

## POSITION DESCRIPTION

<b>POSITION TITLE</b> <i>CCLHD - Position Title - Speciality</i>	<b>Sterilising Services Education, Rostering and Quality Co-ordinator</b>
<b>AWARD</b>	Does this role require Multiple Awards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Award: Health Managers (State) Award
	Classification: Health Manager Level 1
<b>SUPERVISORY</b>	Does this role manage or supervise others? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Job Category</b>	As per StaffLink
<b>Job Classification</b>	As per StaffLink
<b>Job Speciality</b>	As per StaffLink

<b>PRIMARY PURPOSE</b>  <b>MAXIMUM 3400 characters</b>  <i>This must be a concise statement consisting of one or two sentences describing the primary purpose of the role and how it meets service needs.</i>	<p>The aim of the position is to assist with the management of day to day operational activities in the SSD, ensuring that the unit provides a reprocessing service in accordance with statutory requirements and standards.</p> <p>The role has an education and quality focus, providing training, leadership and the development and implementation of core competencies and quality programs. Hours to be undertaken primarily Monday to Friday however the ability to adapt to services requirements is foremost.</p>
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<b>STANDARD KEY ACCOUNTABILITIES</b>  <b>MAXIMUM 3400 characters</b>  <b>Recommended maximum of 8 key accountabilities (excluding the mandatory accountabilities)</b>	<p><b>General Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Undertakes routine reprocessing; decontamination, inspection and packaging, sterilisation and process verification in the SSD, ensuring that all processes are in accordance with the requirements of AS/NZ4187:2014</li> <li>• Provide leadership and guidance to staff, including all aspects of training, mentoring and assessment. The role will develop SOPS, Core competencies and training programs relevant and will deliver and assess the ability of staff against a set criteria to maintain a skills matrix</li> <li>• Deploys, facilitates and organises resources appropriately to manage work flow and changed in workload. Including rostering, notification and</li> </ul>
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<p><b>THIS IS NOT A TASK LIST</b> <i>Accountabilities are the overarching statements under which a number of tasks would sit</i></p>	<p>recording of attendance and absence, monitoring of adherence to allocated break times</p> <ul style="list-style-type: none"> <li>• Manages change in the workplace, ensuring that changes are understood, accepted and complied with and that they foster participation and buy-in. Changes in process and procedures should be sustainable and delivered in cohesion with the Grade 3 technicians</li> <li>• Champions quality in the workplace, including assisting with the completion of compliance audits, gap analysis, review, planning, actions and reporting against relevant standards.</li> <li>• Investigates and reports instances of non-conformance and provide additional training to staff as required to resolve the issues identified</li> <li>• Acts as an expert liaison in matters related to reprocessing, including the understanding and interpretation of technical information in receiving of new equipment. The role will attend relevant meetings as required and represent the interests of best practice and patient safety in their expert knowledge.</li> <li>• Manage and support staff working in the area through performance management and appraisal</li> <li>• Ensure behaviour is aligned with the organisational core values of caring for the coast and in accordance with the values and behaviour charter of the department and LHD, including compliance with the code of conduct and maintaining privacy and confidentiality in a sensitive environment</li> </ul>
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<p><b>KEY CHALLENGES (OPTIONAL)</b> <b>MAXIMUM of 3</b></p> <p><i>The Key Challenges that would be regularly encountered in the role and does not include those that happen intermittently and should not restate the Key Accountabilities.</i></p>	<ul style="list-style-type: none"> <li>• Keep knowledge and training of staff current in a constantly changing work environment including updates to processes and procedures</li> <li>• Develop and Implementation of systems to achieve compliance with Australian New Zealand Standard 4187:2014</li> <li>• Meeting changing demands and prioritising workload</li> </ul>
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WHO YOU ARE WORKING WITH	WHO <i>(maximum 200 characters)</i>	WHY <i>(maximum 500 characters)</i>
<p><b>Internal Relationships</b></p> <p><b>MAXIMUM of 3</b> <b>Both sections to be completed</b></p> <p><i>These are generic relationships and should not reference specific</i></p>	SSD Management	For day to day operational management support and advice.
	Sterilisation Service Staff	To provide training in relation to Sterilising Core Competencies and Performance Development

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names or roles eg Senior management. Outline the key Internal / External stakeholders and customers the role is expected to interact with on a regular basis		
<b>External Relationships</b>  <b>MAXIMUM of 2</b> <b>Both sections to be completed</b>	SSD customers	For advice and decisions related to operational requirements, provide regular information about scheduling and activities.
	Company representatives	Provide in services and educational resources

