

Position Description

Instrument Technician Grade 3

Classification:	Instrument Technician Grade IN3
Business unit/department:	Sterilizing Services Department
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Employment type:	Part-Time
Hours per week:	24
Reports to:	Nurse Unit Manager
Direct reports:	Nurse Unit Manger
Financial management:	Budget: Nil
Date:	April 2026

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Position purpose

- To deliver a high standard of care to all patients, by ensuring that required items are available when needed, and that processing quality and sterility are assured.
- Uphold the Standards of the department by complying with AS5369-2023.
- To maintain and update own knowledge of Sterilizing Practice and equipment used in the department.

About CSSD

The Austin Health Sterilizing Services Department (CSSD) engages in all aspects of decontamination, packaging, sterilizing and storage of re-usable medical devices.

Austin Health Sterilizing Services departments are located on two separate campuses.

Repatriation Campus CSSD has recently been refurbished with the most up to date equipment and provides a service for a busy operating suite which consists of 8

operating rooms, Endoscopy and other departments on this campus.

Austin Campus CSSD provides a service for 11 operating rooms, Endoscopy and otherwards and departments on this campus and 8 Operating room at the Repat Campus. The CSSD strives to deliver high quality services that comply with the Australian Standards as well as achieving customer satisfaction within a supportive and welcoming team environment.

Position responsibilities

- Demonstrate knowledge and competence in cleaning, disinfecting and sterilizing reusable medical and surgical instruments and equipment used in Austin Health in accordance to AS 5369:2023 Standard
- Ensure that sterile supplies are stored and handled according to Standard
- Demonstrate knowledge and understanding of all mechanical equipment used in the unit.
- Communicate with relevant staff when equipment is faulty.
- Support and participate in the Austin Health OH&S procedures, with the development of safe working practices and a safe environment by actively reducing safety hazards and preventing accidents within the unit.
- Ensure use of lifting devices or appropriate equipment available in the department to reduce risk of manual handling
- Communicate well with staff to co-ordinate and priorities processing of equipment to enable the provision of optimal patient care.
- Being able to reprioritize activities in response to sudden changes in the work environment
- Demonstrate the ability to function well as a team member.
- Should be aware of management protocols following exposure to blood and body fluids Be familiar with Policy related to reporting staff injuries.
- Attending staff development programs and in-service education sessions.
- Participate in continuous quality improvement activities relevant to sterilizing department.

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values.
- Minimum of 12 months' experience, post completion of the
- Demonstrate competence in all aspects of the CSSD Department.
- Effective interpersonal and communication skills.
- Team player and flexible.
- Sound organizational skills and capable of prioritizing work and exercising discretion within established policies, guidelines and procedures.
- Ability to work all shifts including night duty



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Professional qualifications and registration requirements

Certificate III in Health-Sterilizing Practice for Technicians conducted by Mayfield Centre (or equivalent).

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.



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Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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