

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

June 2019

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:

Sterile Services Technician
Operating Suite, Burwood Hospital

REPORTS TO (Title):

Nurse Manager, Operating Suite

REPORTS ON A DAILY BASIS TO:

TSU 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: 2014 Sterilisation Standard)

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

- 1 Nursing and support staff, Operating suite
- 2 Medical staff
- 3 Wards, Outpatients and Departments ie Health and Safety, IP&C
- 4 Maintenance and Engineering

EXTERNALLY:

- 1 Company representatives
Public and Private Hospitals and Health Service Providers

KEY PERFORMANCE OBJECTIVES:

Task	Provide quality service
Expected Result	<ul style="list-style-type: none"> ▪ Provide direct technical processing of reusable medical devices (RMDs) ▪ Ensure accuracy of processes of quality assurance / control is in compliance and relative to infection control standards ▪ Understand policies, procedures and guidelines ▪ Participates in the production of new processes, policies and guidelines ▪ Participates in the introduction of new processes, policies and development in the department
Task	To apply infection control techniques as an integral part of all processes
Expected Result	<ul style="list-style-type: none"> ▪ No evidence of cross infection traceable to sterile services. ▪ Standard precautions are practised at all times. ▪ MDRO policy is followed when required. ▪ Cleaning and maintenance of sterile supply is carried out according to procedures and timeframes.
Task	Decontamination
Expected Result	<ul style="list-style-type: none"> ▪ Instruments and equipment are processed in a timely manner. ▪ Ensures that the correct washing process is selected and used ▪ Loading of RMDs is consistent in achieving an effectively cleaned item ▪ Identify urgent equipment for priority processing ▪ Ensures that all processes are compliant with AS/NZS 4187:2014 Sterilisation Standard
Task	Responsible for assembly, maintenance, inspection, testing and packaging of instruments
Expected Result	<ul style="list-style-type: none"> ▪ Instruments function in the desired manner. ▪ Instruments and equipment requiring repairs or maintenance are sent promptly to the correct place. ▪ Instrument sets are checked as per the itemised check lists. ▪ Loss of equipment or instruments are reported to the Clinical Nurse Coordinator, Operating Suite and Circulating Nurse in the operating room where they were used. ▪ All RMDs are packaged in the correct manner as specified by the Check lists, Standards of Practice (SOP), compliant with AS/NZS 4187:2014 Sterilisation Standard and Infection Control Standards
Task	Sterilisation
Expected Result	<ul style="list-style-type: none"> ▪ Ensures that the correct sterilisation process is selected and used (Steam, Sterrad etc) as appropriate ▪ Ensures that all documentation is completed and notifies the Team Leader or Nurse Manager of any machine faults ▪ Conducts all machine tests according to process for each machine and reports any faults or errors ▪ Monitors each steriliser and load
Task	Storage

Expected Result	<ul style="list-style-type: none"> ▪ Ensures correct storage and distribution processes are maintained and are in compliance with department standards and AS/NZS 4187:2014 Sterilisation Standard
Task	Ensures loan equipment is processed appropriately
Expected Result	<ul style="list-style-type: none"> ▪ All loan equipment is put through a wash cycle on arrival. ▪ Instruments are checked for cleanliness and disassembled for processing as necessary. Then appropriately packaged prior to sterilisation. ▪ All loan equipment must be clearly labelled. ▪ After use all loan equipment must be washed and decontaminated. A decontamination certificate must be provided for the equipment before it is returned to the company/hospital.
Task	Recording
Expected Result	<ul style="list-style-type: none"> ▪ Ensures all required documentation is completed as indicated by AS/NZS 4187:2014 Sterilisation Standard and department and CDHB policies and standards
Task	Environment
Expected Result	<ul style="list-style-type: none"> ▪ Ensures that a clean, tidy and safe work area is maintained at all times
Task	Ensure sterile packs and linen available to meet daily requirements
Expected Result	<ul style="list-style-type: none"> ▪ In consultation with nursing staff assesses expected workload and orders adequate sterile packs to meet daily requirements. ▪ Orders and stocks linen supplies to meet daily requirements.
Task	Demonstrates good interpersonal relationships and communication skills
Expected Result	<ul style="list-style-type: none"> ▪ Responds to patients and all members of the multidisciplinary team, sensitively and professionally. ▪ Accepts directions and guidance and demonstrates a positive response.
Task	To maintain professional development
Expected Result	<ul style="list-style-type: none"> ▪ Completes competencies as required. ▪ Undertake annual appraisal, establishing and achieving goals and objectives ▪ Maintain own clinical competence ▪ Is required to work toward achieving L3 Sterilising Technology course certificate within two years of gaining employment ▪ Participates in all learning opportunities provided ▪ Complete and maintain portfolio ▪ Attain and maintain registration under the New Zealand Sterile Service Association (NZSSA)
Task	Utilise Information Technology

Expectation	<ul style="list-style-type: none"> ▪ Demonstrate ability to access and use available information systems ▪ Is conversant with applications required for specific discipline/role For example Instrument Tracking System ▪ Maintains own professional development by attending relevant IT educational programmes
Task	Undertake other duties as directed by the Clinical Nurse Coordinator, Nurse Manager, and other Nursing staff from time to time.
Expected Result	<ul style="list-style-type: none"> ▪ Ensure that delegated duties are carried out in a professional, competent and timely manner.

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:

NZSSA Sterilising Technology Course Certificate or equivalent (or intent to complete same) within 2 years of commencement.
Maintains registration and yearly membership of the New Zealand Sterile Services Association.
Minimum of three years Secondary education

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
- Methodical approach to work
- Able to sustain good work quality while working under tight deadlines of a busy department

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.