

October 2018

**The West Coast 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.**

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| **Position Title:** | Sterile Services / Theatre Technician – West Coast DHB |
| **Reports to:** | Charge Nurse Manager – Perioperative Suite |

**PURPOSE OF POSITION**

To assist with the day-to-day operation of the theatre and Sterile Services Department

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| **RESPONSIBILITIES** | **EXPECTED OUTCOMES** |
| **Reception and Decontamination**   * To receive, sort, disassemble, decontaminate and clean used instruments, from Operating theatre, wards and departments * To keep work area tidy and clean * To prepare, assemble, check and wrap instruments and equipment for sterilisation according to department protocols * To distribute reprocessed instruments and equipment as required * To transport patients to theatre and back to the ward * Provide technician services to Operating Theatres including cleaning and assisting with setting up equipment * Unpacking and putting away of supplies * Ordering and stocking of supplies * Ordering of linen supplies for patients beds * Reprocessing of endoscopes, and high level disinfection. * Assist with training education and orientation of new staff as required. * attending team briefings | * Work is completed as scheduled * All equipment is cleaned and ready as soon as possible * The mechanical aids for disinfection, cleaning and drying are used according to manufacturer’s recommendations * All protocols, principles and procedures for sterile procedures are observed * Work area is kept tidy and clean and documentation is completed as per department protocols * Equipment is prepared for the sterilization process and related and necessary documentation is completed, wastage of materials is avoided * Ward instruments are placed in correct bins * Theatre sets are put away on correct shelves * Theatre environment is cleaned as required * Equipment is setup in time for theatre lists * Patients are delivered to theatre in a timely manner for efficient functioning of the list. * working in close collaboration with the nursing team to complete daily theatre lists * undertake extra duties and messages as requested by the nursing team/anaesthetic technician/medical staff * knowledge of positioning equipment and safe use of this equipment. * Safe manual handling of patient during transfers, surgery and in the immediate post operative period * Correct cleaning procedures during theatre turnaround * Terminal cleaning procedures for theatre, endoscopy and perioperative suite * Correct use and familiarity of hospital beds and trolleys * Knowledge of operating table configurations, use of and accessories |
| **Sterilising**   * To perform the procedures related to the operating and maintenance of department Sterilising units. Sterilise instruments in accordance with established principles and procedures * To be aware of maintaining the current standards in sterilizing techniques. | * All equipment consistently meets the required sterilization standards of ASNZ 4187 * The sterilizers in the department are operated effectively as per manufacturer’s recommendations, and appropriate records kept * Maintain and update of skills/competence to meet changing service needs. |
| **Internal & External Networks**   * Role provides integration of Theatre and Sterile services tasks * Pro-actively develop effective interpersonal relationships with relevant staff and departments to enhance service outcomes. | * Enables multi-skilling and flexibility in roles to maximize an efficient service. |
| Quality Improvement   * A quality, customer-focused service is provided at all times, which follows best practice * Contributes to the development and implementation of quality improvement activities within the department and the wider hospital environment. | * Participates in quality improvement processes in your area of work. * Demonstrate a commitment to quality principles and continuous improvement |
| Professional & Organisational Development   * Participates in professional and organisational development as required | * Maintenance and updating of skills/ competence to meet service need * Participates in annual performance review process including review of performance goals and identification of areas for professional development. |

Other duties / tasks may be requested of the employee as the need arises.

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| **PERSON SPECIFICATION** |

**QUALIFICATIONS**

* NZSSA qualification equivalent, or prepared to commence the NZSSA Sterilising Technology Course within six months of commencing work (for all permanent staff) (Level 3)
* NZ Certificate in Health and Wellbeing (Level 3) Careerforce (or equivalent qualification) (or prepared to commence within 6 months of starting)

**EXPERIENCE AND KNOWLEDGE**

* Experience in Sterile Services would be an advantage
* Experience and understanding of principles of continuous quality improvement
* Basic knowledge of Microsoft Office applications i.e.: Word, Excel, PowerPoint and Outlook
* Able to keep up to date with available information relevant to position.

**SKILLS AND ABILITIES**

* Must have a knowledge and empathy for bi-culturalism and practices in a manner which is culturally safe
* Proven ability to create effective working relationships
* The ability to work as an integral part of the team and maintain professional and positive relationships with other service providers
* Able to prioritise work and ability to meet expected time frames
* Commitment to a customer focus and able to communicate well with others
* Willingness and ability to learn and improve sterilising techniques
* Ability to recognise the importance of correct techniques
* Must be capable of bending, stretching and heavy lifting with good manual dexterity.

