

Position Description

Instrument technician Grade 4

Classification:	IN4
Business unit/department:	SAPM The Surgery Centre Operating Suite
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:	Part-Time
Hours per week:	28.5hrs
Reports to:	The Surgery Centre Operating suite NUM
Direct reports:	Nil
Financial management:	Budget: Nil
Date:	September 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 and to uphold the Standards of the department by complying with AS5369.

About The Surgery Centre Operating Suite

The Surgery Centre is welcoming – we make receiving and giving care as smooth as possible. We listen and create a calm and safe environment. We strive to provide certainty. Patients get their surgery on the day it is booked and the care provided is excellent. We attract the best surgeons, nurses and staff who work to the highest standards. We are dynamic and confident enough to be questioned and will challenge ourselves to deliver the best health care available. Most importantly, we value and work in partnerships. We create teams that work in harmony.

The Surgery Centre includes eight operating theatres, a 12-bay Recovery unit, an overnight ward and a Satellite unit.

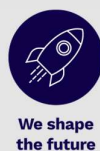
Position responsibilities

- Demonstrate knowledge and competency in cleaning, disinfecting and sterilising reusable medical and surgical instruments and equipment, including Endoscopy equipment used in Austin Health in accordance with AS5369 guidelines
- Assist with the ordering of the sterile supplies, ensuring appropriate levels for use in the operating suite
- Ensure that sterile supplies are stored and handled according to AS5369
- Demonstrate advanced knowledge of all mechanical equipment used within the unit, specifically the management and maintenance of reprocessing equipment and endoscopes.
- Prepare instrumentation and sterile consumables for procedure lists and communicate any foreseen supply shortages to relevant staff
- Maintain a clutter free and clean work environment appropriate for the safe storage of and handling of sterile instrumentation and consumables.
- Demonstrate the ability to function well as a team member, show reliability and the ability to work with a high degree of autonomy.
- Demonstrate the ability to problem solve and to use own initiative to improve workflow processes
- Communicate in a professional and timely manner with relevant staff to coordinate and prioritise processing of instrumentation to enable the provision of optimal patient care.
- Attend staff development programs and in-service education sessions
- Participate in continuous quality improvement activities relevant to TSC Operating suite, including Endoscopy.
- Undertake additional responsibilities that may include the supervision and training of instrument technicians.

Selection criteria

Essential skills and experience:

- Certificate IV in Sterilising Services conducted by Mayfield Centre (or equivalent)
- Minimum of one year experience post completion of the Cert IV in Sterilising services
- Effective interpersonal and communication skills
- Demonstrated commitment to high customer service
- Ability to work all shifts as rostered
- Computer knowledge



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



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show we care



We bring
our best



Together
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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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