

Position Description



OUR CORE VALUES
COLLABORATION OPENNESS RESPECT
EMPOWERMENT

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Role Title	Sterilisation Technician Grade 3 (Staff Supervisor) – Campbelltown Hospital	
Award	Health Employees (State) Award	
Is this a Multi-Disciplinary Role?	No	Please list all relevant classifications below

Award Classification(s) / Grade / Level

04STTE3 (Grade 3 Sterilisation Technician)

Job Category ** SWSLHD Recruitment Unit to Complete **

Job Classification ** SWSLHD Recruitment Unit to Complete **

Specialties ** SWSLHD Recruitment Unit to Complete **

Stafflink Position Number (Please ensure that the Position Number is Active)	
Cost Centre Number	497040
Does this role manage or supervise others?	Yes, Supervises Sterilising Technicians Grade 1 & 2

Primary Purpose of Role (Maximum Character Limit 3400 including spaces**)**

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South Western Sydney
Local Health District

The role of a Sterilisation Technician Grade 3 (Staff Supervisor) is to be an integral member of the Sterilising Services team responsible for the process of reusable medical devices whilst providing supervision, leadership, education and support to Grade 1 & 2 Sterilisation Technicians. The position supports the Sterilising Services Manager in maintaining a positive health & safety culture and communicates with key stake holders to ensure a collaborative and cohesive approach to a quality and timely sterilising service.

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Key Accountabilities (**Maximum of 12 Accountabilities **Maximum 3800 characters including spaces**)

- Assist & support the Manager in the provision of all management responsibilities of the organisation and Sterilising Services Department to ensure compliance and efficiency.
- Perform all duties associated with the process of reusable medical devices duties with a high level of work ethics, experience and competency – including complex tasks
- Oversee work practices to ensure processes are performed in accordance with AS/NZS4187:2014, relevant ISO standards, manufacturers’ recommendations, organisational and departmental policy, procedure and guidelines.
- Ensure the provision of a quality sterilising service in a timely & professional manner by maintaining workflow and promoting a positive environment conducive of customer service and patient/staff safety outcomes.
- Supervise & monitor grade 1 & 2 Sterilising Technicians, assist with training, competency assessment and performance review to ensure a high level of quality service provision.
- Monitor all equipment for function compliance ensuring documentation of daily test results; manage malfunctions & breakdowns including problem solving and reporting non-conformance.
- Review PeriOperative surgical list, additional emergency list and loan set notifications to predict workload and anticipated arrival/dispatch of associated equipment ie. loan sets; communicate with CSSD team and monitor progress to ensure timely turnaround times.
- Communicate with PeriOperative services Team Leaders; identify issues impacting on service delivery, manage & report incidents impacting on the process of reusable medical devices.
- Maintain and improve Quality, Infection Prevention & Control and Work Health & Safety in the workplace including risk management and attending meetings on behalf of the Sterilising Services Manager in their absence. Ensure the following of safe work practices in compliance with organisational policy and departmental procedures for patient and staff safety.
- Ensure the maintenance of a clean and tidy environment by implementing the cleaning schedule for associated equipment and fixtures is completed and documented; monitor compliance-identify and action areas for improvement.
- Monitor consumable resources; maintain adequate stock levels to ensure continued service provision by ordering through organisational systems.
- Model and actively promote workplace behaviour that reflects the SWSLHD CORE Values, NSW Health Code of Conduct, Infection Prevention and Control best practice and Work, health & Safety.

Key Challenges (**Minimum of 1 maximum of 3** Maximum 1000 characters per challenge)

1. Ensuring customer demands with changing and competing priorities. Effective communication with Peri-Operative Services, Clinical wards and external customers to ensure focus is consistent with current requirements.
2. Maintaining compliance of quality assurance and WH&S requirements when dealing with demanding timeframes and varying circumstances ie. inadequate inventory, equipment breakdown, test failures, unplanned leave.
3. Maintaining a high workload demand while engaging a harmonious work environment by demonstrating and embracing CORE values

