

## **POSITION DESCRIPTION**

# **Canterbury**

## District Health Board

Te Poari Hauora o Waitaha

November 2017

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

Technician

### **REPORTS TO (Title):**

Clinical Manager

### **REPORTS ON A DAILY BASIS TO:**

Team Leader

### **PRINCIPAL OBJECTIVES:**

To provide a high quality service to internal and external customers in accordance with Sterile Services (SS) policies, procedures and recognised standards (AS NZS 4187: 2003 Sterilisation Standard)

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **INTERNALLY:**

- |   |   |
|---|---|
| 1 | Sterile Services Manager, Quality Facilitator / Educator, Team Leaders, T-Doc Administrator |
| 2 | Birthing, Theatres, Wards, Departments, Outpatients clinics                                 |
| 3 | Maintenance & Engineering   |
| 4 | Infection Control   |
|   | Health & Safety   |

#### **EXTERNALLY:**

- |   |  |
|---|--|
| 1 | Hospitals and Health Service Providers |
| 2 | Private Health Care Facilities         |
| 3 | Veterinary Clinics                     |

## **KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>Provide quality service</b>
Expected Result	<ul style="list-style-type: none"> <li>• Provide direct technical processing of reusable medical devices (RMDs)</li> <li>• Ensure accuracy of processes of quality assurance / control is in compliance and relative to infection control standards</li> <li>• Understand policies, procedures and guidelines</li> <li>• Participates in the production of new processes, policies and guidelines</li> <li>• Participates in the introduction of new processes, policies and development in the department</li> </ul>
<b>Task</b>	<b>Decontamination</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures that the correct washing process is selected and used</li> <li>• Loading of RMDs is consistent in achieving an effectively cleaned item</li> <li>• Identify urgent equipment for priority processing</li> <li>• Ensures that all processes are compliant with AS/NZS 4187:2014 Sterilisation Standard</li> </ul>
<b>Task</b>	<b>Inspection, testing and packaging</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures that RMDs are inspected and tested as required and specific to each RMD</li> <li>• All issues are reported to the Team Leader or Clinical Manager</li> <li>• All RMDs are packaged in the correct manner as specified by the recipes, Standards of Practice (SOP), compliant with AS/NZS 4187:2014 Sterilisation Standard and Infection Control Standards</li> </ul>
<b>Task</b>	<b>Sterilisation</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures that the correct sterilisation process is selected and used (Steam, Sterrad etc) as appropriate</li> <li>• Ensures that all documentation is completed and notifies the Team Leader or Clinical Manager of any machine faults</li> <li>• Conducts all machine tests according to process for each machine and reports any faults or errors</li> <li>• Monitors each steriliser and load</li> </ul>
<b>Task</b>	<b>Storage</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures correct storage and distribution processes are maintained and in compliance with department standards and AS/NZS 4187:2014 Sterilisation Standard</li> </ul>
<b>Task</b>	<b>Recording</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures all required documentation is completed as indicated by AS/NZS 4187:2014 Sterilisation Standard and department and CDHB policies and standards</li> </ul>
<b>Task</b>	<b>Environment</b>
Expected Result	<ul style="list-style-type: none"> <li>• Ensures that a clean, tidy and safe work area is maintained at all times</li> </ul>
<b>Task</b>	<b>To maintain professional development</b>
Expected Result	<ul style="list-style-type: none"> <li>• Undertake annual appraisal, establishing and achieving goals and objectives</li> <li>• Maintain own clinical competence</li> <li>• Is required to work toward achieving L3 Sterilising Technology course certificate within three years of gaining employment</li> <li>• Participates in all learning opportunities provided</li> <li>• Complete and maintain portfolio</li> <li>• Attain and maintain registration under the New Zealand Sterile Service Association (NZSSA)</li> <li>• Works collaboratively with Sterile Services staff and customers at all times</li> </ul>

**Task**

Expected Result

**Utilise Information Technology**

- Demonstrate ability to access and use available clinical information systems
- Is conversant with applications required for specific discipline/role. For example Outlook, Traybox
- Maintains own professional development by attending relevant IT educational programmes

**HEALTH & SAFETY:**

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

**QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

**QUALIFICATIONS & EXPERIENCE:****Essential:**

- NZSSA Sterilising Technology Course Certificate or equivalent (or in the process of achieving) within 2 years of commencement.
- Maintains yearly membership of the New Zealand Sterile Services Association.
- Minimum of three years Secondary education

**Desirable:**

- Previous experience in an appropriate healthcare discipline.
- Knowledge of AS/NZS 4187:2014 Sterilisation Standard

**PERSONAL ATTRIBUTES:****Mandatory:**

- A high standard of personal work ethic with attention to detail
- Time management skills
- Ability to work autonomously
- Have a mature sense of responsibility
- Quality and continuous improvement orientation
- Good listener
- Honest and reliable
- Able to accept change within the work environment
- Ability to maintain courteous rapport with colleagues
- Customer service focus
- Uses initiative
- Must be able to stand for long periods of time
- Must be able to lift within the Health and Safety guidelines
- Good eyesight

**Key Behaviours**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to work unsupervised.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.