<b>FINANCIAL DELEGATION</b>	<input checked="" type="checkbox"/> As per delegation manual	<input type="checkbox"/> Other \$ <a href="#">Click here to enter text.</a> please specify the monetary value of the financial delegation (ex: 5000.00).
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ESSENTIAL REQUIREMENTS		
What the applicant must have eg Qualification, Working with Children Check, National Criminal Record Check	<b>Responsibilities Under WHS: Supervisor</b> As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace. <b>Responsibilities Under WHS: Non-Supervisor</b> You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.	
<b>SELECTION CRITERIA</b> If essential criteria are to be addressed through the selection process they need to be added into the Selection Criteria. <b>(Maximum of 8 including Caring for the Coast)</b>	<ul style="list-style-type: none"> <li>• Qualification in Sterilising Technology 2 or 3 or equivalent.</li> <li>• Qualification in supervision Certificate IV in Training or willing to undertake within one year of commencement</li> <li>• Previous experience in Supervisor or Management role in Sterilising Services Department</li> <li>• Proven knowledge of AS/NZ 4187:2014, SOPs, governing standards &amp; guidelines relevant to the SSD and ability to implement and monitor compliance</li> <li>• Demonstrated leadership skills, including the ability to problem solve, give direction &amp; negotiate within the team in order to maintain workflows, maximise efficiency and meet deadlines</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Ability to provide initial and ongoing education to staff in the workplace and support a learning environment including the development of tools and resources</li> <li>• Demonstrated ability to communicate effectively within a multi-disciplinary team in order to ensure functional, harmonious team environment and to support the teams' commitment to customer service</li> <li>• Ability to work collaboratively as a part of the management team to uphold the core values of the organisation, encourage positive culture, manage daily operational workflow &amp; meet customer needs</li> </ul>
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### JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) WHS responsibilities specific to the position.

### Job Demands Frequency Key

I = Infrequent	intermittent activity exists for a short time on a very infrequent basis
O = Occasional	activity exists up to 1/3 of the time when performing the job
F = Frequent	activity exists between 1/3 and 2/3 of the time when performing the job
C = Constant	activity exists for more than 2/3 or the time when performing the job
R = Repetitive	activity involved repetitive movements
N = Not Applicable	activity is not required to perform the job

**Note:** any entries not assigned a value will be automatically set to "N"

Click on "Not Applicable" to make a selection from the drop box.

PHYSICAL DEMANDS – description (Comment)	FREQUENCY
	<b>Job Demands Frequency Key</b>
<b>Sitting</b> – remaining in a seated position to perform tasks	Constant
<b>Standing</b> – remaining in a standing without moving about to perform tasks	Frequent
<b>Walking</b> – floor type; even/uneven/slippery, indoors/outdoors, slopes	Frequent
<b>Running</b> – floor type; even/uneven/slippery, indoors/outdoors, slopes	Infrequent
<b>Bend/Lean Forward from Waist</b> – Forward bending from the waist to perform tasks	Occasional

