

<b>Directorate</b>	Canberra Health Services	<b>Reporting Relationships</b> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Senior Office Grade C Assistant Director Operations</div> <div style="text-align: center; margin-bottom: 5px;">↑</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Assistant Manager (ASO 5)</div> <div style="text-align: center; margin-bottom: 5px;">↑</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Team Leader (TO2)</div> <div style="text-align: center; margin-bottom: 5px;">↑</div> <div style="border: 1px solid black; padding: 5px;">Sterilising Technician</div>
<b>Division</b>	Infrastructure and Health Support Services	
<b>Business Unit</b>	Sterilising Services	
<b>Position Number</b>	P29358, P29366, P29338, P29355, P11714, P29346, P29356, P29363, P29341, P29369, P29372, P29378, P29414, P29347, P29344, P29343, P29368, P29400, P29371, P29342, P29416, P29376, P14621, P29362, P29377, P29399, P29353, P29348, P03702, P29412, P19368, P29339, P29340	
<b>Position Title</b>	Sterilising Technician	
<b>Classification</b>	Sterilising Services Health Service Officer Level 3	
<b>Location</b>	CHS	
<b>Last Reviewed</b>		

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. We provide acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) and surrounding regions. More information can be found on the [CHS website](#).

Our **Vision**: creating exceptional health care together

Our **Role**: to be a health service that is trusted by our community

Our **Values**: Reliable, Progressive, Respectful and Kind

## POSITION OVERVIEW

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support, and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services provides sterilising services to Canberra Hospital (CH), including the Gastroenterology and Hepatology Unit, North Canberra Hospital (NCH), and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising Reusable Medical Devices (RMD). Sterilising Services provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

Sterilising Services is organised into the following functional areas:

- Sterilising Services Unit at Mitchell, including management and administration
- Sterilising Services Unit at CH
- Sterilising Unit at NCH
- Central Reprocessing Unit (CRU) at the Gastroenterology and Hepatology Unit at CH

It is a requirement of this position that a Certificate 3 in Sterilising (HLT37015) must be obtained within two years of commencement of employment. Sterilising Services HSO positions are broad banded. Upon successful completion of this course and relevant performance competency assessments, the employee will be progressed to HSO 4 level.

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work all shifts within a 24 hour/7 days per week roster, including on-call. This position also involves working across all Sterilising Services' sites (Mitchell, Canberra Hospital including the Central Reprocessing Unit and North Canberra Hospital)

## **DUTIES**

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Under limited direction of the Team Leaders, you will participate in performing the reprocessing of RMDs. You will:

1. Decontaminate, inspect, pack, and sterilise RMDs in accordance with AS/NZ 4187 sterilising requirements, the National Safety and Quality in Health Care Standard and infection control guidelines, including performing environmental cleaning, instrument laser marking, quality assurance tests and driving the truck between Sterilising Services sites.
2. Use a computerised tracking system for all stages of processing, including troubleshooting issues, add/update instrument sets, manually add items to the washer or steriliser batch and approve/disapprove items or load via the Admin Module, fill customer orders and answer enquiries regarding location of instruments and other tasks within T-DOC as required.
3. Conduct audits, including analysing and documenting results. Complete and maintain accurate up to date documentation for all areas of Sterilising Services.
4. Identify, report and recommend appropriate remedial action on any deficiencies in operation of production area including incident reporting and any deficiencies in quality standards to the Team Leaders.
5. Participate in education and training, including completing on the job competencies and Performance Management Plan and conduct on-the-job training and in-servicing for all staff as required, including conducting competency assessments, and completing associated documentation.
6. Promote and contribute to continuous quality improvement initiatives throughout the workplace.
7. Undertake other duties appropriate to this level of classification which contribute to the operation of the organisation.

## **ABOUT YOU**

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CHS is committed to workforce diversity and to creating an inclusive workplace. As part of this commitment, we welcome applications from all diversity groups. Aboriginal and Torres Strait Islander peoples, people with disability and people who identify as LGBTQIA+ are particularly encouraged to apply.

## Behavioural Capabilities

1. Adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs.
2. Strong organisational skills with a high degree of drive.
3. Well-developed interpersonal skills.

## Position Requirements / Qualifications

- No previous experience is required at this level and training will be provided to applicants deemed suitable; however, experience is preferred. It is a requirement of the position that a Certificate 3 in Sterilising (HLT37015) must be obtained within two years of commencement of employment. Upon successful completion of this course, and passing of relevant performance competency assessments, the employee will be progressed to HSO4 level.
- A current C class driver's license is mandatory as this position includes the requirement to drive vehicles up to a max 4.5 tonnes Gross.
- This position is required to work across all Sterilising Services sites and participate in a rotating roster that includes a 24 hour/7days per week roster, including public holidays, if required.
- CHS is leading the drive to digitally transform health service delivery in Australia through the implementation of a territory wide [Digital Health Record](#). Computer literacy skills are required which are relevant to this role as you will be responsible for completing required documentation and becoming a proficient user of the Digital Health Record and/or other Information Technology systems; once proficient, you will need to remain current with changes, updates and contingencies.
- Have an understanding of how the [National Safety and Quality Health Service \(NSQHS\)](#) indicators align with this role.
- Fulfil the responsibilities of this role in alignment to the [CHS Exceptional Care Framework](#), [Clinical Governance Framework](#), [Partnering With Consumers Framework](#) and [all other related frameworks](#).

## Please note prior to commencement successful candidates will be required to:

- Undergo a pre-employment National Police Check.
- Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

## WHAT YOU REQUIRE

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These are the key selection criteria for how you will be assessed in conjunction with your resumé and experience.

1. Experience in, or willingness to learn reusable medical device (RMD) reprocessing, including cleaning, disinfection, inspection, functionality testing, packing and sterilisation.
2. Effective organisational and communication skills, with the ability to liaise with stakeholders.

3. Ability to work independently or with limited supervision within a team working environment whilst promoting a positive working culture.
4. Have an understanding of, and adherence to, safety and quality standards, work, health and safety (WH&S) and the positive patient experience. Displays behaviour consistent with CHS's values of reliable, progressive, respectful and kind.

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would need to be performed. Please note that the ACT Public Service is committed to providing reasonable adjustments and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently

PSYCHOSOCIAL DEMANDS	FREQUENCY
Distressed People e.g. Emergency or grief situations	Never
Aggressive & Uncooperative People e.g. drug / alcohol, dementia, mental illness	Never
Unpredictable People e.g. Dementia, mental illness, head injuries	Never
Restraining e.g. involvement in physical containment of clients/consumers	Never
Exposure to Distressing Situations e.g. Child abuse, viewing dead / mutilated bodies; verbal abuse; domestic violence; suicide	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment e.g. gases; liquids; biological.	Never
Slippery or uneven surfaces	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 9kg	Frequently
Lifting 10 – 15kg	Occasionally
Lifting 16kg+	Never
Climbing	Never
Running	Never
Reaching	Frequently
Kneeling	Occasionally
Foot and leg movement	Frequently
Hand, arm and grasping movements	Frequently
Bending/squatting	Frequently
Bend/Lean Forward from Waist/Trunk twisting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently