

Position Description Theatre Sterile Services Technician

POSITION PURPOSE AND PRIMARY OBJECTIVES

Purpose

This role is responsible for providing optimum patient care through effective sterilisation, preparation and maintenance of instruments and equipment for Theatre.

It is expected that the Unqualified Technician will be working towards undertaking the full range of duties as per this position description and will work within their delegated responsibilities at all times.

Objectives:

- To reprocess and sterilise all instruments and equipment to the required standard.
- To understand and work within the AS/NZ 4187:2014 and ACHS Equip6 standards.
- Qualified staff are to assist in the development of Trainee Technicians learning and orientation.

KEY PERFORMANCE INDICATORS (KPIs)

PERFORMANCE INDICATORS

Maintain and monitor material sterilisation

- Demonstrate knowledge and skills of correct function, monitoring and safe use of washers, autoclaves, Steris machines and Hydrogen Peroxide low temperature sterilisation
- Demonstrate knowledge and skills of correct function and maintenance of all items provided by department, instruments, equipment
- Complete flexible endoscope reprocessing to meet the required ASNZS4187:2014 and GENCA standards
- All loan equipment is correctly checked and appropriately processed for theatre use
- Maintain a proper environment according to New Zealand & Australian Standards for handling and storage of sterile items
- Maintain proper personal hygiene requirements for working in Sterile Services.

Control Stock

- Adequate stock levels are maintained
- Aware of outdates and stock rotation requirements.

GENERAL

Participate in quality improvement

- Recognise and act upon all opportunities for quality improvement
- Participate in quality improvement processes, quality activities and be accountable for following work routines, policies, procedures and expected standards.

Constant performance improvement through personal and professional development

- Works towards acquiring Technician registration with NZSSA
- Continues to pursue opportunities and enhance knowledge and skills appropriate to the area of work
- Meets Mercy Hospital skill competency requirements, such as, but not limited to; fire, evacuation and health and safety training
- Participate in annual performance reviews and personal professional development planning.

Communicate and engage within the organisation

- Actively participates in staff meetings
- Actively contributes to Executive functions and responsibilities-organisational-wide
- Contributes to a supportive work environment
- Communicates with patients, families, colleagues and visitors in a professional manner.

Acknowledge and maintain work place health and safety procedures	<ul style="list-style-type: none"> ▪ To take all practicable steps to ensure personal safety, and the safety of others, while at work, according to the department's and the Hospital's health and safety policies, procedures and systems ▪ Adheres to current and relevant infection control practices maintaining a safe environment for both patients and staff ▪ Takes initiative and identifies, reports and resolves issues that may cause harm to themselves or others in the organization.
Support Mercy Hospital in its role as an essential service provider	<ul style="list-style-type: none"> ▪ Mercy Hospital is an essential service and as such all staff must make every effort to come to work as long as it is safe to do so ▪ Facilitating an emergency plan activation or adverse weather situation may require the use of a "phone tree". Each staff member will have a list of phone numbers and addresses of others in their department. In the event of adverse weather or an emergency staff may be required to ring others in their department or assist each other with transport.

RELATIONSHIPS

Reports to: Sterile Services Coordinator	Direct Reports:
Internal Relationships: All staff including HOD's and Executive Team	External Relationships: Suppliers, Consultants Rooms, External Clinics

PERSON SPECIFICATIONS

Work Qualifications/Skills

Unqualified

- Will either be undertaking or prepared to achieve the necessary qualification
- CPR level 2.

Qualified

- Current qualification or equivalent certification
- CPR level 2.

Senior

- Current NZSSA Qualification or equivalent certification plus a minimum of 5 years working as a qualified CSSD Technician
- CPR level 2
- Registration with or working towards registration with NZSSA.

Skills, Knowledge & Experience

- Good written and verbal communication skills
- Excellent attention to detail
- Experience in a busy CSSD unit is essential
- Audit Skills (required only for senior position)
- Ability to prioritise workloads
- Knowledge of the relevant Australian and New Zealand Standards
- Experience in implementing research based best practice initiatives.

Essential

- Ability to work cohesively with others
- Contribute positively to the working environment
- Ability to work under pressure and meet deadlines

Physical Requirements

Standing, walking, bending, sitting, stairs, simple grasping, fine manipulation, lifting, overhead reaching, carrying, pushing/pulling, twisting, climbing, balancing, crouching, squatting, other reaching.

Mercy Hospitals Shared Purpose

Exceptional care that makes a difference to our patients and community.

Mercy Hospitals Values

Hiranga - Excellence

We do our best every day, learning continually.

Atawhai - Care

We respond to others with empathy, kindness and expertise.

Whakaute - Respect

We interact respectfully with others.

Kotahitanga – Collaboration

We work together for the common good.

Workplace Contribution

Mercy Hospital is committed to its obligations under the Treaty of Waitangi. Employees are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

Health and Safety

Mercy Hospital is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of Mercy, the health and safety of clients and colleagues, as well as your own, is your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

To participate in and comply with the requirements of the Health & Safety at Work Act 2015 and associated Mercy policies:

- Work practices ensure safety for self and others;
- Advice or assistance is sought before commencing an unfamiliar work practice;
- Hazards are identified, control plans documented, and hazards eliminated, minimised or isolated;
- Comply with Mercy Hospital incident reporting policy and Health & Safety Policy;
- Emergency management procedures and compulsory / compliance education and training completed;
- Demonstrates knowledge of the health and safety database.

Quality and Risk

Mercy Hospital is committed to the concept of quality improvement. As an employee you are required to actively participate in quality improvement and risk management, both at a professional level and service level. You are also required to participate in CQI and risk programmes as an integral part of your position.

Personal Responsibilities

- Respect the Shared Purpose and Values of Mercy Hospital
- Be familiar and with Mercy Hospital policies and procedures
- Be responsible for own ongoing education and skills required in designated role
- Demonstrate an understanding and applicability of confidentiality of information regarding patients, employees and hospital business at all times.