

Austin Health

Position Description



Position Title: Instrument Technician Grade 2

Classification:	Instrument Technician Grade 2 IN2
Business Unit/ Department:	Sterilizing Services Department
Agreement:	VICTORIAN PUBLIC HEALTH SECTOR (HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS) SINGLE INTEREST ENTERPRISE AGREEMENT 2021-2025
Employment Type:	Full-Time
Hours per week:	As per contract
Reports to:	Supervisor, Associate Nurse Unit Manager Nurse Unit Manager
Direct Reports:	Nurse Unit Manager
Financial management:	Budget: Nil
Date:	January 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviors, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

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 AS/NZS4187:2014

To maintain and update own knowledge of Sterilizing Practice and changing equipment used in the department

About CSSD

The Austin Health Central 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 busy operating rooms, Endoscopy 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.

Purpose and Accountabilities

Role Specific:

Demonstrate knowledge and competency in cleaning, disinfecting and sterilizing reusable medical and surgical instruments and equipment used in Austin Health in accordance to AS4187-2014 guidelines.

Ensure that sterile supplies are stored and handled according to AS4187

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

Communicate well with staff to co-ordinate and prioritise processing of equipment to enable the provision of optimal patient care.

Being able to reprioritise 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.

Attend staff development programs and inservice education sessions.

Participate in continuous quality improvement activities relevant to sterilizing department.

Ensure a high level of work quality, develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.

All Employees:

Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>

Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks

Comply with the Code of Conduct

People Management Roles:

Ensure clear accountability for quality and safety within the department

Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional

Be aware of and comply with the core education, training and development policy.

Selection Criteria

Essential Knowledge and skills:

- Certificate III in sterilizing Services
- A commitment to Austin Health values
- Ability to work in all areas of sterilizing services
- Ability to effectively prioritize workload
- Demonstrated reliability and ability to work with minimum direction and supervision.
- Demonstrated ability to problem solve and to use own initiative to improve performance.
- Demonstrated ability to resolve conflicts and to communicate effectively with all levels of staff whilst maintaining confidentiality
- Ability to read, write and communicate in English to a level required to perform the job.
- The ability to communicate effectively with all staff. ie. Management, Medical Staff, Ancillary staff and Nursing staff.
- Demonstrated commitment to high customer service.
- Flexibility with shifts, weekend work and public holidays

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	

