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| **Position Title:** | **Instrument Technician**  This position description is a supporting document to an employee’s “Letter of Appointment” and “Variation to Letter of Appointment” |
| **Department:** | Perioperative Unit |
| **PD Issue Date:** | May 2019 |
| **Classification/Award:** | **Award:**  Health and Allied Services, Managers and Administrative Officers Victorian Public Sector Multiple Enterprise Agreement (2016-2020)  **Classification:** Instrument Technician Grade 4 |
| **Performance Review:** | A six month probation will apply to this position (6 months from date of commencement). Performance reviews will then be held annually. |
| **ROLE** | |
| The instrumentation technician role implements an efficient and effective process of sterilisation for reusable instruments and equipment for South Gippsland Hospital, ensuing the sterilisation services are delivered in accordance with current AS/NZ 4187, and other appropriate standards. | |
| **ORGANISATIONAL RELATIONSHIPS** | |
| Reports to: Nurse Unit Manager, Peri-operative Services Nurse Unit Manger  Liaises with: All South Gippsland Hospital Staff   * All nursing staff * Internal stakeholders * External stakeholders   Observes the appropriate lines of communication in all the above relationships. | |
| **KEY RESULT AREAS** | |
| * Receive and check all instruments and equipment used in the operating room at the completion of procedures. * Collect and check soiled instrumentation and equipment from other departments as required. * Decontaminate and clean the used instruments and equipment as per standards and work instructions. * Repack and check instruments trays as per work instructions. * Be familiar with the principles and practice of appropriate sterilisation methods and sterilise equipment for all of the organisation over various departments * Ensure sterile goods are stored and handled in safe manner. * Deliver items as required to appropriate departments. * Participate in stock rotation, replenishment and storage of consumable items. * Ensure safe work practices are followed and the environment is kept free of hazards. * Facilitate ‘on the job’ training sessions as required. * Ensure a working knowledge and use effectively the record systems maintained in the area. * Act as a resource for all SGH staff with use of the tracking systems involved in reprocessing and sterilising * Assist in the formulation of policies and procedures for relevant sterilisation department matters * Actively engage with the Infection Prevention and Control Nurse, the POS NUM, and assist with quality audits and activities to ensure compliance with the relevant National Standards. * Perform routine microbiological testing and monitoring of reprocessing equipment. * Participate in perioperative service team meetings * Perform other duties reasonably required as directed | |
| **SPECIALIST SKILLS AND KNOWLEDGE** | |
| * Demonstrate willingness to undertake relevant training / course to develop skills and acquire knowledge * Ability to participate in the Performance Appraisal. * Work within scope of practise according to qualifications according to the conduct and policies of SGH | |

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| **QUALIFICATIONS AND EXPERIENCE** |
| * Certificate III in Health Services - Sterilisation Service * Knowledge of surgical instrumentation * Desirable: Certificate in Infection Control and Sterilisation |
| **KEY SELECTION CRITERIA** |
| **Essential:**   * Demonstrated ability to function in all areas of a Sterilisation Department: decontamination preparation, sterilising and supply areas. * Demonstrated knowledge and evidence of a commitment towards quality improvement activities and accreditation processes * Extensive knowledge of sterilisation procedures and practices and speciality training in areas such as setting up, loan instruments, soluscope and other sophisticated medical equipment * Excellent interpersonal skills   **Desirable:**   * Membership to appropriate governing bodies eg. SRACA (Sterilising Research Advisory committee of Australia) & GENCA |
| **MANDATORY COMPETENCIES** |
| Unless an employee is able to produce authorised evidence of successfully completing an approved mandatory competency, the employee will be required to successfully complete the competencies within the first six months of employment. Each employee is required then to successfully complete mandatory clinical competencies annually. |
| **Organisational Values** |
| South Gippsland Hospital staff work with each other according to the Values listed below and the behaviours these values require when carrying out business.  These values are:  **Adaptability – Being flexible and accepting of new ideas and change for the better**  **Mutual Respect – We treat others the same way that we would like to be treated**  **Accountability – We accept responsibility for our actions, attitudes and mistakes**  **Trust- We act with integrity and can count on each other**  **Excellence – We do our best at all times and look for ways to improve**  It is expected that staff will also work according to these Values when working directly with other staff, clients and members of the community. |
| **Occupational Health and Safety** |
| All staff are expected:   * to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities: * to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace. * to seek guidance about new or modified work procedures. * to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.   If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in SGH OH&S policies. |
| **Infection Control** |
| An effective, integrated organisation-wide Infection Control Program is dependent upon the support, recognition, motivation, commitment and integrity of every staff member. All staff members have a responsibility to maintain infection prevention and control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control Prevention and Control policies and procedures at all times. |
| **Education** |
| SGH is committed to education. All staff have a responsibility to undertake their own professional development and actively participate in the education of others. This may involve colleagues, health professionals from other disciplines or educating students. Inter-professional education is strongly encouraged and supported and is integral to a small rural hospital.  **Health and Wellbeing**  The health and wellbeing of employees is a priority for South Gippsland Hospital and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals.  I commit to:   * Partaking in the promotion of the health and wellbeing of employees * Contributing to an inclusive and health promoting environment * Promoting our values of trust, excellence, accountability and mutual respect * An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making |
| **Confidentiality** |
| Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of South Gippsland Hospital. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information.  Failure to comply with this agreement may result in disciplinary action and may include termination of employment. |
| **Quality and Risk Management** |
| In order to help ensure continued patient safety and quality of care:   * Staff are required to participate in the development and maintenance of a quality service through the application of professional standards; participation in quality improvement activities; and compliance with the policies, procedures, practices and organisational goals and objectives of SGH. * Staff are required to contribute to the development and maintenance of the SGH Risk Management Framework and apply the framework to identify, evaluate and minimise exposure to risk. * Staff are required to abide by the Code of Conduct for Victorian Public Sector Employee |
| **Special Requirements** |
| * New staff will be required to satisfactorily complete a Police Records Check prior to commencing employment. * Should your role require you to drive a South Gippsland Hospital vehicle, a current Victorian Drivers Licence is required. Loss of licence or any licence infringement must be reported by the employee to Management immediately. * A completion of pre-existing injury or illness declaration will be required prior to appointment to the position. * All employees of South Gippsland Hospital are bound to work according to the policies and procedures of South Gippsland Hospital, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time. * All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff. |

**INCUMBENT STATEMENT**

I, have read, understand and accept

*(please print name)*

the above Position Description.

Signed: Date

Copy to staff member: □ Yes □ No

Details certified correct by:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date