Position Description

Instrument Technician Grade 4

Classification:	Instrument Technician Grade 4 (IN4)
Business unit/department:	Central Sterilizing Services Department (CSSD)
Work location:	Austin Hospital ☐ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025-2027
Employment type:	Casual
Hours per week:	0
Reports to:	Supervisor
Direct reports:	Instrument technicians grades 1, 2 ,3,
Financial management:	Nil
Date:	November 2026

We acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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. We acknowledge the deep and enduring connection that First Nations Peoples have to this land, and we honour their strength, resilience, and leadership. We are committed to creating a culturally safe and supportive workplace where Aboriginal and Torres Strait Islander voices are heard, valued, and empowered.

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 for reprocessing requirements of all Reusable Medical Devices (RMDs) used within the department.

About CSSD

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

Austin Health's Sterilizing Services departments are located on two separate campuses with 1 NUM for both campuses, and one AUM rostered on each campus.

Repatriation Campus CSSD operates Monday to Friday 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 operates 24/7 and provides a service for 11 busy operating rooms, Endoscopy, satellite reprocessing area and other wards and departments on this 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

Role Specific:

- Demonstrate knowledge and competency in cleaning, disinfecting and sterilising RMDs and equipment used in Austin Health in accordance with AS5369:2023 guideline.
- Being able to work in all areas of sterilising services with a high degree of autonomy
- Ensure that sterile reusable medical devices are stored and handled according to AS5369:2023
- Demonstrate knowledge and understanding of all mechanical equipment used within 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.
- Being able to reprioritise activities in response to sudden changes in their work environment.
- Communicate well with staff to co-ordinate priority processing of equipment to enable the provision of optimal patient care.
- Demonstrate the ability to function well as a team member.
- Should be aware of management protocols following exposure to blood and body fluid
- Be familiar with Policy related to reporting staff injuries.
- Attend staff development programs and in-service education sessions.
- Participate in continuous quality improvement activities relevant to the sterilising department

All Employees:

- Comply with Austin Health policies & procedures as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments
- Maintain a safe working environment for yourself, colleagues and members of the public. Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principles of patient-centred care
- Comply with Austin Health mandatory training and continuing professional development requirements
- Work across multiple sites as per work requirements and/or directed by management

Selection criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Minimum of three years full-time equivalent experience, post completion of the Certificate III Health-Sterilising Practice for Technicians.
- Demonstrate competence in all aspects of the CSSD Department including loan instrument process, Endoscope reprocessing, Tracking system, and other sophisticated equipment.
- Effective interpersonal and communication skills.
- Team player and flexible.
- Sound organisational skills and capable of prioritising work
- Ability to work all shifts including night duty.

Professional qualifications and registration requirements

- Certificate IV in Health Sterilising Services

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 creating a culturally safe, inclusive and anti-racist environment for all staff, patients, consumers, carers and communities. We recognise that racism, discrimination and exclusion negatively impact health and wellbeing, and acknowledge the unique and ongoing effects of colonisation, dispossession and systemic inequities experienced by Aboriginal and Torres Strait Islander Peoples. We are committed to embedding cultural safety and inclusion across all levels of our health service, actively identifying and eliminating racism in all its forms, and equipping our people with the knowledge, skills and confidence to challenge racism, foster respect, and create a safer and more equitable experience for everyone.

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.

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.