Endoscopy & Anaesthesia Services
Award/Agreement:	Health & Allied, Admin Officers & Managers
Classification:	Grade 4 (HS4)
Reports To:	CSSD Nurse Unit Manager
Direct Reports:	N/A
Date Prepared/Updated:	1 August 2022

<p>Position Purpose</p> <p>The primary functions of the Clinical Educator & Scancare Coordinator are to:</p> <ul style="list-style-type: none"> • Provide ongoing education and clinical support to CSSD/DPU Instrument technicians. • Assist with the orientation and ongoing education of all Western Health staff in the utilization of the hospital tracking system. • Work as a member of the CSSD team across all campuses, and when required, to relieve or replace other ITM's. • Understand and apply the principles of sterilization and disinfection to the CSSD and DPU areas. • Develop and update CSSD/DPU Instrument technician orientation packages. • Develop and update CSSD/DPU Instrument technician clinical education packages and competencies. • Assist with the clinical orientation of new staff and competency assessment of CSSD/DPU staff. • Assist with the orientation and ongoing training of CSSD/DPU staff in the utilization of the hospital tracking system. • Formulate audit tools for data collection from the tracking system at Western Health. • Collect and audit the hospital tracking system data on a monthly bases. • Give feedback to the relevant Departments, including the CSSD manager, on the data results. • Participate in relevant quality and research projects.
<p>Business Unit Overview</p> <p>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.</p> <p>CSSD at Western Health:</p> <ul style="list-style-type: none"> • 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 Centres.

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- 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 ongoing quality improvements.

Key Responsibilities

- Act as a role model to all staff at Western Health
- Adhere to and understand hospital procedures, including Worksafe legislation, that relates to the CSSD
- Maintain close and open communication with the Unit Manager CSSD/Grade 4 technician/Floor Coordinator informing them of any actual or potential breach in standards, work practices, procedures or any related issues that could affect the efficient running of the department.
- Liaise with Scancare representatives ensuring tracking system is maintained and upgraded.
- Liaise with other departments, such as Theatre DPU, outpatients, Radiology, Cardiac Cath Lab, ICU etc., who utilize the hospital tracking system.
- Ensure all upgrades, changes to data entry or program changes are done with the knowledge of the CSSD NUM/Grade 4 Technicians and other areas that may be affected.
- Recognize the importance of maintaining an atmosphere that facilitates teamwork and promotes a safe working environment.
- Acts as a mentor and clinical educator to all Instrument technicians.
- Act as an educator and support person to all areas where the tracking system is in use.
- Understand and apply the principles of sterilization and disinfection.
- 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 the importance and actively support the hospital accreditation process.
- Understand the importance and actively support the ongoing education of all CSSD technicians
- Understand the importance and actively support the education of all Western Health staff in utilizing the hospital tracking system.
- Understand the importance of and assist with quality activities.
- Ensure confidentiality of information pertaining to colleagues, patients and their significant others.
- Ensure that work practices are current best practice.
- Record education/professional development in individual CSSD education booklet.
- Participate in an annual performance review with the CSSD manager
- Participate in and contribute to senior staff meetings.
- Contribute to staff orientation and continuing education
- Disseminate information to staff colleagues regarding current practice initiatives.
- Provide mentorship and peer support
- Orientate, supervise and mentor newly appointed Instrument Technicians or students in all areas of CSSD and DPU.
- Have a clear understanding of the operational plan for the Division.
- Have a clear understanding of the educational needs of the CSSD/DPU.
- Have a clear understanding and support the CSSD and hospital in implementing utilizing and maintaining the tracking system to ensure efficient utilization of the program
- Actively support tracking system through correct data entry and data maintenance
- Actively seek to increase knowledge about the hospital tracking system, in order to fully utilize the system.
- Actively seek to maintain up to date knowledge by participating in at least 2 in-services or conference external to the CSSD

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.

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Key Working Relationships
<p>Internal:</p> <ul style="list-style-type: none"> • Unit Manager CSSD • Instrument Technicians Managers • All CSSD Instrument Technicians <p>External:</p> <ul style="list-style-type: none"> • DPU Unit managers • Theatre NUM and staff • Wards and Departments • External clients • Company representatives and service personnel
Selection Criteria
<p>Essential:</p> <ul style="list-style-type: none"> • Hold Certificate III and IV in Sterilization or its equivalent • Hold or working towards Certificate 4 in workplace training and assessment • Have a minimum of three years' experience • Demonstrate a high level of understanding of the Hospital tracking system • Be innovative, resourceful and adaptive to change • Demonstrate effective interpersonal, communication and problem-solving skills • Be able to direct and motivate staff at all levels • Demonstrate a commitment to staff education • Demonstrate concise written and verbal communication skills • Have excellent computer and keyboarding skills • Be committed to striving for best practice and quality improvement • Hold current membership to special interest group (SRACA, GENCA) <p>Desirable:</p> <ul style="list-style-type: none"> • Hold or working towards Certificate 4 in Sterilization • Have completed or be working towards a recognised management course or equivalent
Additional Requirements
<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, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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 • 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

- 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

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: _____

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