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<b>Trunk Twisting</b> – turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> – remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting/Crouching</b> – adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg/Foot Movement</b> – use of leg and or foot to operate machinery	Infrequent
<b>Climbing (stairs/ladders)</b> – ascend/descend stairs, ladders, steps	Infrequent
<b>Lifting/Carrying</b> – light lifting and carrying (0 to 9kg)	Infrequent
<b>Lifting/Carrying</b> – moderate lifting and carrying (10 to 15kg)	Infrequent
<b>Lifting/Carrying</b> – light lifting and carrying (16kg and above)	Not Applicable
<b>Reaching</b> – arms fully extended forward to raise above shoulder	Infrequent
<b>Pushing/Pulling/Restraining</b> – using force to hold/restrain or move objects toward or away from the body	Occasional
<b>Head/Neck Postures</b> – holding head in a position other than neutral (facing forward)	Infrequent
<b>Hand and Arm Movements</b> – repetitive movements of hands and arms	Constant
<b>Grasping/Fine Manipulations</b> – gripping, holding, clasping with fingers or hands	Infrequent
<b>Working at Heights</b> – using ladders, footstools, scaffolding, or other objects to perform work	Infrequent
<b>Driving/Riding</b> – controlling the operation of a vehicle (e.g. car, truck, bus, motorcycle, bicycle.)	Occasional
<b>SENSORY DEMANDS</b> – Description (comment)	<b>FREQUENCY</b>
<b>Sight</b> – use of sight is an integral part of work performance (e.g. viewing of X-rays, computer screen)	Repetitive
<b>Hearing</b> – use of hearing is an integral part of work performance (e.g. phone enquiries)	Constant
<b>Smell</b> – use of smell is an integral part of work performance (e.g. working with chemicals)	Occasional
<b>Taste</b> – use of taste is an integral part of work performance (e.g. food preparation)	Not Applicable
<b>Touch</b> – use of touch is an integral part of work performance	Constant
<b>PSYCHOSOCIAL DEMANDS</b> – Description (comment)	<b>FREQUENCY</b>
<b>Distressed People</b> – e.g. emergency or grief situations	Not Applicable
<b>Aggressive and Uncooperative People</b> – e.g. drug/alcohol, dementia, mental illness	Not Applicable
<b>Unpredictable People</b> – e.g. dementia, mental illness, head injuries	Not Applicable
<b>Restraining</b> – involvement in physical containment of patient/clients	Not Applicable
<b>Exposure to Distressing Situations</b> – child abuse, viewing dead/mutilated bodies	Not Applicable
<b>ENVIRONMENTAL DEMANDS</b> – Description (comment)	<b>FREQUENCY</b>
<b>Dust</b> – exposure to atmospheric dust	Not Applicable
<b>Gases</b> – working with explosive or flammable gases requiring precautionary measures	Not Applicable
<b>Fumes</b> – exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> – working with corrosive, toxic or poisonous liquids or chemicals requiring personal protective equipment (PPE)	Infrequent
<b>Hazardous Substances</b> – e.g. dry chemicals, glues	Frequent
<b>Noise</b> – environmental/background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> – risk of trip, falls or eyestrain	Not Applicable
<b>Sunlight</b> – risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
<b>Extreme Temperatures</b> – environmental temperatures are less than 15°C or more than 35°C	Not Applicable
<b>Confined Spaces</b> – areas where only one egress (escape route) exists	Occasional
<b>Slippery or Uneven Surfaces</b> - greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> – ladders/stepladders/scaffolding are required to perform tasks	Infrequent
<b>Biological Hazards</b> – exposure to body fluids, bacteria, infectious diseases	Constant

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### CAPABILITIES FOR THE ROLE

The capabilities (i.e. the knowledge, skills and abilities) for the role are obtained from the NSW Public Sector Capability Framework and any relevant occupation specific capability set.

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities. Select at least one Focus Capability from each Capability Group. A minimum of 4 and a maximum of 10 Focus Capabilities should apply to a role. **If the role contains People Management capabilities, a minimum of 5 Focus Capabilities should apply.**

Click here to read more about [Capability Framework](#)

Select from the drop down list, defaulted to Foundational.

Capability Group	Focus?	Capability Name	Level
 Personal Attributes	<input type="checkbox"/>	Display Resilience and Courage	Intermediate
	<input type="checkbox"/>	Act with Integrity	Intermediate
	<input checked="" type="checkbox"/>	Manage self	Intermediate
	<input type="checkbox"/>	Value Diversity	Intermediate
 Relationships	<input type="checkbox"/>	Communicate Effectively	Intermediate
	<input checked="" type="checkbox"/>	Commit to Customer Service	Intermediate
	<input type="checkbox"/>	Work Collaboratively	Intermediate
	<input type="checkbox"/>	Influence and Negotiate	Intermediate
 Results	<input type="checkbox"/>	Deliver Results	Adept
	<input checked="" type="checkbox"/>	Plan and Prioritise	Adept
	<input type="checkbox"/>	Think and Solve Problems	Adept
	<input type="checkbox"/>	Demonstrate Accountability	Adept
 Business Enablers	<input type="checkbox"/>	Finance	Foundational
	<input type="checkbox"/>	Technology	Intermediate
	<input type="checkbox"/>	Procurement and Contract Management	
	<input checked="" type="checkbox"/>	Project Management	
 People Management	<input checked="" type="checkbox"/>	Manage and Develop People	
	<input type="checkbox"/>	Inspire Direction and Purpose	
	<input type="checkbox"/>	Optimise Business Outcomes	
	<input checked="" type="checkbox"/>	Manage Reform and Change	