

## Position Description

<b>Position Title:</b>	Central Sterilising Service Department Instrument Technician
<b>Classification:</b>	Level 2 – 4 (indicative of qualifications)
<b>Division:</b>	Support Staff
<b>Department / Unit:</b>	CSSD
<b>Reports to:</b>	Nurse Unit Manager (NUM)
<b>Salary and Conditions:</b>	As per the current MHPH Administrative and Support Staff Enterprise Agreement and National Employment Standards
<b>Immunisation Risk Category:</b>	Category A

### Hospital Description:

Mildura Health Private Hospital is a 51-bed private hospital including a 29 bed Medical / Surgical in-patient ward with 2 Enhanced Care beds and a Treatment Room; Day Procedure Unit; Day Oncology Unit; 3 operating theatres and partnership with Mildura Health Private Consulting. Specialties include Cardiology (pacemaker insertions), Dental, Ear Nose and Throat, General Medicine, General Practice, General Surgery, Gynaecology, Oncology, Ophthalmology, Oral & Maxillofacial, Orthopaedics, Palliative Care, Plastic / Reconstructive, Sleep Studies, Urology and Vascular.

### Our Vision

Your health, your choice

### Mission Statement

Providing life-long, exceptional health care when you need it

### Our Values



**Honesty**

We act with uncompromising honesty and integrity in everything we do.



**Fairness**

We operate in accordance with the rules and an ethical framework.



**Respect  
the  
Rights of  
Others**

We show respect for the dignity of the individual and mutually respect and value each other.



**Independence**

We are independent in thought and action and understand the importance of Mildura Health's core responsibility as a good corporate citizen in our community and industry.

**Position Summary:**

This position description is comprised of broad professional statements of accountability. It is to be read in conjunction with the relevant duty statements, which is used as a guide for specific duties on a shift-by-shift basis and Mildura Health Private Hospital policies and procedures.

**Mandatory Requirements:**

- Certificate III in Sterilisation Services or nationally recognised equivalent (or willingness to work towards)
- Vaccination against COVID-19 is a mandatory requirement for all healthcare workers in Victoria, and as such, all employees at Mildura Health Private Hospital.

**Skills, Knowledge and Attributes:**

- Knowledge of surgical instrumentation
- Knowledge of sterilisation procedures and practices as per AS4187 and GENSA guidelines
- Excellent interpersonal and communication skills and ability to take direction
- Attention to detail
- Ability to manage and prioritise competing and conflicting priorities
- Ability to work independently and in a team
- Availability and flexibility in working shifts/days
- Knowledge of the Meditrax system
- Computer literacy

**Key Responsibilities – Clinical Care:**

- Perform all CSSD daily activities of testing sterilising equipment and processes
- Prepare sterile bundles and equipment for all surgical procedures
- The care of all surgical instruments and reusable medical devices
- Report broken or missing equipment to the NUM
- Clean the CSSD area according to infection control policies
- Complete all daily tasks in accordance with CSSD duty statement, using time effectively
- Maintain confidentiality of all information related to patients, staff and medical personnel
- Other duties as directed by the NUM

**Management:**

- Contribute to the professional development of others including preceptorship of new staff and/or students on placement.
- Exercise economy in the use of resources, supplies and time.
- Actively participate in team meetings, staff forums and other meetings relevant to role and as requested by manager.

**Professional Development:**

- Participate in the hospital appraisal process.
- Complete mandatory competencies as directed and per the Training/Competency Calendar.
- Maintain and update knowledge and skills through regular attendance at education and training sessions and in-service education.
- Keep abreast of technology relating to the area.

Page 2 of 3	Author: E. Doherty	Approved by: CEO
Document Number: F01-14-29(3)		Date Approved: September 2021
Controlled Document, printed documents are uncontrolled.		

**Safety and Quality:**

- Demonstrate an understanding of the MHPH Quality Management System and actively contribute to quality improvement activities and the hospital's plan to achieve organisational objectives.
- Understand, contribute to and participate in the hospital ISO certification process.
- Understand, contribute to and participate in the application of the National Safety and Quality Health Service Standards (NSQHS) applicable to MHPH.

**Occupational Health and Safety:**

- Follow safe work practices and comply with the Hospital's Occupational Health and Safety policies and procedures and legislation, proactively reporting policies, hazards, incidents and injuries to manager
- Make proper use of all safeguards, safety devices and personal protective equipment.
- Take appropriate care to protect the health and safety of self and others.

<b>Signed Employee:</b>	<b>Date:</b>
<b>Signed DCS / CSM / CEO:</b>	<b>Date:</b>