**PERSONAL ATTRIBUTES**

* Motivated to provide a high quality, customer focused service and be tactful and sensitive in dealing with people and able to maintain confidentiality
* Adapts to change with a willingness to learn new procedures, technologies and systems
* Good skills at balancing competing priorities
* Demonstrates initiative and addresses priorities in an unsupervised manner
* Excellent time management skills and the ability to work under pressure
* Good interpersonal skills and team work
* High standards of personal and professional integrity.

**General Responsibilities of an Employee of West Coast DHB**

**1. Professional Responsibilities**

As an employee of WCDHB you are required to:

* Maintain any qualifications, including registrations and practising certificates, required for legal and safe practice.
* Keep yourself up to date on knowledge, best practices and legislation relating to your work.
* Make a personal contribution towards effective and efficient working relationships within your team and with other WCDHB departments.
* Ensure you carry out your work in a way that is customer-focused and meets professional standards.
* In conjunction with your manager, identify your own training needs and plan to meet these needs.
* Manage your own time and prioritise your work effectively.

**2. Health, Safety and Wellbeing**

* Compliance with all health and safety legislative requirements.
* Compliance with the ACC Partnership Programme requirements.
* Compliance with all organisation-wide health and safety policies and procedures.
* Compliance with the Health and Safety Manual, any relevant chemical information and the emergency plan.
* Work is carried out in a healthy and safe manner and others are encouraged and assisted to work in the same way.
* Unsafe workplace conditions/practices (hazards) are identified, reported and mitigated/rectified early.
* Knowledge of identified hazards is kept up to date.
* Reportable event form is completed (via Safety First) for any accident or injury which has taken place at work, ensuring, in the case of injury, that your supervisor or manager is notified within 24 hours.
* Co-operation, support and promotion of occupational health and safety actions and initiatives in the workplace.

**3. Right to Raise Concerns**

* All employees of WCDHB are expected and encouraged to immediately ask questions, and raise any concerns/issues with their colleagues at their place of work, particularly if the care of a patient could potentially be compromised.
* All staff are expected to act professionally and to actively listen to the concerns or opinions of others being raised at the time.

**4**. **Child Wellbeing and Protection**

WCDHB is committed to identifying, supporting and protecting vulnerable children. The prevention of abuse and enhancing the wellbeing of children and their families aims to keep vulnerable children safe before they come to harm so they can thrive, achieve and belong. As an employee you are required to comply with all relevant legislation e.g. the Vulnerable Children Act 2014 and the Children, Young Persons and their Families Act 1989. You are also required to:

* Contribute to and support the organisation’s strong commitment to a child centred approach to protect children across the region.
* Act at all times in the best interest of the children and young people, putting their interests first.
* Ensure collaborative working practices and recording and sharing of information to address abuse, suspected abuse or disclosure of abuse in a timely and appropriate fashion.

**5. Legislation, Regulations and Board Policies**

You are required to be familiar with and adhere to the provisions of:

* All relevant acts and regulations
* All Board, hospital and department policies
* All relevant procedure manuals
* The “Employee Obligations” within WCDHB’s Disciplinary Policy.

**6. Confidentiality**

You are required to:

* Adhere to the Privacy Act 1993, the Health Information Privacy Code 1994 and subsequent amendments in regard to the non-disclosure of information.
* Maintain strict confidentiality of patient, applicant and employee information at all times.

**7. Risk Management**

You are required to:

* Support and promote actions and initiatives in your work area which enable risks to be identified and eliminated or reduced.
* Be especially aware of those risks which have high cost or safety implications.
* Complete an accident/incident report for any accident, incident or near miss which has taken place at work.
* Respond to complaints according to appropriate policies.

**8. Security**

You are required to:

* Wear your identification badge at all times when on site or when carrying out official duties.
* Notify People and Capability of any changes required for your ID badge.
* Report any suspicious or unusual occurrence to your line manager.
* Complete an incident report for any incident which has or might have compromised the safety of staff, patients and visitors.

**9. Treaty of Waitangi**

* WCDHB is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi: Partnership, Participation and Protection.

**10. Smokefree**

WCDHB is a Smokefree Organisation. This applies to all staff and contractors working within WCDHB buildings, grounds and vehicles. Staff are required to comply with the policy and ensure all visitors, patients and others are informed of the policy.