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Key Relationships (**Who-Max 200 characters Why-Max 500 Characters**)	
<i>Who</i>	<i>Why?</i>
Internal Relationships	
1 CSSD Manager/Director of Corporate Services	To review Australian Standards, develop procedures, report efficiencies, issues- or inefficiencies,
2 Operating Theatre NUM/Team Leader	Collaborate with to ensure a quality and timely service, meeting the needs of the Operating Theatre schedule and instrument trays
3 Sterilising Technicians Grade 1 & 2	Communicate to share information, provide training and education, deliver quality service, comply with SWSLHD policy & procedures
Does this role routinely interact with external Stakeholders? Yes	
1 Community Oral Health Centres	Deliver quality service, inform issues that impact on service provision
2 Suppliers/Vendors	Inform issues or concerns that effect staff or patient outcomes

Essential Requirements (**Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc** **Maximum 3800 characters including spaces.**)	
<ul style="list-style-type: none"> • Certificate II or III in Health Service Assistance (Sterilisation Services) or equivalent • Experience working in a Hospital Sterilising Services Department • Demonstrated leadership skills • National Criminal Record Check • Category 'A' vaccination compliance 	

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Selection Criteria

****Maximum of 8 Selection Criteria** **Maximum of 3800 characters including spaces for all criteria****

- Certificate II or III in Health Service Assistance (Sterilisation Services) or equivalent with extensive experience working in a Hospital Sterilising Services Department and ability to perform specialised tasks at a higher degree of competency.
- Sound knowledge and understanding of governing standards and guidelines relevant to the process of reusable medical devices with and ability to implement, monitor and assist audit compliance.
- Experience in leadership skills including effective communication to provide direction, problem solve, and negotiate within a dynamic team for quality and safe outcomes while maintaining a harmonious environment that supports the commitment to customer service.
- Effective teaching skills that supports a learning environment; ability to provide orientation and training to new staff & assist education and competency assessment for grade 1 & 2 Sterilisation Technicians. Commit to own professional development.
- High level understanding and ability to implement, monitor and maintain Infection Prevention & Control, risk management, & WH&S to ensure good manual handling outcomes and staff safety.
- Intermediate computer skills and ability to perform administrative tasks and duties using programs such as Excel, Word, HealthRoster, electronic tracking and other programs associated with CSSD.
- Ability to work collaboratively as part of the management team encourage a positive culture, manage daily operational workflow and meet customer needs.
- Ability to work a rotating roster, including weekends and Public Holidays for the provision of a 7 day service to the Peri-Operative Services Department.

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Jobs Demand Checklist	
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 of the time when performing the job)	
R = Repetitive (activity involved repetitive movements)	
N = Not Applicable (activity is not required to perform the job)	
Physical Demands	
Sitting - remaining in a seated position to perform tasks	O
Standing - remaining standing without moving about to perform tasks	C
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	F
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	N
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	I
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	I
Kneeling - remaining in a kneeling posture to perform tasks	N
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	N
Leg / Foot Movement - Use of leg and / or foot to operate machinery	N
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	N
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	C
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	I
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	N
Reaching - Arms fully extended forward or raised above shoulder	N
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	O
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	N
Hand & Arm Movements - Repetitive movements of hands and arms	R
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	R

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Jobs Demand Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	N
Driving - Operating any motor powered vehicle	I
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	R
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	C
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	F
Taste - Use of taste is an integral part of work performance e.g. Food preparation	N
Touch - Use of touch is an integral part of work performance	F
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	N
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	N
Unpredictable People - e.g. Dementia, mental illness, head injuries	N
Restraining - involvement in physical containment of patients / clients	N
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	N
Environmental Demands	
Dust - Exposure to atmospheric dust	N
Gases - Working with explosive or flammable gases requiring precautionary measures	N
Fumes - Exposure to noxious or toxic fumes	N
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	F
Hazardous substances - e.g. Dry chemicals, glues	F
Noise - Environmental / background noise necessitates people raise their voice to be heard	F
Inadequate Lighting - Risk of trips, falls or eyestrain	N
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	N

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Jobs Demand Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C	N
Confined Spaces - areas where only one egress (escape route) exists	N
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground	I
Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls	N
Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks	N
Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases	F

Created By: Tracey Worthington

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Approved By: _____ Sheena Chand _____

Title: _____ Senior HR Officer _____